

NOTICE OF MEETING

There will be a meeting of the Senate Governance Committee

on Tuesday, April 30, 2019 at 2:00-3:30p.m.

Room 209/211 Assumption Hall

A G E N D A

- 1 **Approval of Agenda**
 - 1.1 Unstarring agenda items

- 2 **Approval of the minutes of the meeting of March 27, 2019.** SGCm190327

- 3 **Business arising from the minutes**

- 4 **Outstanding Business/Action Items**
 - 4.1 **Biomedical Sciences - New AAU Proposal** **Andrew Hubberstey/Dan Mennill-Approval**
SGCa190430-4.1

 - 4.2 **Committee Membership**
 - 4.2.1 **Senate Standing Committees** **Douglas Kneale-Approval**
SGCa190430-4.2.1

 - 4.2.2 **Senate Governance Committee - Subcommittees** **Douglas Kneale-Approval**
SGCa190430-4.2.2
(Discipline Appeal Committee, Procedures and Discrimination
Committee, Nominating Committee, Special Appointments
Committee, Bylaw Review Committee)

- 5 **Bylaw Business**
 - 5.1 **Proposal for New Bylaw 51 (Undergraduate) and New Bylaw 55 (Graduate)** **Rick Caron-Approval**
SGCa190430-5.1

 - 5.2 **Gender Requirement in the Bylaws** **Rick Caron-Discussion**

- 6 **Question Period/Other Business**

- 7 **Adjournment**

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate resolution, 'starred' items will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.

**University of Windsor
Senate Governance Committee**

4.1: **Biomedical Sciences – New AAU Proposal**

Item for: **Approval**

Forwarded by: **Faculty of Science**

MOTION: That the Senate Governance Committee recommend to Senate the creation of the Department of Biomedical Sciences.*

**Subject to the approval of expenditures required.*

Rationale:
See attached.

PROPOSAL TO CREATE A DEPARTMENT OF BIOMEDICAL SCIENCES

Faculty of Science, University of Windsor

OVERVIEW

1. Background

Biomedical sciences is a growing and evolving field of science requiring training that is adapted to incorporate the latest discoveries and innovations. Along with a high demand for cutting edge infrastructure, there is also a growing need in applications of large-scale genomics, epigenomics and metabolomics. Data from the Canadian Occupations Projection System (2017-2026)¹ shows that over the next decade the health and biomedical related careers will be among the most sought out fields in science and one of the areas with the lowest unemployment rate. Although the majority of students entering this field aspire to attend medical school following their undergraduate training, the reality is less than 20% of applicants will be accepted into a Canadian Faculty of Medicine². Hence, there is a need to train students to be more widely marketable in the biomedical field by developing and strengthening both their technical and transferrable skills.

At the University of Windsor, the Department of Biological Sciences encompasses a wide range of academic disciplines spanning the spectrum of the life sciences. Faculty research interests are centred on 3 major areas: Ecology/Evolution (EE), Cell/Molecular Biology (CM), and Behaviour/Cognition/Neuroscience (BCN). Although some faculty perform research that traverses all three of these disciplines, in general they are represented as follows: ~50% EE, ~35% CM and ~15% BCN. The departmental faculty also includes permanent and limited-term Ancillary Academic Staff (AAS)- Learning Specialists and a permanent Sessional Lecturer all focused on science education, curriculum development and pedagogical research.

In addition to research and graduate training, faculty also teach undergraduate and graduate students, who on average make up ~37% of the undergraduate majors and 6% of graduate students within the Faculty of Science. There are currently four undergraduate programs in Biological Sciences: Honours Biology with and without Thesis, Molecular Biology and Biotechnology, BCN, and Health and Biomedical Sciences. Although the department as a whole has seen a modest increase student numbers over the last five years, there has been a dramatic rise in the percentage of students enrolled in the Health and Biomedical program³ (Appendix A, Figure 1). In 2018, total students enrolled in the Health and Biomedical stream made up ~30% of student body in Biological Sciences (Table 1). In 2018, the combined number of incoming first-year students in Health and Biomedical and Molecular Biology and Biotechnology made up almost half of the students in the Department of Biological Sciences (Appendix A, Figure 2).

Table 1: Full-time Head count for all students within Biology degree programs and streams (2015-2018) (Not all Biology programs are shown)

Program	2015	2016	2017	2018
Health & Biomedical sciences	98	154	218	240
Molecular Biology & Biotechnology	30	16	13	23
BCN	52	51	50	56
Biology (without thesis)	364	336	337	315

2. Objective

To expand the health and biomedical stream by creating a new and cohesive department that focuses on growing and strengthening research, training and education in the Biomedical Sciences.

3. Rationale

Over the past year the Faculty of Science has commissioned two large scale surveys to determine: **a)** the level of student satisfaction with their education and training, and **b)** faculty job satisfaction and safety. With respect to Biological Sciences, there were two main points of interest that were reflected in the survey results:

1. *Students reported that the current scope of training in the biomedical sciences is an area of dissatisfaction that needs to be addressed, mainly due to a lack of adequate number of upper year courses offered in the field of cell, molecular and biomedical areas.*
2. *Faculty reported that there exist challenges associated with merging very diverse academic disciplines and interests within Biological Sciences that has prevented a coherent focus on health and biomedical training and growth of its research programs.*

In an effort to address the needs and concerns of both students and faculty, we propose to create a Department of Biomedical Sciences that provides a comprehensive research and training approach to grow, support and strengthen the area of health and biomedical sciences. A dedicated department would also ensure increased student success in the field, and provide avenues that extend beyond traditional pathways by expanding the types of academic programs that we currently offer.

4. Research and Teaching Needs of a Biomedical Sciences Department

Through several discussions among current faculty members in the Faculty of Science, 10 faculty have expressed interest in joining a new Department of Biomedical Sciences (with additional cross-appointments from expressed interested faculty in other Science departments). These faculty have expertise in both research and teaching in the area of biomedical sciences that would support both the training and education of students in the current Health and Biomedical and Molecular and Biotechnology streams.

Proposed undergraduate and graduate programs for consideration in a Department of Biomedical Sciences:

1. **Health and Biomedical Sciences Program** – We propose renaming and transferring this currently existing program to the new Biomedical Department while maintaining its joint association with the Department of Chemistry and Biochemistry. This program will serve as a major undergraduate program in the Biomedical Department, with students graduating with a joint BSc in Biomedical Sciences and Biochemistry.
2. **Molecular Biology and Biotechnology** – We propose transferring this currently existing program to the new Biomedical Sciences Department. This would serve as a second standard “stream” within the Biomedical Sciences Department, with students graduating with a BSc in Molecular Biology and Biotechnology.
3. **MSc in Translational Health Research** – This program is currently being developed and would naturally fit in a Department of Biomedical Sciences. This course-based program connects graduate students with local medical physicians and health care professionals, thus strengthening our community and industry relationships.
4. **MSc/PhD in Biomedical Sciences** – The creation of this new graduate program will take time to develop and certify. In the interim, we propose connecting with the existing graduate program in the Department of

Biological Sciences, where our current students are now registered, and/or registering future students in the Department of Chemistry & Biochemistry. This can be achieved through cross-appointments of Biomedical Sciences faculty with these Science departments.

5. **Certificates** – We propose developing certificate programs (8-10 currently existing and new courses) in collaboration with other AAUs within and outside the Faculty of Science. Through conversations with various department heads we have identified four possible certificate programs that warrant further exploration. These include, 1) Bioinformatics, 2) Health and the Environment, 3) Health Care Economics, and 4) Regenerative Medicine. These certificate programs may also serve as pilot studies that may further support the creation of new joint programs between Biomedical Sciences and other departments.

Required and optional courses for Biomedical Sciences/Biochemistry and Molecular Biology and Biotechnology programs

With a transfer of both the current Health and Biomedical Sciences and the Molecular Biology and Biotechnology programs, we propose initially maintaining current degree requirements for both these programs. Courses could be taught by faculty who have expressed interest in joining the proposed Biomedical Sciences Department and/or by faculty in other Science departments (Table 2).

Current biology courses may either be transferred to Biomedical Sciences, cross listed, or maintained with the Department of Biological Sciences. We propose that these decisions would be made in collaboration with the Departments of Biological Sciences and Chemistry & Biochemistry during the first year of department structuring. Initially the majority of Biology courses which are required or optional for the biomedical sciences/biochemistry and biotechnology programs will be cross-listed. Eventually, movement and/or cross-listing of courses will be based on faculty areas of expertise and degree requirements. Thoughtful planning for courses during this time period will also assure that there are clear retention pathways for students who chose to transfer to other Science programs.

Table 2: BSc Honours in Biomedical Sciences and Biochemistry required courses and upper year optional courses.

