

Registration and Progression in Three-Year, Four-Year and Honours Programs

Policy Category: Registration, Progression, Graduation

Subject: Registration and Progression in Three Year, Four-Year

and Honours Programs

Subsections: Structure of the Degree

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Honours Program in French – Besancon

Approving Authority: Senate

Responsible Committee: Senate Committee on Academic Policy

Related Procedures: *

Officer(s) Responsible

for Procedures: *

Related Policies: *

Effective Date: September 1, 2024

Breadth Requirements for Graduation

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

CATEGORY A

Social Science

Anthropology, Economics, [Gender, Sexuality, and Women's Studies], Geography, History, Indigenous Studies, International Relations, Jewish Studies, Leadership Studies, Management and Organizational Studies, Political Science, Psychology, Sociology

Interdisciplinary and Multidisciplinary

American Studies, Analytics and Decision Sciences, Animal Ethics and Sustainability Leadership Canadian Studies, Childhood and Youth Studies, Creative Arts, Dance, Disability Studies, Education, Family Studies and Human Development, Global Studies, [Governance, Leadership, and Ethics], Health Sciences, Human Rights Studies, Information and Media Studies, Interdisciplinary Studies, Kinesiology, Linguistics, Media and the Public Interest, [Media, Information and Technoculture], Nursing, Rehabilitation Sciences, [Politics, Philosophy and Economics], Social Justice and Peace Studies, Social Science, Transitional Justice

Various

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

Italian, Japanese, Korean, Latin, Persian, Polish, Portuguese, Russian, Spanish ${\bf CATEGORY}\;{\bf C}$

Engineering

Artificial Intelligence Systems Engineering, Biomedical Engineering, Chemical and Biochemical Engineering, Civil and Environmental Engineering, Electrical anheeer1ieere Ciiw T* (n)

in Double Majors or Double Minors that include modules offered by one of certain faculties such as Health Sciences or Information and Media Studies must register in that Faculty.

The Degree Structure

The Modules

There are four possible modules of study which may be entered after First Year:

- Honours Specialization (9.0 or more specified courses)
- Specialization (9.0 or more specified courses)
- Major (6.0 -7.0 specified courses)
- Minor (4.0 -5.0 specified courses)

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The modular degree structure affords the opportunity to combine various subjects from different departments and faculties. The chart below shows how modules can be combined in the three different types of degrees offered. The modules taken must fit within these degree structures. Departments, schools, faculties and affiliated university colleges may offer some or all of the above modules. See faculty and department listings for details. Combinations other than those listed below have not been approved; consequently, they may not be taken. Enrolment in some modules may be limited.

Approved Module Combinations for Degrees

DEGREE TYPE	HONOUR S SPECIAL IZATION MODULE	SPECIALI ZATION MODULE	MAJOR MODULE	MAJOR MODULE	MINOR MODULE	MINOR MODUL E
Honours Bachelor	X					
Honours Bachelor	X		X			
Honours Bachelor	X				X	
Honours Bachelor			X	X		
Bachelor Four- Year		X				
Bachelor Four- Year		X	X			
Bachelor Four- Year		X			X	
Bachelor Four- Year			X	X		

DEGREE TYPE	HONOUR S SPECIAL IZATION MODULE	SPECIALI ZATION MODULE	MAJOR MODULE	MAJOR MODULE	MINOR MODULE	MINOR MODUL E
Bachelor Four- Year			X			
Bachelor Four- Year			X		X	
Bachelor Four- Year			X		X	Х
Bachelor Three-Year			X			
Bachelor Three-Year			X		X	
Bachelor Three-Year					X	X

X (Essential Modules)

X (Additional Modules)

The Honours Bachelor Degree - (A minimum of 20.0 Courses)

15.0 courses after first year, including at least an Honours Specialization or a Double Major, as follows:

- Honours Specialization module (9.0 or more)
 This may be combined with a Major module or a Minor module or option(s).
- Major module (6.0 -7.0) plus a Major module (6.0 -7.0) plus option(s) (3.0 1.0)

This combination requires **two** Major modules.

