

# **PATHOLOGY AND LABORATORY MEDICINE 2023-2024 GRADUATE **DIPLOMA** GUIDELINES**

Department of Pathology and Laboratory Medicine  
Schulich School of Medicine & Dentistry  
Western University

**Graduate Diploma in Pathology and Laboratory Medicine  
Acknowledgement of Student Expectations & Responsibilities, and Criteria for  
Completion**

I understand that to graduate with a Graduate Diploma in Pathology and Laboratory Medicine:

**I have to:**

1. review the guidelines for research-based graduate diploma students provided to me.
2. pass the following courses;
  - a. Pathology 9586 [Introduction to Research Methods];
  - b. Pathology 9587 [Emerging Concepts in Health and Disease];
  - c. Pathology 9588 [Graduate Seminar and Research Project].
3. maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%.
4. attend and participate in departmental activities, including but not limited to;
  - a. Dr. Robert Zhong Research Seminars, PhD public lectures, and Grand Rounds
  - b. Annual Pathology and Laboratory Medicine Research Day

**I have to:**

1. provide a progress report, drafted in consultation with my supervisor, at the conclusion of terms 1 and 2 of registration.
2. submit a final report of my research by the end of month 11 of registration (term 3).

**I have to:**

1. abide by the rules and regulations required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, and Western University.
2. observe all safety regulations established by Western University.

---

Student Name (print)

---

Student Signature

---

Date

***Please return your signed form to Graduate Program Coordinator ([pathgrad@uwo.ca](mailto:pathgrad@uwo.ca)) within 4 weeks of starting the program.***

## Table of Contents

1	GRADUATE DIPLOMA PROGRAM OVERVIEW .....	4
1.1	Introduction to Graduate Diploma (GDip) .....	4
1.1.1	Program-level outcomes at the GDip level .....	4
2	COURSE REQUIREMENTS .....	6
2.1	Required courses for all research-based GDip students .....	6
2.2	Course descriptions .....	6
2.3	Exemption from required courses .....	7
2.4	Auditing a graduate course .....	7
2.5	Incomplete courses .....	7
2.6	Taking courses at the undergraduate level or graduate level, outside of the program .....	8
3	PROFESSIONAL AND CAREER DEVELOPMENT .....	9
4	OTHER EXPECTATIONS AND RESPONSIBILITIES .....	10
4.1	Failing to meet the expectations and responsibilities .....	10
5	GUIDE TO PROCEDURES FOR GRADUATE STUDENTS IN THE DIPLOMA PROGRAM .....	11
6	GRADUATE STUDENT STIPEND .....	12
7	VACATIONS, TIME OFF, & LEAVE OF ABSENCE .....	13
8	HEALTH AND WELLNESS .....	14
9	ACCESSIBILITY AND ACADEMIC ACCOMODATION .....	15
10	RESPONSIBILITIES OF GRADUATE SUPERVISOR .....	16
11	CHANGING A SUPERVISOR .....	18
12	INSUFFICIENT PROGRESS .....	19
12.1	Lack of sufficient progress .....	19
13	GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES .....	20
14	WITHDRAWAL AND READMISSION AFTER WITHDRAWAL .....	21
15	CODE OF STUDENT CONDUCT .....	22
15.1	Scholastic Discipline for graduate students .....	22
16	ACADEMIC APPEALS .....	23
17	CONFLICT RESOLUTION .....	25
18	THE GRADUATE EDUCATION COMMITTEE / RESEARCH-BASED PROGRAM .....	26
18.1	Terms of Reference .....	26
19	FORMS .....	28

## 1 GRADUATE DIPLOMA PROGRAM OVERVIEW

### 1.1 Introduction to Graduate Diploma (GDip)

The aim of the Graduate Diploma program in Pathology and Laboratory Medicine is to bridge undergraduate and advanced graduate training, develop and expand student's research skills, and facilitate developing tomorrow's scientists who will make significant contributions to the advancement towards the understanding of disease.