First Year	Second Year	Third Year	Optional Science courses
BIOL/M 1101 and BIOM/L 1111 CHEM 1100 and CHEM 1110 PHYS 1400 and PHYS 1410 MATH 1720 and MATH 1730	BIOL/M 2040, BIOL/M 2050 and BIOL/M 2480 BIOL/M 2111, BIOL/M 2131, BIOL/M 2071, BIOL/M 2021 BIOC 2010 CHEM 2200 and CHEM 2300 STAT 2910	BIOL/M 3142 BIOL/M 3500, BIOL/M 3530, BIOL/M 3581 (2) BIOC 3100 and BIOC 3130	BIOL/M 3550, BIOL/M 3560, BIOL/M 3070, BIOL/M 3571, BIOL/M 4008, BIOL/M 4510, BIOL/M 4530, BIOL/M 4540, BIOL/M 4550, BIOL/M 4560, BIOL/M 4590 BIOL/M 4440 BIOL/M 4450, BIOL/M 4481, SCIE/BIOM 3750 BIOL 4252 BIOC 3110, BIOC 3310, BIOC 4010, BIOC 4020, BIOC 4030 and BIOC 4050 CHEM 2400, CHEM 3210, CHEM 4900 PHYS 3700

List of required Biomedical Sciences courses (BIOM) to become cross listed with Biology (BIOL):

BIOL/BIOM 1101 (Cell Biology)
BIOL/BIOM 1111 (Biological Diversity)
BIOL/BIOM 2021 (Human Anatomy)
BIOL/BIOM 2040 (Human Physiology I)
BIOL/BIOM 2050 (Human Physiology II)
BIOL/BIOM 2071 (Introductory Microbiology and techniques)
BIOL/BIOM 2111 (Genetics)
BIOL/BIOM 2131 (Introductory Molecular Biology)
BIOL/BIOM 2480 (Principles of Neuroscience)
BIOL/BIOM 3142 (Evolution)
BIOL/BIOM 3500 (Advanced Molecular Biology)
BIOL/BIOM 3530 (Advanced Cell Biology)
BIOL/BIOM 3581 (Biotechnology Laboratory)

List of optional Biomedical Sciences courses (BIOM) to become cross listed with Biology (BIOL):

BIOL/BIOM 3070/3071 (Medical Microbiology)
BIOL/BIOM 3550 (Embryology)
BIOL/BIOM 3560 (Homeostasis and Cell Physiology)
BIOL/BIOM 3571 (Animal Cells and Tissues)
+BIOL/BIOM 4008 (Special Topics: Neurobiology of the Synapse)
BIOL/BIOM 4440 (Neurophysiology)
BIOL/BIOM 4450 (Behavioural Neurobiology)
BIOL/BIOM 4481 (Excitable Cells)
BIOL/BIOM 4510 (Stem Cell Biology)
BIOL/BIOM 4530 (Biology of Cell Transformation)
BIOL/BIOM 4540 (Regenerative Biology and Disease)
BIOL/BIOM 4550 (Developmental Signaling and Genetics)
BIOL/BIOM 4590 (Epigenetics)
BIOL/BIOM 4904 (Undergraduate Thesis)

SCIE/BIOM 3750 (Cancer Undergraduate Education (CURE))

*BIOL/BIOM 4560 (Molecular Biotechnology)
*BIOL/BIOM 4570 (Plant Molecular Biology and Physiology)

+There are several section numbers and related courses with the BIOL/BIOM 4008 course number.

* Required for Molecular Biology and Biotechnology majors

Retention Pathways – Programs and courses listed above would still allow students in Biomedical Science to have retention pathways to other programs in the Faculty of Science. Within the Biomedical Sciences department, transfers between the two undergraduate programs will be a streamlined process. Outside the department, the most direct retention pathway would be to the current Honours Biological Sciences program (with and without thesis). In addition, there are additional retention pathways identified, including those to Biochemistry and General Sciences that would also be available to students.

5. Space and Resources

There are no proposed changes to any existing faculty laboratory or office spaces for the initial restructuring. A new central Department of Biomedical Sciences office will be created in Essex Hall that will house the Head and clerical staff. In addition, undergraduate advising and counselling space will be made available. The Biomedical Sciences faculty, staff and students will continue to require access to core lab space in Biology, biotechnology laboratory space and infrastructure, stockroom with autoclaves and glassware preparation, microbiology materials preparation infrastructure, at least 1 cold room (4°C) and 1 walk in freezer (-20°C), access to animal quarters and seminar room. As new facility needs are addressed in the Faculty of Science, we propose bringing forward new space and resource needs as a unit.

6. Financial Budget

The core salary budget of the new Biomedical Sciences AAU will be proportioned off from the current Biological Sciences budget dependent on the number of faculty/staff who decide to join the new AAU. Any non-salaried items will be distributed to the appropriate AAU which controls those specific funds. This would be agreed upon during a negotiation process between Biology and the new Biomedical Sciences AAU.

7. Faculty and staff positions of the new Biomedical Sciences AAU

Total of twelve faculty members:

10 current Biology faculty members (**identified and confirmed in confidence by SGC**)

1 three year LTA (MSc Translational Health - currently vacant and confirmed by Dean)

1 tenure track faculty position in an existing budget line (currently vacant and confirmed by Dean)

Staff:

1 new undergraduate CUPE 1393 lab demonstrator (BIOL/M 2111 and BIOL/M 2131) -confirmed by the Dean

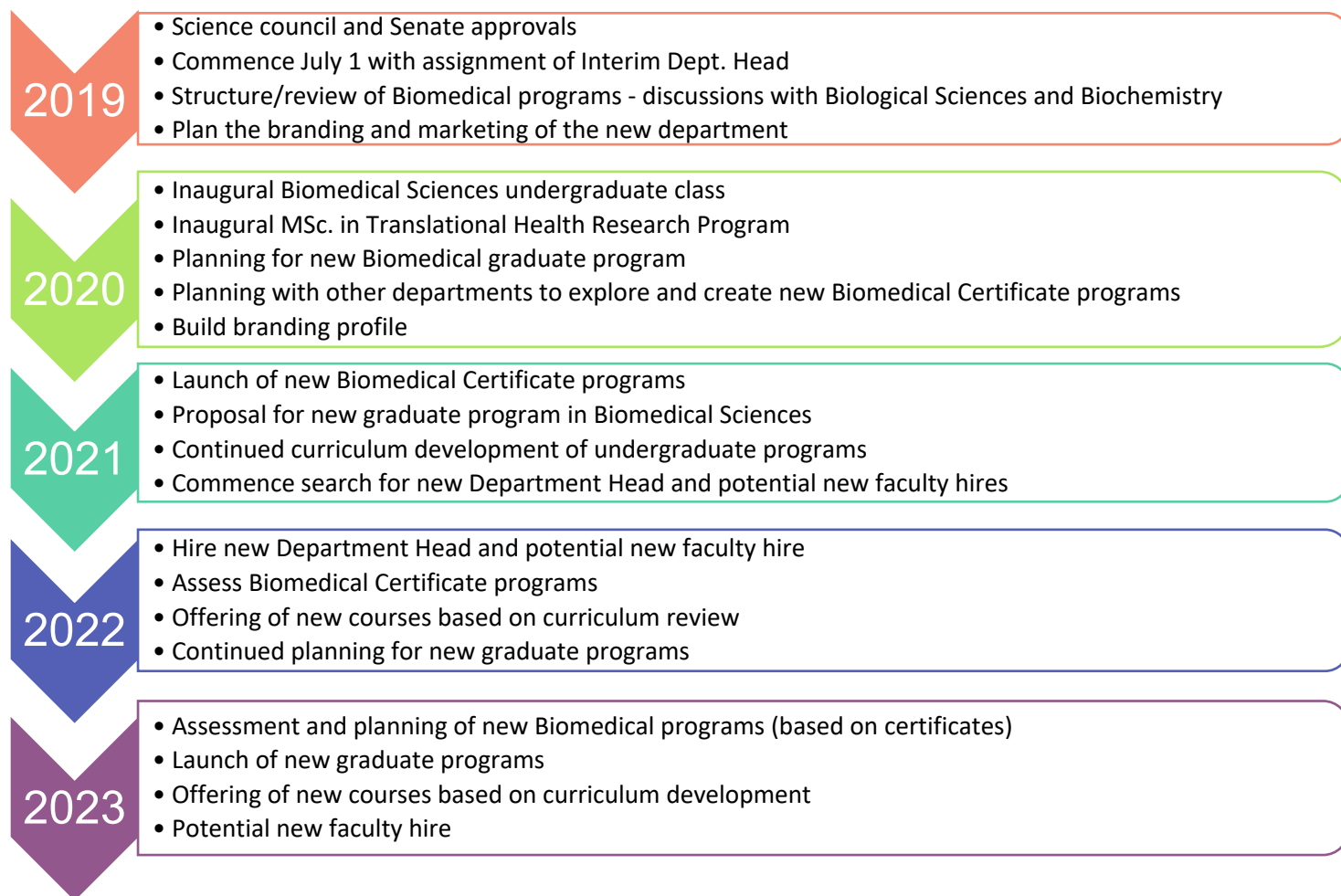
2 current undergraduate CUPE 1393 staff lab demonstrators (BIOL/M 2021 and BIOL/M 3581-which is currently shared 50/50 with Chemistry and Biochemistry)

Clerical staff (Unifor- to be distributed by Dean of Science once approved)

8. Proposed Timeline

We propose structuring a new Biomedical Sciences Department over the next 12 months and an interim Department Head be assigned by July 1, 2019 to oversee the development of the new department until the completion of a formal search for Department Head. We anticipate the inaugural class of Biomedical Sciences students commencing Sept. 2020.

Proposed 5 Year Timeline for the Department of Biomedical Sciences



9. Teaching assignments

All teaching assignments currently employed in Biology will be maintained as status quo until new curriculum development has been completed and approved through PDC and Senate. As all required/optional courses will be cross listed between Biological Sciences and Biomedical Sciences, no issues in regards to assigning teaching courses in 2020 should occur. Teaching is assigned by the Dean in consultation with the Department Head, which will ensure that all courses are appropriately covered and that students will not be affected.

BENEFITS

Benefits to Student Recruitment

- Biomedical Sciences is an area of study that attracts students considering a career in health-related professional areas. Over the years, the Faculty of Science has struggled to attract these students (e.g., pre-medical and other health related disciplines) from other Ontario Universities (e.g., Western, Toronto, Guelph) due to the misconception that there is not an appropriate path of training in the health and biomedical fields at the University of Windsor. Although the recent implementation of a Health and Biomedical stream within the Department of Biological Sciences has helped to partially alleviate this challenge, many students still do not recognize this stream as being equivalent to a stand-alone program within a dedicated Biomedical

Sciences department. Creating a Department of Biomedical Sciences allows for new focused rebranding and marketing opportunities to recruit more students, in particular those of high caliber, interested in this field of study. Marketing will be focused experiential learning through research opportunities and community and industry partnerships.