The Bachelor Degree (Four-Year) - (A minimum of 20.0 Courses)

15.0 courses after first year including at least a Specialization module or a Major module, as follows:

- **Specialization** module (9.0 or more) This may be combined with a Major module or a Minor module or option(s).
- Major module (6.0 -7.0) plus a Major module (6.0 -7.0) plus option(s) (3.0 1.0)
- Major module (6.0 -7.0) plus Minor(s) modules(s) or option(s).
- Major module (6.0 -7.0) plus options

The Bachelor Degree (Three-Year) - (15.0 Courses)

10.0 courses after first year including at least a Major module or a Double Minor, as

follows:

- Major module (6.0 7.0) plus option(s)
- **Major** module (6.0 7.0) plus a **Minor** module (4.0-5.0)
- Minor module (4.0 5.0) plus a Minor module (4.0 5.0) plus option(s) (2.0 0)

This combination requires two Minor modules.

Notes on the Modules:

Module Combinations and Overlap

Modules in the same discipline normally may not be combined: e.g., an Honours Specialization module in Sociology may not be combined with a Major module or a Minor module in Sociology. However, if a department offers modules with different titles, e.g., Sociology and Criminology, the possibility for combination is at the discretion of the department and faculty concerned.

Modules require specific courses, some of which may be common to other modules. Students who wish to combine modules containing the same courses must consult the department(s) and faculty concerned to see if such overlap is permitted.

NOTE: Some degrees limit the number of courses which may be taken in one subject.

Cross Disciplinary

A Cross-Disciplinary Major module consists of 6.0 senior courses (numbered 2000 - 4999) approved by the student's Dean's Office. Only available in the Bachelor of Arts Degree (Three-Year). Not offered in the Bachelor of Science Degree.

Undeclared Status

Second-year students who are taking prerequisite course(s) for a specific module may be registered temporarily in an Undeclared Status within a Bachelor Degree (Four Year) only. This status is available only in the Faculties of Arts and Humanities, Science, Social Science and the Affiliated University Colleges. Students progressing into third year must meet the requirements to enter a module. Transfer and Readmitted students who are admitted to an Undeclared Status must consult their Faculty regarding eligibility for specific modules. It is not possible to graduate with an Undeclared Three-

modules is limited and meeting the minimum requirements does not guarantee that students will be offered enrolment. Students intending to proceed to a four-year Honours degree should consider the degree requirements when selecting courses in first, second and third years. Four-year Honours degree programs are composed of not fewer than 20.0 successfully completed courses required for the degree. Students admitted with advanced standing to an Honours program are required to complete a minimum of 10.0 courses offered by The University of Western Ontario or one of the Affiliated University Colleges.

Honours Specialization Module

Admission Requirements

Completion of first-year requirements, including at least 3.0 principal courses specified by the department. These principal courses must be completed with a minimum average of 70% and a minimum mark of 60% in each. The remaining first-year courses must be completed successfully. Enrolment in some modules may be limited. Modules may have higher admission requirements.

Progression Requirements

For progression in an Honours Specialization module, a student must earn a minimum cumulative modular average of 70%, a minimum mark of 60% in each course of the module and a passing grade in each option.

Higher progression standards may be required in some modules. Refer to individual department listings.

In exceptional circumstances, a student who earns a minimum cumulative modular average of 68%, withule,m

Higher progression standards may be required in some modules. Refer to individual department listings.

Graduation Requirements

Students must meet all graduation requirements for the Bachelor Degree (Four-Year). For complete degree requirements, refer to the "Graduation Regulations" section.

Major Module

the department with a minimum mark of 60% in each. Enrolment in some modules may be limited.

Progression Requirements

For progression in a Major module, a student must meet the minimum Progression Requirements to continue at the University. See "Progression Requirements" section.

Higher progression standards may be required in some modules. Refer to individual department listings.

Graduation Requirements

Admission, Progression and Graduation Chart

The Honours Bachelor Degree

MODULE	ADMISSION	PROGRESSION	GRADUATION
Honours Specializati on	First-Year requirements • Successful completion of all first- year requirements • 70% average on the principal courses for entry to the module • Minimum mark of 60% in each principal course for entry to the module NOTE: Enrolment in some modules may be limited. NOTE: Students who wish to enter this module in a senior year must meet the above requirements and the progression requirements for the module.	REQUIREMENTS • Minimum cumulative modular average of 70% • Minimum mark of 60% in each course of the module • Passing grade in each option NOTE: Higher progression standards may be required in limited enrolment modules.	REQUIREMENTS On the 20.0 courses counted for graduation: • Minimum cumulative modular average of 70% in the Honours Specialization module • Minimum mark of 60% in each course of this module • Passing grade in each option • Minimum overall average of 65% on the 20.0 courses • Minimum cumulative modular average of 60% in any additional Major or Minor module completed • For complete graduation requirements refer to 'Graduation
			Requirements for the Honours Bachelor Degree'
Double Major	First-Year requirements • Successful completion of all first- year requirements • 70% average on the principal courses for entry to each module • Minimum mark of 60% in each principal	 Minimum cumulative average of 70% in each module Minimum mark of 60% in each course of each module Passing grade in each option NOTE: Higher	On the 20.0 courses counted for graduation: • At least 1.0 course numbered 3000 – 4999 completed satisfactorily in each Major module • Minimum cumulative modular

MODULE	ADMISSION REQUIREMENTS	PROGRESSION REQUIREMENTS	GRADUATION REQUIREMENTS
	course for entry to each module	progression standards may be required in limited	average of 70% in each Major module • Minimum mark of
	NOTE: Enrolment in some modules may	enrolment modules.	60% in each course of each module
	be limited.	NOTE: No exceptions will be permitted.	Passing grade in each option
	NOTE: Students who wish to enter this		Minimum overall average of 65% on
	module in a senior year must meet the		the 20.0 courses • For complete
	above requirements and the progression requirements for the		graduation requirements refer to "Graduation
	module.		Requirements for the Honours
			Bachelor Degree" NOTE: No
			exceptions will be permitted.

The Bachelor Degree (Four-Year)

MODULE	ADMISSION REQUIREMENTS	PROGRESSION REQUIREMENTS	GRADUATION REQUIREMENTS
Specializati	First-Year	 Satisfy the 	
on	requirements	Progression	
	 Successful 	Requirements for the	
	completion of all first-	University (Level 1	
	year requirements Minimum mark of	and Level 2)	
	60% in each principal	NOTE: Higher	
	course for entry to the	progression	
	module	standards may be	
	NOTE: Enrolment in some modules may be limited.		
	NOTE: Students who wish to enter this module in a senior year must meet the above requirements		

MODULE	ADMISSION REQUIREMENTS	PROGRESSION REQUIREMENTS	GRADUATION REQUIREMENTS
	and the progression		requirements refer
	requirements for the		to "Graduation
	module.		Requirements for
			the Bachelor
			Degree (Four-
			Year)"

Major First-Year

Requirements

Successful completion of all firstyear requirements
Minimum mark of 60% in each principal course for e-5 (gB) BT.BI

The Bachelor Degree (Three-Year)

MODULE	ADMISSION	PROGRESSION	GRADUATION
	REQUIREMENTS	REQUIREMENTS	REQUIREMENTS
Major	First-Year requirements • Successful completion of all first- year requirements • Minimum mark of 60% in each principal course for entry to the module NOTE: Enrolment in some modules may be limited. NOTE: Students who wish to enter this module in a senior year must meet the above requirements and the progression requirements for the module.	Satisfy the Progression Requirements for the University (Level 1 and Level 2) NOTE: Higher progression standards may be required in limited enrolment modules.	On the 15.0 courses counted for graduation: • Minimum cumulative modular average of 60% in the Major module • Minimum overall average of 60% in the 15.0 courses • Minimum cumulative modular average of 60% in any additional Major or Minor module completed • For complete graduation requirements refer to "Graduation Requirements for Bachelor Degree (Three- Year)"
Double Minor	requirements • Successful completion of all first- year requirements • 60% average on the principal courses for entry to each module • Minimum mark of 60% in each principal course for entry to each module NOTE: Enrolment in some modules may be limited. NOTE: Students who wish to enter this	Satisfy the Progression Requirements for the University (Level 1 and Level 2) NOTE: Higher progression standards may be required in limited enrolment modules.	On the 15.0 courses counted for graduation: • Minimum cumulative modular average of 60% in each Minor module • Minimum overall average of 60% in the 15.0 courses • For complete graduation requirements refer to "Graduation Requirements for Bachelor Degree (Three- Year)"

degree, and a passing grade in each modular and optional course. Higher requirements may apply to limited enrollment programs.