- By recruiting students who may not have originally come to the University of Windsor, we have the capacity of also increasing student numbers in other cognate disciplines such as Biochemistry, Biological Sciences and General Sciences as a retention pathway if they decide to no longer continue in Biomedical Sciences.
- Focusing on the existing health and biomedical sciences allows us to build and strengthen partnerships with other programs across campus. This will allow us to brand the Department of Biomedical Sciences as a collaborative program that offers unique cross-disciplinary and marketable opportunities for students

Opportunities for Growth

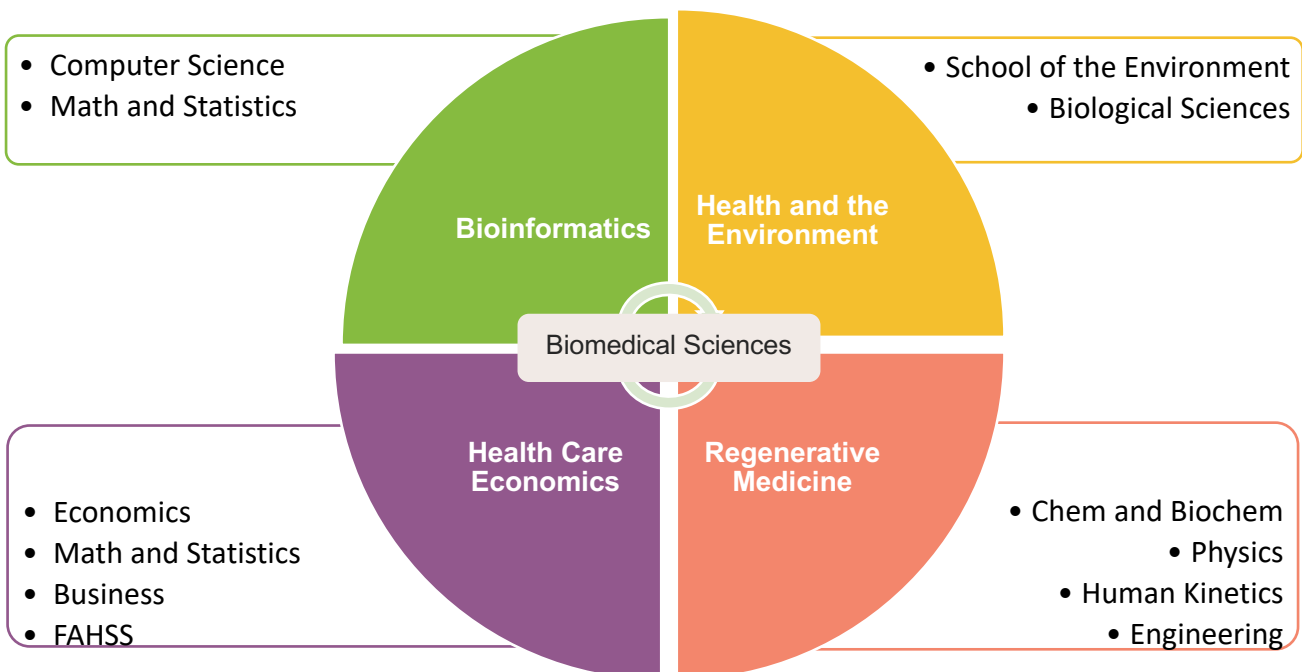
- Having a devoted department with a governance structure that is focused on Biomedical Sciences will allow strategic growth (i.e., student enrollment and faculty hires), and structuring of curriculum and degree offerings that better suits student needs and demands both at the undergraduate and graduate level. In addition, it also allows for enhanced professional development and career growth (i.e., promotion and tenure) of cell and molecular faculty who share a common set of values and focus.
- A Department of Biomedical Sciences can serve as a home for novel cross disciplinary courses/streams with other faculties/institutions and industry (see impacts on other AAUs below)
- Recent investment by the Government of Ontario into the Windsor-Essex health care system makes this a timely and attractive area for training and research expansion and building collaborations with community partners.
- A Department of Biomedical Sciences will connect extremely well into the Windsor Health Research Institute initiative, of which hiring will be one area of focus upon senate approval.
- Student experience – strengthening connections to local hospitals and the Erie-St. Clair Local Health Integration Network offers unique opportunities for students to obtain regional co-op, internships, research experience, service learning and volunteer positions within areas of health and biomedical sciences.

IMPLICATIONS TO OTHER AAUS

A stated concern with the creation of a Biomedical department is the dilution of existing programs and resources. We want to emphasize that it is **not** our intention to adversely affect other AAUs in Science, but instead our objective is to grow and strength already existing programs (i.e., Health and Biomedical Sciences and Molecular Biology and Biotechnology) in a manner that will also create new opportunities for growth in education and research in other Science AAUs. As a collective, these advancements will in turn enhance recruitment strategies, increase enrollment, better support research, and improve the reputation of the Faculty of Science both provincially and nationally.

The following points were derived from various discussions with the Department Heads from other AAUs within the Faculty of Science. Some of the initial steps for collaboration may be directed towards creating certificate programs in four main areas that are cross-disciplinary as pilot studies that may support the creation of new joint programs in Science.

- **Bioinformatics** - There are opportunities to create a Bioinformatics program, which over the years has periodically been discussed between Computer Sciences and Biological Sciences. In current discussions, a Bioinformatics program in collaboration with a Biomedical Sciences Department was identified as a more natural fit. Moreover, there are perceived opportunities for a Health Informatics and Biomedical Data Sciences with Computer Science and Mathematics and Statistics.
- **Health and the Environment** - Connecting health and the environment is an untapped area of strength to grow at the University of Windsor. Joint programs with the School of the Environment in this area, along with epidemiology, would support training of students interested in this area.
- **Health Care Economics** – There are potential opportunities to collaborate with Economics and Mathematics and Statistics, along with the School of Business, in areas of health care economics, supply chains and deliveries, and bioethics. This collaboration would also connect with community partners to create regional health care efficiencies.
- **Regenerative Medicine** - There are opportunities to strengthen connections and collaborations with Chemistry and Biochemistry and Medical Physics, and in particular the areas of regenerative medicine, drug design, pharmacology and biomedical devices. These collaborations would also include partnerships with Human Kinetics and Engineering.
- **Health Care Science initiatives:** Other health care related faculties on campus may participate in future health care endeavors that present themselves and further collaborations within these units is greatly anticipated.
- There are multiple faculty from other AAUs who have identified an interest in being cross-appointed or obtain adjunct status in a new Biomedical Sciences department. This would strengthen both their independent research program and benefit research in Biomedical Sciences. Potential Future Certificate Programs between Biomedical Sciences and other AAUs



CONCLUSIONS

In summary, we are confident that the creation of a Biomedical Department in the Faculty of Science will build upon our existing strengths in the area of health and biomedical sciences. With this focus, we can continue to expand both the research capacity that advance our faculty and their research programs, and educational pathways for our students as a mechanism to address their growing needs and interests as well as future market demands. While aligning with many of the University of Windsor’s Strategic Mandate Agreement, this proposed Department of Biomedical Sciences will also aim to enhance the reputation of the Faculty of Science, attract high quality researchers and students, build and strengthen relationships with community partners and strategically position ourselves for both current and upcoming regional opportunities.

REFERENCES

1. Canadian Occupation Projection System (2017-2026). Employment and Social Development Canada. Government of Canada
2. Canadian Medical Education Statistics (2017). The Association of Faculties of Medicine of Canada. Volume No. 39
3. Enrolment Summary (2014-2017). Office of Institutional Analysis, University of Windsor

APPENDIX A

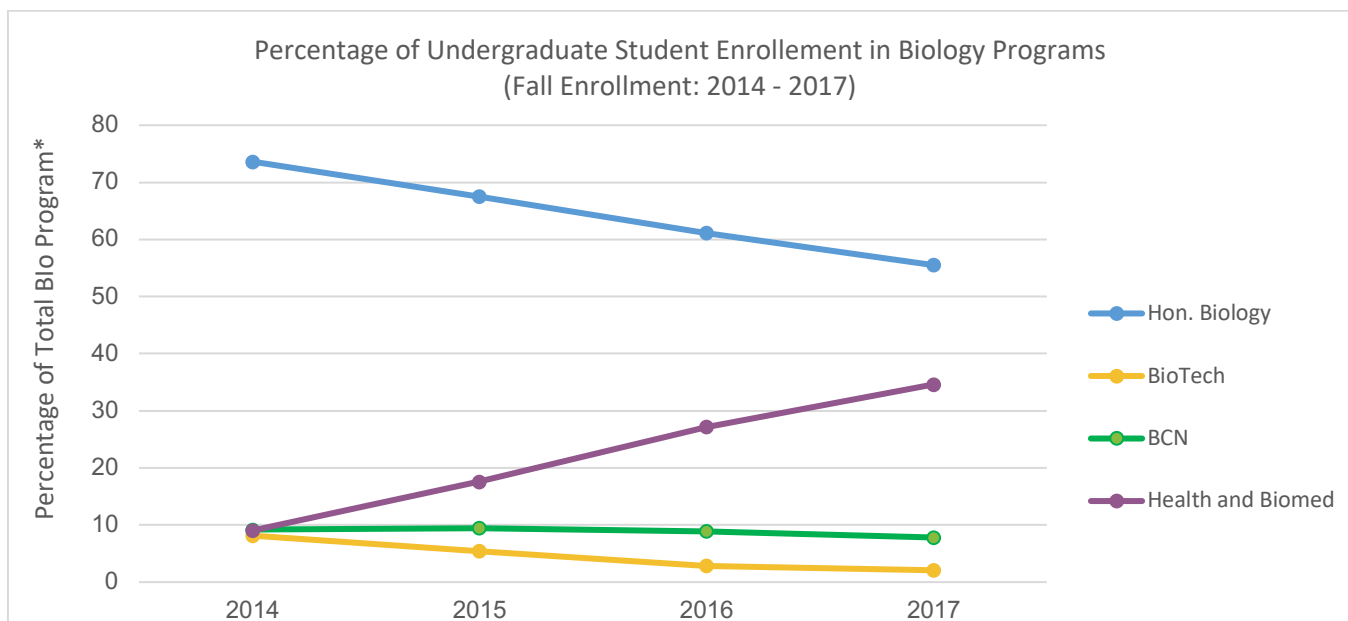


Figure 1. Percentage of Total Undergraduate Biology Students Enrolled in the Biological Sciences programs from 2014-2017.