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Second Degree (When One Degree is a Professional Degree)

Professional Degrees: BA Honours Business Administration, BESc, BFA, BMus, BMusA, BA(HEc), BSc(HEc), BSW (Hons), DDS, LLB, MD, MDiv, MTS

1. Sequential Degree

of Western Ontario.

Students who have completed a professional degree and are seeking a Three or Four-Year or Honours Bachelor Degree
Students who have been awarded a professional degree by this or another accredited university may be granted advanced standing for a maximum of 10.0 courses toward fulfillment of graduation requirements for a Three or Four-Year Bachelor Degree or a four-year Honours Bachelor Degree.
Students must consult the Faculty offering the second degree. It is at that Faculty's discretion to determine if students must successfully complete all

courses for the second degree through the course offerings of The University

- Students who have completed a Three or Four-Year or Honours Bachelor Degree and are seeking a professional degree Students who have received a Three or Four-Year or Honours Bachelor Degree from this or another accredited university may be granted advanced standing toward a professional degree. Students must consult the Faculty offering the professional degree. It is at that Faculty's discretion to determine if students must successfully complete all courses for the second degree through the course offerings of The University of Western Ontario.
- Students who have already completed a professional degree and are seeking a second professional degree.
 Students who have already received a professional degree from this or another accredited university may be granted advanced standing towards the fulfillment of graduation requirements of a second professional degree.
 Students must consult the Faculty offering the professional degree. It is at that Faculty's discretion to determine if students must successfully complete all courses for the second degree through the course offerings of The University of Western Ontario.d

2. Concurrent Degrees - One Professional and One Bachelor Degree Taken at the Same Time

Students who are currently registered in a professional degree may apply for permission to register concurrently in a Bachelor degree. Tuition fees applicable to the professional degree will be assessed and primary registration will reflect the Faculty offering the professional degree.

REGISTRATION/COURSE SELECTION

Full-

- students and will be required to submit an application for admission by the applicable deadline.
- 2. Select courses and ensure such courses are recorded by the Registrar's Office by the appropriate deadline.
- 3. Pay or make arrangements to pay fees.

Failure to register during the designated time will result in a late registration fee.

First-Year and Transfer Students will be mailed registration information during the summer.

Continuing Undergraduate Students will complete an "Intent to Register" form in February. "Intent to Register" forms will be available on-line to students continuing in the same degree/program. The on-line form and further instructions will be available at http://www.registrar.uwo.ca

Students transferring between Western and its Affiliated University Colleges must indicate their intent on the February "Intent to Register" form.

Students in the **School of Graduate and Postdoctoral Studies** register for each of three terms.

Special Students wishing to register in 4000-level courses must obtain departmental permission for each course.

INTRAMURAL TRANSFERS TO BA, BSc AND BHSc PROGRAMS

Students registered at Western in an undergraduate degree program leading to a degree other than the Bachelor of Arts, Bachelor of Science or Bachelor of Health Sciences who wish to transfer into a Three or Four-Year BA, BSc or BHSc program, must submit a request for transfer to the dean of the faculty in which registration is sought. Advanced standing for courses toward a BA, BSc or BHSc degree will be granted in keeping with the program requirements of these degrees at the discretion of the Dean.

Approval of the transfer request must include an Intent to Register form completed

PROGRESSION REQUIREMENTS

Progression Requirements are designed to assist a student in improving their grades over time so that they may attain the required average for graduation or for entrance to and continuation in Honours or other specialized programs. Progression requirements establish the minimum requirements for a student to continue at the University but the expectation is that a student will aspire to excellence and seek to achieve results well above the minimum requirements for their program.

The **Adjudication Process** involves the assessment of a student's eligibility to progress at the University and/or enter or remain in a program. As part of the adjudication process, progression requirements will be checked twice a year during two adjudication periods: the May adjudication period based on marks obtained during the Fall/Winter term (for the September - December and January - April sessions) and the July-August adjudication period based on marks obtained during the Summer term (Intersession, Summer Evening and Summer Day sessions). Student records for those registered for the term are evaluated/adjudicated to ascertain if a student meets the progression requirements: (a) to remain in good standing at the University, (b) of their current program, and/or (c) for entrance to another proposed program in which she/he has indicated an *Intent to Register*.