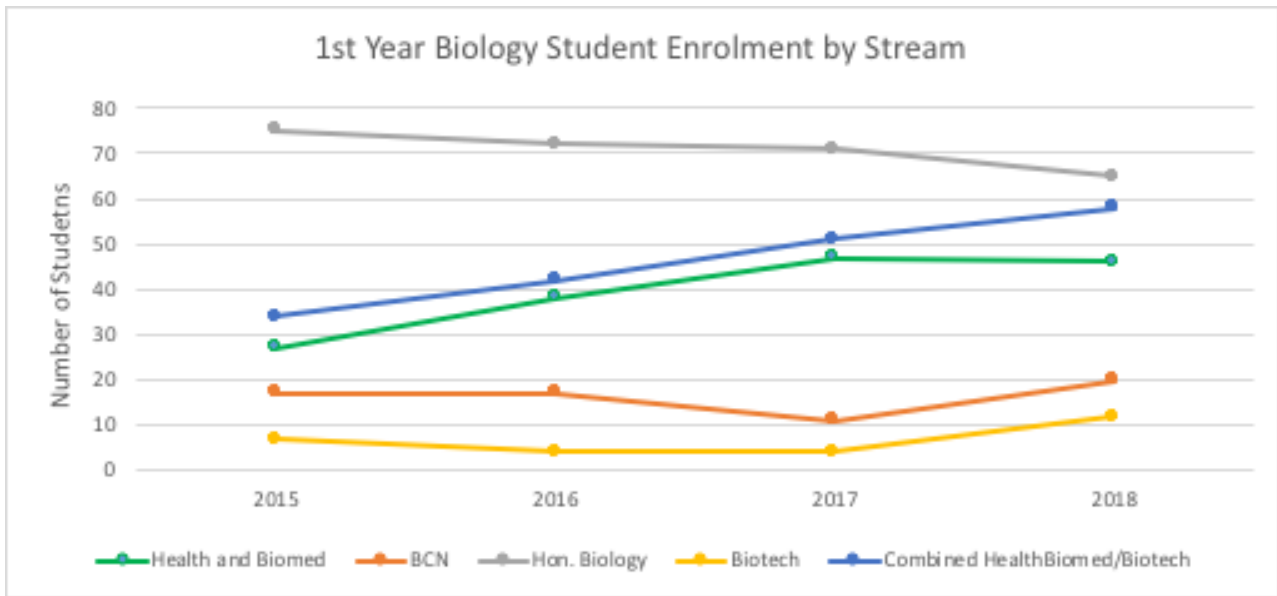


Figure 2. Number of 1st year Biology Students Enrolled in the Biological Sciences programs from 2015-2017.

**University of Windsor
Senate Governance Committee**

4.2.1: **Committee Membership – Senate Standing Committees**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: **That the Senate Governance Committee recommend to Senate for approval the Senate Standing Committees membership for 2019-2020.**

*see attached.

2019-2020 Senate Standing Committee Membership

Membership as of April 23, 2019

Program Development Committee		
Member	Term	Notations
Provost and Vice President, Academic (Acting) (or designate) Prof. Jeffrey Berryman	Ex-officio	
Dean of Graduate Studies (or designate) Dr. Patricia Weir	Ex-officio	
Vice-Provost, Teaching and Learning (or designate) Dr. Erika Kustra (designate)	Ex-officio	
Faculty of Business Administration		
Dr. Maureen Sterling (S-2020)	2019-2021	
Faculty of Education		
Dr. Ken Montgomery (S-Ex-officio)	2019-2021	
Faculty of Engineering		
Dr. Randy Bowers	2019-2021	
Faculty of Human Kinetics		
Dr. Kevin Milne	2019-2020	
Faculty of Law		
TBA	2019-2020	
Faculty of Nursing		
Dr. Jamie Crawley	2018-2020	
Faculty of Science		
Dr. Jeremy Rawson	2019-2021	
Dr. Nurlan Turdaliev (S-2021)	2019-2021	
Faculty of Arts Humanities & Social Sciences (at least one from Social Science & one from Arts)		
Arts/Humanities – Dr. Jeremy Worth	2019-2021	
Social Sciences – Dr. John Sutcliffe	2018-2020	
Social Sciences – Dr. Greg Chung-Yan (S-2020) Chair	2019-2021	
Librarian Representative		
Ms. Karen Pillon	2019-2021	
Student Representation (1 year terms)		
Five students (including at least one graduate, one part-time undergraduate, two full-time undergraduates) TBA (UWSA), TBA, (UWSA), TBA (GSS), TBA (OPUS), TBA Additional		

***At least three members must be elected members of Senate.**

Academic Policy Committee		
Member	Term	Notations
Associate Vice President Academic (Acting) (or designate) Dr. Cheryl Collier	Ex-officio	
Vice-Provost, Teaching and Learning (or designate) Dr. Erika Kustra (designate)	Ex-officio	
Faculty of Business Administration		
Dr. Fazle Baki (S-2020)	2019-2021	
Faculty of Education		
Dr. Terry Sefton (S-2021)	2018-2020	
Faculty of Graduate Studies		
Dr. Rashid Rashidzadeh	2019-2021	
Faculty of Engineering		
Dr. Jill Urbanic	2018-2020	
Faculty of Law		
Dr. Anneke Smit	2019-2021	
Faculty of Human Kinetics		
Dr. Scott Martyn	2019-2021	
Faculty of Nursing		
Dr. Susan Fox	2018-2020	
Faculty of Science		
Dr. James Gauld	2018-2020	
Faculty of Arts, Humanities & Social Sciences (One from Social Science & one from Arts/Humanities)		
Arts/Humanities – Dr. Antonio Rossini (S-2021) Chair	2019-2021	
Social Sciences – Dr. Wansoo Park	2018-2020	
Librarian Representative		
Mr. Scott Cowan (S-2021)	2019-2021	.
Student Representation (1 year terms) Four students (including one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), TBA (GSS), TBA (OPUS)		

***At least three members must be elected members of Senate.**

Senate Student Caucus		
Member	Term	Notations
Associate Vice-President, Student Experience Mr. Ryan Flannagan	Ex-officio	
Director, Campus Services (Acting) Mr. Dave McEwen	Ex-officio	
Faculty of Business Administration		
Dr. Bharat Maheshwari	2018-2020	
Faculty of Education		
Dr. Geri Salinitri	2019-2021	
Faculty of Engineering		
Dr. Jennifer Johrendt	2018-2020	
Faculty of Law		
Prof. Ruth Kuras (S-2020)	2019-2021	
Faculty of Human Kinetics		
Dr. Sean Horton	2019-2021	
Faculty of Nursing		
Dr. Lorna de Witt	2019-2021	
Faculty of Science		
Dr. Shashi Jasra (S-2020)	2018-2020	
Faculty of Arts, Humanities & Social Sciences		
Arts/Social Sciences/Humanities– Dr. Katherine Quinsey (S-2020) Chair	2018-2020	
Librarian Representative		
Ms. Sharon Munro	2018-2020	
Student Representation (1 Year Terms) Eleven Students (2 graduate students, 2 part-time undergraduate, 4 full-time undergraduate, 1 international, 1 residence student, 1 student at large) (1 student from this group would be elected co-chair) TBA (GSS), TBA (GSS), TBA (OPUS), TBA (OPUS), TBA (UWSA), TBA (UWSA), TBA (UWSA), TBA (UWSA), TBA (International), TBA (Residence), TBA (Student At-Large)		

***At least three members must be elected members of Senate.**

Senate Governance Committee		
Member	Term	Notations
President (Chair) (Interim) Dr. Douglas Kneale	Ex-officio	
Provost and Vice President, Academic (Acting) (or designate) Prof. Jeff Berryman	Ex-officio	
Faculty of Business Administration		
Dr. Mitch Fields (S-Ex-officio)	2019-2021	
Faculty of Education		
Dr. Bonnie Stewart	2019-2020	
Faculty of Engineering		
Dr. Majid Ahmadi (S-2020)	2018-2020	
Faculty of Law		
Dr. Pascale Chapdelaine	2018-2020	
Faculty of Human Kinetics		
Dr. Michael Khan (S-Ex-officio)	2019-2021	
Faculty of Nursing		
Dr. Linda Patrick (S-Ex-officio)	2018-2020	
Faculty of Science		
Dr. Rick Caron	2018-2020	
Faculty of Graduate Studies		
Dr. Jill Crossman	2018-2020	
Faculty of Arts, Humanities & Social Sciences		
Arts/Humanities – Dr. Miriam Wright	2018-2020	
Social Sciences – Dr. Danielle Soulliere	2018-2020	
Librarian Representative		
Mr. Pascal Calarco (S-ex-officio)	2019-2021	
Student Representation (all vacant 1 year terms) Five student Senate members (including at least one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), TBA (GSS), TBA (OPUS).		

***At least half must be elected members of Senate.**

**University of Windsor
Senate Governance Committee**

4.2.2: **Senate Governance Committee – Subcommittee Membership (Discipline Appeal Committee, Procedures and Discrimination Committee, Nominating Committee, Special Appointments Committee, Bylaw Review Committee)**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: That the Discipline Appeal Committee, Procedures and Discrimination Committee, Special Appointments Committee, Nominating Committee and Bylaw Review Committee memberships be approved.

Membership as of April 23, 2019

Discipline Appeal Committee 2019-2020

Chair: **Prof. David Tanovich** (2018-2020)

Faculty Member: **Dr. Maureen Muldoon** (2018-2020)

2 Faculty Alternates

Dr. Andrew Hubberstey (2018-2020)

Dr. Daniel Green (2018-2020)

Student Representatives

TBA (GSS) (2019-2020)

TBA (OPUS) (2019-2020)

TBA (UWSA) (2019-2020)

Procedures and Discrimination Committee 2019-2020

Chair: **Prof. Bruce Elman** (2018-2020)

Faculty Member: **Dr. Shauna Huffaker** (2019-2020)

Student Member: **TBA** (GSS) (2019-2020)

2 Faculty Alternates

Dr. Fazle Baki (2019-2021)

Dr. Mark Letteri (2018-2020)

2 Student Alternates

TBA (UWSA) (2019-2020)

TBA (OPUS) (2019-2020)

Special Appointments Committee 2019-2020

Core Membership

Dr. Douglas Kneale, President and Chair

Prof. Jeff Berryman, Provost and Vice-President Academic

Dr. Nihar Biswas, Senior Faculty Representative (Engineering)

Dr. Laurie Freeman Senior Faculty Representative (Nursing)

Dr. Stephen Loeb, Senior Faculty Representative (Science – Chem)

Dr. Martha Reavley, Senior Faculty Representative (Business)

TBA, Student Representative,

TBA, Alternate Student Representative

TBA Equity Assessor (Non-voting)

In the case of Honorary Degrees 1 Board of Governor member is included

Ms. Teresa Piruzza, Board of Governor Representative

In the case of University Professors two senior members of the teaching staff of other universities are included

Dr. Bernhard Schlegel (Wayne State)

Dr. David Bentley (Western University)

Nominating Committee

Dr. Douglas Kneale

Prof. Jeff Berryman

Dr. Maria Cioppa

Dr. Tom Najem

TBA – Student

TBA – Student Alternate

Bylaw Review Committee

Dr. Rick Caron (Chair)

Dr. Katherine Quinsey (Faculty member)

Prof. Lionel Walsh (Faculty member)

TBA (For student related bylaws)

Ms. Renée Wintermute (University Secretariat)

**University of Windsor
Senate Governance Committee**

5.1: **Proposal for New Bylaw 51 (Undergraduate) and New Bylaw 55 (Graduate)**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That proposed revisions to Bylaw 51 be approved, including dividing the bylaw into two bylaws: Bylaw 51, Undergraduate Academic Evaluation Procedures, and Bylaw 55, Graduate Academic Evaluation Procedures, and that the proposed revisions be approved.

Rationale:

- Revisions to the academic evaluation procedures for graduate programs were made following discussion at Senate and direction from the Senate Governance Committee, that graduate students should have the same rights, responsibilities and protections as undergraduate students. The new bylaw 55 mirrors many of the clauses in the undergraduate bylaw, with few exceptions, with the possibility of exemptions with the approval of the Dean of Graduate Studies.
- The Bylaw Review Committee met with the Graduate Studies Executive to obtain feedback on possible changes to the bylaw. The Graduate Studies Executive supported the proposed changes with minor revisions.
- Revisions to the undergraduate academic evaluation procedures are minor and are intended as clarification.



SENATE BYLAW

Bylaw 55: Graduate Academic Evaluation Procedures

ADOPTED by Senate: 11 Feb 1974

AMENDED by Senate: 16 Jan 1976, 21 Sep 1977, 14 Dec 1978, 14 May 1981, 15 Oct 1981, 17 Mar 1983, 15 Dec 1983, 27 Sep 1984, 13 Dec 1984, 19 Sep 1985, 14 Nov 1985, 18 Jun 1986, 10 Jun 1987, 1 Dec 1987, 20 Oct 1988, 22 Sep 1989, 2 Nov 1989, 27 Jun 1990, 21 Apr 1994, 12 May 2004, 9 June 2005, 12 April 2006, 7 June 2006, 10 May 2007, 9 Dec 2009, 8 Feb 2013, 12 Apr 2013, 10 Apr 2015, 10 June 2016, 26 May 2017, 14 Dec 2018, 8 Feb 2019.

Date Issued: May 1994

AMENDED Due To Administrative/Organizational/Name Changes: 6 June 2014, 09 October 2015.

Definitions

In this Bylaw,

"**Dean**" shall mean "Dean or Designate"

"**Academic Administrative Unit (AAU) Head**" shall mean the Head of a Department, the Director of a School, the Dean of an undepartmentalized Faculty.

"**Instructor**" shall mean the course instructor.

"**Day**" shall mean a normal business day for the University, **unless specified as "calendar day"**.

"**Final examination(s)**" shall mean "any final testing procedure (written test, oral interview, essay, take home test, etc.) that takes place or falls due during the examination period."

~~1~~ **Students registered in the Faculty of Graduate Studies**

~~2-1~~ **The following regulations apply to all graduate programs the Faculty of Graduate Studies.**

~~2-1.1~~ By the first day of each course, the Instructor must provide students with a ~~written~~ course outline (**hard copy or electronic**) which includes precise information concerning the following:

~~2-1.1.1~~ all procedures for determining the final grade in a course, including:

- conversion of raw scores into **the final grades**;
- "curving";
- procedures in which students are evaluated by observers or supervisors rather than by written examinations or submitted assignments; and
- types and formats of evaluations.

~~2-1.1.2~~ the approximate dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade.

~~2-1.1.3~~ a statement that the Student Evaluation of Teaching forms will be administered, in accordance with Senate policy, in:

- the last two weeks of classes **for courses 12-24 weeks in duration**
- **the last week of classes for courses 6-11 weeks in duration**
- **the last two days of classes for courses of 5 or fewer weeks in duration**

~~2-1.1.4~~ the regulations concerning supplemental examination privileges which are in force in that Faculty.

~~2-1.1.5~~ information regarding the use of plagiarism prevention software, in accordance with Senate policy.

~~2-1.6~~ information regarding the University's **grading scale** ~~standardized percentage conversion scale~~, in accordance with Senate policy.

1.2.7 information on the last date to voluntarily withdraw from the course

~~2-1.1.8-7~~ and any other matters mandated by University, Senate, or Faculty Policy.

~~2-1.2~~ Alterations in the announced procedure, under ~~2-1.1~~ above, may be made by the instructor with the consent of the majority of the registered class.

1.3 No forms of assessment shall be scheduled or made due on days identified as break days such as reading weeks, holidays, or days that the University is closed.

~~2-21.4~~Other Evaluative Procedures

~~2-21.4.1~~ A student who has three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day may apply to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Dean, Faculty of Graduate Studies. Where permission has been granted, instructors shall provide an alternate examination at the rescheduled time. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Applications and notification of decisions shall be made in accordance with the deadlines listed in Appendix A.

~~2-21.4.2~~ A student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply, no later than end of the first quarter of classes, to seek an appropriate accommodation (such as a due date modification, alternative assignment, or rescheduled test). Such a request shall not be unreasonably denied. In the case where the matter cannot be resolved between the instructor and the student, the final determination will rest with the Head of the Department offering the course, in consultation with the faculty member(s).

1.5 Instructors must provide meaningful feedback to students on their in-course performance, constituting a minimum 20% of the final grade, at least two (2) days prior to the voluntary withdrawal deadline (see 1.7 below), with the exception of thesis, major paper, dissertation, internship, and practicum courses. Further exemptions may be approved by the Dean of Graduate Studies, upon recommendation from the AAU Head, in which case the instructor shall provide a statement in the course syllabus explaining why the specific course is excluded.

1.6 Courses or situations in which students are evaluated by observers or supervisors rather than by written examinations or submitted assignments would include, among others, field trips, field placements, internships, course participation, practica, internship and individual or group laboratory or performances. While the student may receive advice about progress in an assignment, a written evaluation of some kind shall be provided at an appropriate time or times during the semester. In courses that demand evaluation of a practica, internship or a major performance by a student and where a student's progress is measured by such an evaluation, an appropriate record should be made and preserved in the manner in which written examinations are preserved by the Instructor or AAU (See 1.7.2 below).

~~2-3-1.7~~ Unofficial final grades for a course shall be submitted to the Dean of Graduate Studies no later than seven calendar days after the final examination of the course has been written. In cases where there is no examination slot, unofficial final grades shall be submitted to the Dean of Graduate Studies no later than seven calendar days after the close of the examination period. In the instance of December final examinations scheduled within the last seven calendar days before the University closes for December recess, unofficial grades shall be submitted no later than the second working day following the December recess.

~~2-3-1.7.1~~ Under no circumstances shall examinations, essays, lab exercises and other assignments be left in a public place.

~~2-3-1.7.2~~ Students have the right to review the instructor's marking/answer guide, when available, and to examine their final examination answer papers; such papers shall be kept available in the Instructor's office or, where more appropriate, in the AAU office(s), for a period of not less than twelve months. (It is understood that availability implies the student's right of access to the answer paper, and may even include, in cases where it is obvious or the student confirms in writing that no appeal is contemplated, return of the paper to the student before the expiration of the twelve-month holding period.)

~~2-41.8~~ In order to become official, all final grades shall be submitted by the instructor, through the AAU Head, to the Dean of Graduate Studies for authorization. The Dean of Graduate Studies shall review and assign official final grades and shall submit the grades to the Office of the Registrar.

~~2-51.9~~ Correction of grades may be initiated only by the Instructor, and requires the signature of the AAU Head and the Dean of Graduate Studies.

~~2-61.10~~ Students must withdraw from a course or courses within the withdrawal periods as indicated below. ~~The last opportunity for withdrawal from a course or courses is the end of the ninth week of class in a regular fall or winter session. Withdrawal periods for courses in other sessions are set at approximately two thirds of the course length.~~ The withdrawal will be entered on the student's transcript as VW (Voluntary Withdrawal), which is defined as "Withdrawal in good standing. No academic credit".

~~One-term course offered during Fall or Winter Term~~ **Twelve-week course** - within nine weeks of beginning of term. (Not including ~~Study Reading Week~~)

~~Two-term course~~ **Twenty-four week course** - within four weeks of beginning of the second term.

~~Summer Term (Intersession/Summer Session)~~

Three-week course - within two weeks of beginning of session.

Six-week course - within four weeks of beginning of session.

Eight-week course - within five weeks of beginning of session.

~~Twelve-week course - within nine weeks of beginning of session.~~

For all other course lengths – two-thirds into the beginning of the session.

Students are not permitted to withdraw from a course or courses after the appropriate designated withdrawal period. After the voluntary withdrawal period for a course, students remain registered and will be assigned grades as appropriate.

A student who wishes to drop a course or courses after the relevant withdrawal period based on medical or compassionate grounds shall follow the procedure outlined below. (paragraph ~~2-71.11~~)

The status of a student who withdraws from full-time studies is left to the decision of the Dean of Graduate Studies and will be reported to the student through the Office of the Registrar.

~~2-71.11.~~ Considerations for Health, Bereavement, or Extenuating Circumstances

~~2-71.11.1.~~ Informal Request: A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request is also possible in accordance with paragraph ~~2-71.11.2.~~

~~2-71.11.2~~ Formal Request: A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Head of the AAU offering the course and the Faculty of Graduate Studies as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting documents (e.g. the attending physician's letter, the call to jury duty) must be submitted to the Faculty of Graduate Studies forthwith and will be forwarded to the Head of the AAU offering the course. The Head of the AAU offering the course shall consult with the instructor and make a recommendation to the Dean of Graduate Studies. If the Dean of Graduate Studies approves the recommendation, the Head of the AAU offering the course shall make appropriate arrangements for the alternate evaluation or accommodation. The Dean of Graduate Studies shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

~~2-71.11.2.1-4~~ Stays: Following receipt of the letter of rationale and supporting documents, and until the Dean of Graduate Studies has communicated his/her decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of Graduate Studies shall communicate his/her decision to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents.