Average Calculation for progression requirements includes both a term (sessional) and a cumulative average for all applicable courses. Average calculations INCLUDE failed grades. All grades below 50% are considered failures. Grades below 40% will be included in average calculations as 40%, grades from 40% to 49% will be included as the actual grade reported.

A **Course Attempt** is a course registration that is not dropped by the *Last day to drop* deadline date in the Undergraduate Sessional Dates in the Academic Calendar (the latest, including all revisions, will be found on the Office of the Registrar's Web site). The *Last day to drop* will vary according to type of course: full course, first-term half course, full-year half course, and second-term half course. A course that is dropped by the last date for adding a course will be removed from a student's record. A course that is dropped after the last date for adding a course but before the final day for dropping a course will be recorded as WDN (withdrawn) and is not considered a course attempt. A course that is dropped after the final day for dropping a course wil

Repeated, No Credit and will be excluded from cumulative average calculations used for progression requirements.

Progression decisions will result in an Academic Standing Status of:

In Good Standing -

A student who fails to meet the Conditions of Probation will be required to withdraw from the University for a minimum of twelve months.

Required to Withdraw - A student who does not satisfy the minimum *Progression Requirements* for continuation of study at UWO and is not eligible for probation, or who has exceeded the maximum number of failed courses allowed, 6.0 courses, will be *Required to Withdraw* from the University for a minimum of twelve months. A student who has been *Required to Withdraw* from the University and whose academic standing has been jeopardized by serious medical or personal difficulties, if they have sought academic accommodation in a timely manner, may apply for a Dean's Waiver of Progression Requirements. A student granted a Dean's Waiver of Progression Requirements must meet the specific conditions imposed in the Dean's Waiver. For a student who has been required to withdraw, readmission will be at the discretion of the appropriate Admissions Office. See READMISSION FOLLOWING UNSATISFACTORY PERFORMANCE section.

Should an appeal be made to Senate on the ruling of a Dean, such an appeal shall be considered on behalf of Senate by the Senate Review Board Academic (SRBA). See STUDENT ACADEMIC APPEALS section.

A student's failure to read a notification is not grounds to appeal academic probation or Required to Withdraw.

Two levels of progression requirements are used to assess a student's *Academic Standing Status*:

Level 1 progression requirement:

A minimum cumulative average of 55% must be obtained at the first adjudication period at which the student has completed a minimum of 3.0 course attempts. If a student has completed more than 3.0 courses at the time of adjudication, marks from all courses taken will be used to calculate the cumulative average. This minimum cumulative average must be maintained for each successive adjudication period until the student reaches Level 2*.

Students who satisfy this requirement will be eligible to continue study In Good Standing. Students with a cumulative average from 50-54% will continue On Probation. Students with a cumulative average less than 50% will be Required to Withdraw.

Level 2 progression requirement:

A minimum cumulative average of 60% must be obtained at the first adjudication period at which the student has completed a minimum of 8.0 course attempts completed through Western University or through one of its Affiliated University Colleges. If a student has completed more than 8.0 courses at the time of adjudication, marks from all courses taken will be used to calculate the cumulative

average. This minimum cumulative average must be maintained for each successive adjudication period until the student graduates*.

Students who satisfy this requirement will be eligible to continue study In Good Standing. Students with a cumulative average from 55-59% will continue On Probation. Students with a cumulative average less than 55% will be Required to Withdraw.

Academic Standing Status In Good Standing	Progression Requirement Level 1	Required Cumulative Averages* > or = 55%
On Probation	Level 1	50 - 54%
Required to Withdraw	Level 1	< 50%
In Good Standing	Level 2	> or = 60%
On Probation	Level 2	55 - 59%
Required to Withdraw	Level 2	< 55%

Maximum number of failures allowed is 6.0 courses.

* **NOTE**: averages required for graduation may differ. Averages required on an overall program and Area of Concentration will not be less than 60%, and will be higher for some three-year and four-year programs and all Honours programs.

Students registered in a Fall/Winter Session, who have applied to register for courses in subsequent Intersession or Summer Evening Session but whose ineligibility for further registration has not yet been determined by the first day of classes, will be permitted to complete any such course(s). Although credit will be retained for courses completed successfully, such credit will not alter ineligibility for further registration. Any such student, required to withdraw for failure to achieve the minimum progression requirements, will not become eligible for further registration before the Summer Day Session in the subsequent year.