~~2-71.11.3~~ In the cases outlined in ~~2-71.11.1-2-71.11.2~~ above, the Instructor may grant an "aegrotat" grade on the basis of term work or assign an "incomplete" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded by the Head of the AAU offering the course to the Dean of Graduate Studies for final approval. The Dean of Graduate Studies shall inform the Office of the Registrar using the procedure followed for submitting final grades.

~~2-81.912~~Graduate Appeals

To provide for the variety of appeals characteristic of the Graduate program, a distinction has been made between grade appeals and those involving decisions regarding other aspects of graduate education. In order to ensure an expeditious treatment of appeals, students are encouraged to file complaints as soon after decisions have been made as possible, but no later than three weeks after the grade or decision is released by the Office of the Registrar.

~~2-81.12.1~~ Informal Review of Grades

When a student wishes to review a grade awarded for assigned work at any time during the term in which the course is being taught, and up to the time the marks are officially submitted to the Office of the Registrar, an informal inquiry can be made to the Instructor. Assigned work includes mid-terms, tests, seminars, essays, final examination, and all other academic exercises that will be used in calculating a final grade. The purpose of the inquiry is to review the work submitted, and to allow for adjustment of the grade in question where that change is found to be appropriate by the Instructor. This may be done within a time limit established by the Instructor, but not later than ten working days after the release or publication of the grade. This review does not preclude the student from appealing the final grade to the Dean of Graduate Studies.

Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, requests may be made to review the graded work up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

~~2.81.12.2~~ Formal Grade Appeals

~~2.81.12.2.1~~ Any formal grade appeal must be accompanied by \$20.00 fee which will be refunded to the student if his/her grade is raised.

~~2.81.12.2.2~~ Where the student is contemplating a formal appeal, s/he shall have the right to review his/her work for which a grade has been assigned, upon reasonable notice to the instructor.

~~2.81.12.2.3~~ Where an individual Instructor's grade is in question, a formal letter of appeal, including reasons for the appeal and any factual information bearing on the appeal, shall be addressed to the Dean of Graduate Studies. Appeals must be received no later than three weeks after the final mark has been released by the Office of the Registrar. The Dean of Graduate Studies will then contact the AAU Head of the academic unit offering the course and request an academic investigation into the appeal. The AAU Head concerned will consult the Instructor involved and at least one other faculty member of the AAU in evaluating the appeal; if the AAU Head is the Instructor, a designate of the Dean of Graduate Studies will act in his/her place. After the AAU Head submits a report to the Dean of Graduate Studies, the appeal will be submitted to the Graduate Executive Committee for a decision.

~~2.81.12.2.4~~ Where a committee's grade (e.g., a major paper, thesis or dissertation committee) is in question, a formal letter of appeal, including reasons for the appeal and any factual information bearing on the appeal, shall be addressed to the Dean of Graduate Studies who will convoke the Graduate Executive Committee. The Graduate Executive Committee shall invite a submission from the committee involved in the case. If the Graduate Executive Committee finds serious grounds, such as procedural irregularities, for believing the grade has not been fairly assessed, it may then order a reassessment. The re-assessment may be by the original committee or by a restructured committee as determined by the Graduate Executive Committee.

1.12.2.5 Stays

During the course of any appeal procedure described throughout paragraph 1.12.2, a stay on all lower decisions affecting a student's standing in a program or eligibility to proceed with a course of study shall be in effect until a final decision has been reached.

The stay shall also be in effect if the matter is being considered by the Committee on Procedures and Discrimination, under Bylaw 32. In the event that a decision adverse to the

student is reached by the Committee on Procedures and Discrimination, the student will receive the original grade assigned or the grade assigned on appeal, as the case may be.

1.12.2.6 In cases where the assigned grade prevents the student from achieving the requirements for promotion, the requirements as defined by the Faculty will be applied.

~~2-81.12.3~~ Other Appeals

~~2-81.12.3.1~~ Appeals, under ~~2-81.12.3.2-2-81.12.3.3~~ below, must be filed with the Office of Graduate Studies no later than two weeks after the official communication of an academic decision made by an Instructor, Research Advisor, or committee, concerning matters other than a grade.

~~2-81.12.3.2~~ Where an academic decision made by an Instructor or Research Advisor concerning matters other than a grade is contested, the appeal must be made informally to the individual responsible for the initial decision. If this informal review is unsuccessful, the appellant may then file a formal appeal to the Dean of Graduate Studies who will convoke the Graduate Executive Committee. All such appeals are to be made in writing with full explanation of the pertinent circumstances and should include relevant documentary evidence. The Graduate Executive Committee shall invite a submission from the Instructor or Research Advisor involved in the case.

~~2-81.12.3.3~~ Where an academic decision made by a committee concerning matters other than a grade is contested, there shall be no informal review stage, but the appellant may file a formal appeal to the Dean of Graduate Studies who will convoke the Graduate Executive Committee. All such appeals are to be made in writing with full explanation of the pertinent circumstances and should include relevant documentary evidence. The Graduate Executive Committee shall invite a submission from the committee involved in the case.

~~2-81.12.3.4~~ Where an academic appeal, under sections ~~2-81.12.3.1-2-81.12.3.3~~ above, is denied by the Graduate Executive Committee, the appellant may petition the Graduate Executive Committee for reconsideration on the grounds of exceptional circumstances when there is substantive new information which was not available to the Graduate Executive Committee (e.g., procedural irregularity relating to the review conducted prior to the review by the Graduate Executive Committee). The Graduate Executive Committee shall determine whether to reconsider the matter.

~~2-81.12.4~~ Petitions to the Subcommittee on Procedures and Discrimination

Where a student alleges discrimination, bias, sexual or other forms of harassment, or procedural irregularities with respect to academic instruction, evaluation or appeals, a petition may be filed by the student in accordance with Senate Bylaw 32. **In such cases, a stay on all lower decisions affecting a student's standing in a program or eligibility to proceed with a course of study shall be in effect until a final decision has been reached by the Committee on Procedures and Discrimination.**

1.13 Alternative Examinations

Students who are unable to write a final examination during the regularly scheduled time slot due to a conflict arising from a religious observance shall be given the opportunity to write an alternative examination during another time slot within the regularly scheduled examination period.

Students must submit an application for an alternative examination to the Office of the Registrar in accordance with the deadlines listed in Appendix A.

The Office of the Registrar is required to contact the instructors involved for the preparation of an alternative examination, to reschedule the examination in another time slot within the regularly scheduled examination period, and to notify students of their new examination schedule in accordance with the deadlines listed in Appendix A.

Appendix A

Deadlines for Alternative Examinations Pursuant to Bylaw 51B: 1.4.1 and 1.13

TERM	Posted Exam Schedule	Application Deadline	Notification of Decision Deadline
Fall Semester (12 weeks)	October 15	October 31	November 15
Winter Semester (12 weeks)	February 15	February 28	March 15
Summer Semester (12 weeks)	June 15	June 30	July 15
Fall-Winter Semesters (24 weeks) (2 term course)	February 15	February 28	March 15
Winter-Summer Semesters (24 weeks) (2 term course)	June 15	June 30	July 15
Summer-Fall Semesters (24 weeks) (2 term course)	October 15	October 31	November 15
Inter-Session (3 weeks)	May 8	May 12	May 16
Inter-Session (6 weeks)	May 15	May 30	June 5
Inter-Session (8 weeks)	May 15	May 30	June 5
Summer Session (3 weeks)	June 28	July 2	July 6
Summer Session (6 weeks)	July 5	July 20	July 26
Summer Session (8 Weeks)	July 5	July 20	July 26
For all other courses	By the end of the first quarter of the course	By the end of the second quarter (halfway through the course)	By the end of the third quarter of the course



SENATE BYLAW

Bylaw 51: Undergraduate Academic Evaluation Procedures

ADOPTED by Senate: 11 Feb 1974

AMENDED by Senate: 16 Jan 1976, 21 Sep 1977, 14 Dec 1978, 14 May 1981, 15 Oct 1981, 17 Mar 1983, 15 Dec 1983, 27 Sep 1984, 13 Dec 1984, 19 Sep 1985, 14 Nov 1985, 18 Jun 1986, 10 Jun 1987, 1 Dec 1987, 20 Oct 1988, 22 Sep 1989, 2 Nov 1989, 27 Jun 1990, 21 Apr 1994, 12 May 2004, 9 June 2005, 12 April 2006, 7 June 2006, 10 May 2007, 9 Dec 2009, 8 Feb 2013, 12 Apr 2013, 10 Apr 2015, 10 June 2016, 26 May 2017, 14 Dec 2018, 8 Feb 2019.

Date Issued: May 1994

AMENDED Due To Administrative/Organizational/Name Changes: 6 June 2014, 09 October 2015.

Definitions

In this Bylaw,

"Dean" shall mean "Dean or Designate" (with the exception of 1.21)

"Academic Administrative Unit (AAU) Head" shall mean the Head of a Department, the Director of a School, the Dean of an undepartmentalized Faculty.

"Instructor" shall mean the course instructor.

"Day" shall mean a normal business day for the University, **unless specified as "calendar day"**.

"Final examination(s)" shall mean "any final testing procedure (written test, oral interview, essay, take home test, etc.) that takes place or falls due during the examination period.

"First-entry undergraduate programs" shall mean all undergraduate programs with the exception of undergraduate programs in Education and Law.

1 The following regulations apply to ~~Students Registered in Undergraduate Faculties~~ first-entry undergraduate programs

~~1.1~~ The following regulations ~~1.1.1 to 1.1.4 inclusive, apply to all undergraduate Faculties except the Faculty of Law and the Faculty of Education:~~

~~1.1.1~~ All courses shall have some type of non-optional, meaningful, **final examination** ~~final testing procedure (written test, oral interview, essay, take home test, etc.)~~ during the examination period.

~~1.1.2~~ Two to three-hour examination slots will normally be scheduled in the formal final examination periods in each semester for all courses which terminate in that semester. All final **examinations** ~~final testing procedures (written test, oral interview, essay, take home test, etc.)~~ shall take place (or fall due, as the case may be) during the two to three-hour final examination slot so scheduled. The actual duration of testing procedures during the scheduled final examination slot may be less than the scheduled time, at the discretion of the individual instructor.

If oral or other special types of examinations cannot be accommodated in the two to three-hour final examination slot, and satisfactory arrangements cannot be made with the course instructor, notice will be given to the Registrar by the AAU Head and special arrangements will be made.

~~1.1.3~~ The last seven calendar days prior to, and including, the last day of classes in each period of instruction of twelve (or greater) weeks in duration must be free from any procedures for which a mark will be assigned,

including the submission of assignments such as essays, term papers, and take home examinations. Courses that are presented by a specialized teaching method, where the testing procedures are an integral part of the instructional process, shall be exempt from this regulation subject to approval of the Dean of the Faculty in which the course is given.

~~1.1.3.1~~ In the case of periods of instruction of eight-**eleven** weeks in duration, clause ~~1.1.3~~ shall apply to the last four calendar days before the start of the examination period;

~~1.1.3.2~~ In the case of periods of instruction of six-**seven** weeks in duration, clause ~~1.1.3~~ shall apply to the last three calendar days before the start of the examination period;

~~1.1.3.3~~ In the case of periods of instruction of three-**five** weeks in duration, clause ~~1.1.3~~ shall apply to the last two calendar days before the start of the examination period.

~~1.1.4~~ It is left to each AAU to set the range of the weights of the final testing procedures.

2. The following regulations apply to all undergraduate programs

~~2.1.2~~ By the first day of each course, the Instructor must provide students with a ~~written~~ course outline (**hard copy or electronic**) which includes precise information concerning the following:

~~2.1.2.1~~ all procedures for determining the final grade in a course, including:

- conversion of raw scores into **the final grades**;
- "curving";
- procedures in which students are evaluated by observers or supervisors rather than by written examinations or submitted assignments; and
- types and formats of evaluations.

~~2.1.2.2~~ the approximate dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade.

~~2.1.2.3~~ a statement that the Student Evaluation of Teaching forms will be administered, in accordance with Senate policy, in:

- the last two weeks of classes **for courses 12-24 weeks in duration**
- **the last week of classes for courses 6-11 weeks in duration**
- **the last two days of classes for courses of 5 or fewer weeks in duration**

~~2.1.2.4~~ the regulations concerning supplemental examination privileges which are in force in that Faculty.

~~2.1.2.5~~ information regarding the use of plagiarism prevention software, in accordance with Senate policy.

~~2.1.2.6~~ information regarding the University's **percentage marking and grading scale** ~~standardized percentage conversion scale~~, in accordance with Senate policy.

2.1.7 information on the last date to voluntarily withdraw from the course

~~2.1.2.78~~ and any other matters mandated by University, Senate, or Faculty Policy.

~~2.1.3~~ Instructors may not alter the date of final examinations if scheduled and announced by the Registrar. All other final examinations may be scheduled only during the University's official examination period.

2.4 No forms of assessment shall be scheduled or made due on days identified as break days such as reading weeks, holidays, or days that the University is closed.

~~2.51.4~~The procedures for the grading of class participation should be clearly stated to students in the written information specifying the procedures for the determination of final grades. When class participation is included in the final grade, the proportion of the marks awarded for class participation must be reasonable in all circumstances, and in all but exceptional instances, shall not amount to more than 20% of the final grade. In the case of courses where students are placed in field settings (such as practica, co-op placements, internships, clinical and field placements), where the basics of professional behaviour form a core component of the learning outcomes, attendance requirements may be imposed by the program area.

2.61.5 Other Evaluation Procedures

~~1.52.6.1~~ No student enrolled in a first-entry undergraduate program at the University of Windsor shall be required to complete a single evaluation procedure worth more than one half of their final course grade (50%) in any undergraduate course (with the exception of independent study/seminar/research/directed reading/capstone courses, and performance courses). Further, no final course mark should be based entirely on a single piece of work. However, if a student is unable to complete an evaluation procedure based on medical or compassionate grounds, the instructor shall have the option to add the portion of the evaluation procedure not completed to the value of the final evaluation procedure even if the result is that the final evaluation procedure is worth more than 50 percent.

Exemptions may be granted by the Dean of the Faculty in which the course is offered upon the presentation of significant evidence of the necessity of an evaluation procedure worth more than 50%.

With the exception of distance education courses, grading policies that effectively allow a single evaluation procedure to be worth the entire course (i.e., a student who fails this assignment fails the course, regardless of the total grade received for other assignments), are not permitted.

~~1.52.6.2~~ A student who has three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day may apply to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Vice-President, Student Experience. Where permission has been granted, instructors shall provide an alternate examination at the rescheduled time. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Applications and notification of decisions shall be made in accordance with the deadlines listed in Appendix A.

~~1.52.6.3~~ A student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply, no later than the end of the first quarter of classes, to seek an appropriate accommodation (such as a due date modification, alternative assignment, or rescheduled test). Such a request shall not be unreasonably denied. In the case where the matter cannot be resolved between the instructor and the student, the final determination will rest with the Head of the Department offering the course, in consultation with the faculty member(s).

~~1.52.6.4~~ Unannounced or "spot" quizzes shall not individually count more than 2% and shall not in total contribute more than 5% to the final grade. Instructors must inform the class in writing at the beginning of the semester as to the number of spot quizzes which will occur during the semester and the value of each.

~~1.62.7~~For first-entry undergraduate programs, instructors must provide meaningful feedback to students on their in-course performance, constituting a minimum 20% of the final grade, at least two (2) days prior to the voluntary

withdrawal deadline. (see ~~1-15~~ **2.16** below) Exemptions may be approved by the Dean of the Faculty offering the course, in which case the instructor shall provide a statement in the course syllabus explaining why the specific course is excluded.

~~1-72.8~~ **2.8** Changes may be made to the course outline up until the end of the first two weeks of classes. A hard copy of the final version of the course outline must be submitted to the AAU Head by the end of the second week of classes. After the initial first two weeks of the course, the dates referred to in ~~1-2-2~~ **2.1.2** may be altered only for a compelling pedagogical or administrative reason. In the event of such a change, students will receive advance notice of at least two calendar weeks. Notification of the precise dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade, must be provided to students at least two calendar weeks prior to that date. The procedures for determining the final grade in a course may not be altered in any circumstance after the first two weeks of the course.

~~1-82.9~~ **2.9** If a test or other evaluation procedure cannot be held at the scheduled time because of an emergency, the activity will automatically be rescheduled for the next regular class meeting.

~~1-92.10~~ **2.10** In exceptional circumstances, where it is necessary for an Instructor to schedule a test outside of the regularly scheduled class time, s/he shall make appropriate alternative arrangements to accommodate students who have a class schedule conflict at that time or for whom the scheduled tests cause extraordinary hardship.

~~1-102.11~~ **2.11** Courses or situations in which students are evaluated by observers or supervisors rather than by written examinations or submitted assignments would include, among others, field trips, field placements, internships, course participation, practica, and individual or group laboratory or performances. While the student may receive advice about progress in an assignment, a written evaluation of some kind shall be provided at an appropriate time or times during the semester. In courses that demand a major performance by a student and where a student's progress is measured by such a performance, an appropriate record should be made and preserved in the manner in which written examinations are preserved by the Instructor or AAU (See **2.13.2** ~~1-12-2~~ below).

~~1-112.12~~ **2.12** A student who believes that a provision of paragraphs ~~1-2.1~~ through **2.11** ~~1-10~~ is being violated is encouraged to resolve the matter informally with the Instructor and/or the AAU Head. If the complaint is not resolved, the student may appeal to the Dean of the Faculty in which the course is offered. The Dean will investigate the complaint and, if a violation has occurred, the Instructor will take appropriate remedial action as determined by the Dean. Other matters regarding procedural irregularity are outlined in the sections on "Formal Appeal" in this Bylaw 51 and in Bylaw 32, Procedural Irregularities and Discrimination Regarding Academic Instruction, Evaluation and Appeals.

~~1-122.13~~ **2.13** Unofficial final grades for a course shall be submitted to the Dean no later than seven calendar days after the final examination of the course has been written, except in the Faculty of Law. In cases where there is no examination slot, unofficial final grades shall be submitted to the Dean no later than seven calendar days after the close of the examination period. In the instance of December final examinations scheduled within the last seven calendar days before the University closes for December recess, unofficial grades shall be submitted no later than the second working day following the December recess.

~~1-122.13.1~~ **2.13.1** Under no circumstances shall examinations, essays, lab exercises and other assignments be left in a public place.

~~1-122.13.2~~ **2.13.2** Students have the right to review the instructor's marking/answer guide, when available, and to examine their final examination answer papers; such papers shall be made available in the Instructor's office or, where more appropriate, in the AAU office(s) or other university office(s), for a period of not less than twelve months. (It is understood that availability implies the student's right of access to the answer paper, and may even include, in cases where it is obvious or the student confirms

in writing that no appeal is contemplated and that s/he does not desire that the paper be retained, return of the paper to the student before the expiration of the twelve-month holding period.)

~~1.132.14~~ In order to become official, all final grades shall be submitted by the instructor, through the AAU Head, to the Dean for authorization. The Dean shall review and assign official final grades and shall submit the grades to the Office of the Registrar.

~~1.142.15~~ Correction of grades may be initiated only by the Instructor, and requires the signature of the AAU Head and the Dean.

~~1.152.16~~ Students must withdraw from a course or courses within the withdrawal periods as indicated below. ~~The last opportunity for withdrawal from a course or courses is the end of the ninth week of class in a regular fall or winter session. Withdrawal periods for courses in other sessions are set at approximately two-thirds of the course length.~~ The withdrawal will be entered on the student's transcript as VW (Voluntary Withdrawal), which is defined as "Withdrawal in good standing. No academic credit".