Progression Following Readmission

Progression following readmission will be according to Level 1 or Level 2 progression requirements or according to discretionary requirements established by the appropriate Admissions Office.

Students who fail to maintain satisfactory academic standing in any year subsequent to readmission usually will not be readmissible to the University for a second time.

Progression Following Admission with Transfer Credit (Advanced Standing)
To qualify for a bachelor degree, a transfer student must obtain credit in a minimum of 5.0 senior courses in a 15.0 course degree program, or 10.0 courses in a four-year or an Honours program. These courses must be taken through Western or an Affiliated University College. Students admitted with transfer credit (advanced

standing) to a specific program of study must meet the progression and graduation requirements for that program. Progression following admission with transfer credit (advanced standing) will be normally according to Level 1 or Level 2 progression requirements, or according to discretionary requirements established by the appropriate Admissions Office.

Progression Requirements for Special Students

A Special Student is one who has been awarded a first degree equivalent to at least a three-year degree at Western.

Applicants admitted under regulations governing Special Students will be subject to Level 2 progression requirements (i.e., a minimum cumulative average of 60%) at the first adjudication period at which the student has completed a minimum of 3.0 course attempts. Special Students will then be subject to Level 2 progression requirements for all subsequent adjudication periods. Students who fail to meet this standard will be Required to Withdraw. Readmission shall be at the discretion of the appropriate Admissions Office.

Course Residency Requirements

1. Students fulfilling all the requirements for graduation in any bachelor degree program at Western must complete at least 10.0 courses (including 5.0 senior courses) at Western or one of its Affiliated University Colleges; or

Transfer students admitted with transfer credit must complete a minimum of 5.0 senior courses in the 15.0-course degree programs or 10.0 courses in the four-year and Honours programs.

2. Not more than 5.0 courses may be taken at another university on a Letter of Permission to fulfill graduation requirements for any baccalaureate program at Western.

ELECTIVE COURSE CREDIT FOR ALL MUSIC COURSES

At its meeting of May 20, 2005, Senate approved that all Music half (0.5) and full (1.0) credit courses will be accepted as elective options in all undergraduate degree programs that participate in New Academic Choices, subject to graduation requirements.

GUARANTEED ADMISSION OF MUSIC EDUCATION GRADUATES TO THE UNIVERSITY OF WESTERN ONTARIO FACULTY OF EDUCATION

Effective September 1, 2010, a student who graduates with a Bachelor of Music with Honours in Music Education degree and meets the criteria outlined below is assured acceptance into the Bachelor of Education program of the Faculty of Education at The University of Western Ontario

For admission to the Faculty of Education, students must complete the degree requirements for the Bachelor of Music in Music Education AND must meet all other requirements for the specific program to which they are applying. Requirements for the Primary/Junior, Primary/Junior French as a Second Language, Junior/Intermediate, and Intermediate/Senior programs can be found on the Faculty of Education Web site.[http://www.edu.uwo.ca/programs/preservice-education/index.html]

Guaranteed Admission to the Faculty of Education

Guaranteed admission to the Faculty of Education is offered for students in Vocal Music at the Junior/Intermediate (JI) level and for students in Vocal or Instrumental Music at the Intermediate/Senior (IS) level. (Students seeking admission to the Faculty of Education for the Primary/Junior level should follow the standard application process.) Guaranteed admission to the Faculty of Education requires a minimum cumulative weighted average of 75% in Music courses, a 70% average in courses applicable to the second teachable subject for those applying to the I/S program, and no mark below 60% in any course. Meeting these graduation requirements guarantees acceptance by the Faculty of Education at The University of Western Ontario, with Music as a teachable subject in either the JI or IS program. Students who fall short of these requirements may still meet the requirements for the Bachelor of Music with Honours in Music Education and may apply to the Faculty of Education on that basis, although admission is not guaranteed.

BRESCIA UNIVERSITY COLLEGE ELIGIBILITY FOO2u.F FOEGETGEYHT(B)1 ((CI)-4 (A UNI(G)-

For further information see

http://www.uwo.ca/univsec/pdf/academic_policies/general/HS_BUC.pdf

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