~~One-term course offered during Fall or Winter Term~~ **Twelve-week course** - within nine weeks of beginning of term. (Not including **Study Reading Week**)

~~Two-term course~~ **Twenty-four week course** - within four weeks of beginning of the second term.

~~Summer Term (Intersession/Summer Session)~~

Three-week course - within two weeks of beginning of session.

Six-week course - within four weeks of beginning of session.

Eight-week course - within five weeks of beginning of session.

~~Twelve-week course~~ - within nine weeks of beginning of session.

For all other course lengths – two-thirds into the beginning of the session.

Students are not permitted to withdraw from a course or courses after the appropriate designated withdrawal period. After the voluntary withdrawal period for a course, students remain registered and will be assigned grades as appropriate.

The student who wishes to drop a course or courses after the relevant withdrawal period based on medical or compassionate grounds shall follow the procedure outlined below (paragraph ~~2.19.21-18.1.2~~). An interview may be required.

The status of a student who withdraws from full-time studies is left to the decision of the Faculty and will be reported to the student through the Office of the Registrar.

~~1.162.17~~ All appeals (see section ~~1.172.18~~) must be made in writing to the appropriate Faculty through the Office of the Registrar, no later than three weeks after the final mark has been released by the Registrar; the AAU will be given a four-week limit from the end of the appeal period in which to respond to the appeal. The Dean of the Faculty in which the course is offered may, however, owing to extenuating circumstances, grant the right of appeal after the three-week deadline.

For students registered in the JD program, the three-week appeal period commences on the date students are notified of their marks by the Faculty of Law.

~~1.172.18~~ Grade Appeals

~~1.172.18.1~~ Informal Review

Where a student wishes to review a grade awarded for assigned work at any time during the term the course is being taught, and up to the time the marks are officially submitted to the Office of the Registrar, an informal inquiry can be made to the Instructor responsible for the course. Assigned work includes mid-terms, tests, seminars, essays, final examination and all other academic exercises that will be used in calculating a final grade. The purpose of the inquiry is to review the work submitted and to allow for any adjustment of the grade in question where that change is found to be appropriate by the Instructor. This must be done within the time limit as established by the Instructor, but not later than ten working days after the release or publication of the grade. This review does not preclude the student from appealing the final grade.

Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, requests may be made to review the graded work up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

~~1.172.18.2~~ Formal Appeal

When a student believes his/her final grade does not accurately represent his/her academic accomplishments because of incorrect evaluation of work or because of procedural irregularity, the following procedure shall be made available.

Students appealing on the grounds of serious health circumstances or bereavement should follow the procedures indicated in paragraphs ~~1.182.19.1-1.182.19.3~~. Matters dealing with bias are covered in Bylaw 32. Similarly, appeals claiming procedural errors in the application of this Bylaw are also covered in Bylaw 32.

~~1.172.18.2.1~~ The student may formally appeal through the Office of the Registrar at a fee of \$20.00;

~~1.172.18.2.2~~ The Dean of the Faculty offering the course shall inform the Registrar of the result of the appeal. The student will be informed of the outcome, with reasons (if reasons for the appeal were submitted) in writing by the Registrar, and if successful, the \$20.00 fee will be refunded.

~~1.172.18.2.3~~ All money collected for appeals and not returned to the student shall be deposited in the general University scholarship fund.

~~1.172.18.2.4~~ Where the student is contemplating a formal appeal, s/he shall have the right to review his/her work for which a grade has been assigned, upon reasonable notice to the instructor.

~~1.172.18.2.5~~ Incorrect Evaluation

~~1.172.18.2.5.1~~ A student is encouraged to submit a letter of rationale including relevant supporting documents (i.e., class assignments, tests).

~~1.172.18.2.5.2~~ The appeal will be referred to the Dean of the Faculty offering the course, who, in consultation with the AAU Head, will be required to instruct the Instructor responsible for assigning that final grade in dispute where possible, or an alternate where not possible, to review all assigned work for the purposes of re-evaluation. The Dean, in consultation with the AAU Head, shall confer with a second faculty member with the appropriate expertise who was not involved in the instruction or evaluation of the course. The identity of the second faculty

member consulted by the Dean shall not be divulged to either the student or to the original instructor.

~~1.172.18.2.6~~ Procedural Irregularity

~~1.172.18.2.6.1~~ The student shall submit a letter of rationale explaining the effect of the procedural irregularity on the grade and include relevant supporting documentation (e.g., course outline)

~~1.172.18.2.6.2~~ The appeal will be referred to the Dean of the Faculty offering the course who in consultation with the AAU Head will investigate the appeal. If procedural irregularity has occurred and has adversely affected the student's grade, the Dean of the Faculty offering the course will adjust the grade or make alternative appropriate arrangements.

~~1.172.18.3~~ Stays

~~1.172.18.3.1~~ During the course of any appeal procedure described throughout paragraph ~~1.172.18.2~~, a stay on all lower decisions affecting a student's standing in a program or eligibility to proceed with a course of study shall be in effect until a final decision has been reached.

~~1.172.18.3.1-2~~ The stay shall also be in effect if the matter is being considered by the Committee on Procedures and Discrimination, under Bylaw 32. In the event that a decision adverse to the student is reached by the Committee on Procedures and Discrimination, the student will receive the original grade assigned or the grade assigned on appeal, as the case may be.

~~1.172.18.4~~ In cases where the assigned grade prevents the student from achieving the requirements for promotion, the requirements as defined by the Faculty will be applied.

~~1.18.1 2.19~~ Considerations for Health, Bereavement, or Extenuating Circumstances

~~1.18.1 2.19.1~~ Informal Request: A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request through the Office of the Registrar is also possible in accordance with paragraph ~~1.18.1 2.19.2~~.

~~1.18.1 2.19.2~~ Formal Request: A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Office of the Registrar as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting

documents (e.g. the attending physician's letter, the call to jury duty) must be submitted to the Office of the Registrar forthwith and will be forwarded to the Dean of the Faculty in which the course is offered. If the Dean of the Faculty offering the course finds the grounds sufficient, the student's request will be forwarded to the Instructor who shall provide an alternate evaluation or accommodation. The Dean of the Faculty offering the course shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

~~1-18-12.19.2.1~~ **1-192.19.2.1** Following receipt of the letter of rationale and supporting documents by the Office of the Registrar, and until the Dean of the Faculty offering the course has communicated his/her decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of the Faculty offering the course shall communicate his/her decision in writing or electronically to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents by the Office of the Registrar.

~~1-18-12.19.3~~ **1-192.19.3** In the cases outlined in ~~1-18-12.19.1~~ ~~1-18-12.19.2~~ above, the Instructor may grant an "aegrotat" grade on the basis of term work or assign an "incomplete" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded to the Registrar using the procedure followed for submitting final grades.

In the Faculty of Law, the procedures related to academic status appeals as developed by that Faculty, will apply.

~~1-192.20~~ **1-192.20** Incomplete Grades

~~1-192.20.1~~ **1-192.20.1** Subject to regulations laid down by the Faculty, an "Incomplete" grade may be assigned to a student who so requests and at the discretion of the Instructor and AAU Head. Such a grade will be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. The "Incomplete" grade could be used in situations such as:

~~1-192.20.1.1~~ **1-192.20.1.1** the missing of an examination or test for a valid reason;

~~1-192.20.1.2~~ **1-192.20.1.2** the failure to complete required projects or assignments in the allotted time owing to circumstances beyond the student's control.

~~1-192.20.2~~ **1-192.20.2** The average of a student who receives an "Incomplete" grade will not be calculated until the final mark is assigned. An "Incomplete" grade must be changed to a numeric grade no later than six weeks after the last date of the examination period, at which time, if no grade has been assigned, a final failing grade will automatically be entered in the student's record by the Office of the Registrar, except in exceptional circumstances in which case the Dean of the Faculty offering the course shall specify a period of time greater than six weeks.

~~1-202.21~~ **1-202.21** The Faculty will advise the Registrar within one month of the beginning of the semester or session, as to which courses have the privilege of a supplementary evaluation process, and when these processes will take place.

~~1-212.22~~ **1-212.22** If an appeal made under Clauses ~~1-22.1~~, ~~1-172.18.1~~, ~~1-172.18.2~~, or ~~1-18-12.19~~ involves a course taught by a Dean, the Registrar will ask the Dean of a different Faculty to administer the appeal in accordance with this Bylaw. If such an appeal involves a course taught by an AAU Head who is not a Dean, the Dean of the Faculty offering the course will administer the appeal in accordance with this Bylaw.

2.23 Alternative Examinations

Students who are unable to write a final examination during the regularly scheduled time slot due to a conflict arising from a religious observance shall be given the opportunity to write an alternative examination during another time slot within the regularly scheduled examination period.

Students must submit an application for an alternative examination to the Office of the Registrar in accordance with the deadlines listed in Appendix A.

The Office of the Registrar is required to contact the instructors involved for the preparation of an alternative examination, to reschedule the examination in another time slot within the regularly scheduled examination period, and to notify students of their new examination schedule in accordance with the deadlines listed in Appendix A.

Appendix A

Deadlines for Alternative Examinations Pursuant to Bylaw 51A: 2.6.2 and 2.23

TERM	Posted Exam Schedule	Application Deadline	Notification of Decision Deadline
Fall Semester (12 weeks)	October 15	October 31	November 15
Winter Semester (12 weeks)	February 15	February 28	March 15
Summer Semester (12 weeks)	June 15	June 30	July 15
Fall-Winter Semesters (24 weeks) (2 term course)	February 15	February 28	March 15
Winter-Summer Semesters (24 weeks) (2 term course)	June 15	June 30	July 15
Summer-Fall Semesters (24 weeks) (2 term course)	October 15	October 31	November 15
Inter-Session (3 weeks)	May 8	May 12	May 16
Inter-Session (6 weeks)	May 15	May 30	June 5
Inter-Session (8 weeks)	May 15	May 30	June 5
Summer Session (3 weeks)	June 28	July 2	July 6
Summer Session (6 weeks)	July 5	July 20	July 26
Summer Session (8 Weeks)	July 5	July 20	July 26
For all other courses	By the end of the first quarter of the course	By the end of the second quarter (halfway through the course)	By the end of the third quarter of the course