Students in the Graduate Diploma Program will learn how to critically appraise published literature, identify gaps in knowledge, pose relevant scientific questions, determine the most appropriate technology (methodology) to answer these questions, carry out individual hands-on research to obtain primary research data, and learn to appropriately assess research data and draw conclusions. It is anticipated that by the time of graduation, students will have demonstrated a general knowledge of Pathology research and a more detailed knowledge of a specific area of research forming the basis of their individual research projects. Obtaining knowledge in Pathology research is provided through formal graduate-level courses, laboratory training, and independent learning.

Students in the Graduate Diploma program will carry out mentored, intensive basic science research in the laboratory of a graduate faculty member. The field of research will depend on the expertise of the supervising faculty and may involve investigations at the molecular, cellular, organ level, and whole organism as well as at the clinical level. Our research expertise is diverse and include cancer biology, diabetes, transplantation, bioinformatics, stem cells, neuroscience, cardiovascular science, developmental biology, and molecular genetics and toxicology. Therefore, students will have the opportunity to learn field-appropriate research techniques through hands-on work, and other fields from peers during in-class presentations and discussions.

Another important aspect of the graduate diploma is to develop written and oral communication skills. These skills will be developed through in-class presentations and assignments, and participation in research seminars hosted by the department and at Schulich School of Medicine & Dentistry.

Graduates from our program will have the opportunity to select a diverse set of careers including academia, government, and pharmaceutical industry, as is the case for all research-based graduate students.

#### 1.1.1 Program-level outcomes at the GDip level

Program-level outcomes are statements that describe what students will be able to know (knowledge), do (skills), and feel (attitude) by the end of the GDip program.

#### ***Program-level outcomes for GDip in Pathology and Laboratory Medicine***

A successful graduate of The University of Western Ontario's GDip program in Pathology and Laboratory Medicine will:

1. develop basic knowledge in pathology, including molecular, cellular, biochemical, physiological, and pathological aspects of injury and disease.

2. be familiar with and describe the underpinnings of research methodologies, the ethics of research, and the principles of research design.
3. be able to design hypothesis-driven research in the field of pathology and biomedical sciences.
4. be able to critically appraise scientific literature in specific research fields and boarder subject areas associated with field of pathology.
5. demonstrate knowledge of research methods and technologies applicable to their individual research fields.
6. display initiative, responsibility and accountability, organization, and proper time management.
7. demonstrate a professional approach and attitude in class and in research settings.
8. prepare logical and organized written reports, and oral presentations that effectively communicate their research studies.
9. be aware of the limitations of their research, and knowledgeable of other interpretations, methods, and approaches.
10. recognize the need for continually updating knowledge and staying current with literature.

## 2 COURSE REQUIREMENTS

### 2.1 Required courses for all research-based GDip students

GDip Pathology – Year 1		
Course Number	Title	Term
PATHOL 9586A	Introduction to Research Methods	September - December
PATHOL 9588B	Graduate Seminar and Research Project	January - April
PATHOL 9587L	Emerging Concepts in Health and Disease	May - August

### 2.2 Course descriptions

#### PATHOL 9586A

##### Introduction to Research Methods

Pathology 9586A will provide graduate students an opportunity to develop or advance their research skills. This will be achieved through learning basic research language, and understanding research ethics and appropriate research design. In-class discussions will focus on research ethics and integrity, use of statistics to understand research data, and theoretical exploration of experimental models of human diseases. Students will also critically review and evaluate primary literature relevant to their research fields.

#### PATHOL 9587L

##### Emerging Concepts in Health and Disease

Pathology 9587L is a multidisciplinary course exploring advanced concepts in the pathogenesis of human diseases. Students will learn to critically evaluate scientific literature and emerging themes in select topics and present these concepts to peers. Students will emphasize new developments and will give an overall view of general mechanisms involved in the pathogenesis.

There are two main objectives of this course. The first objective is to provide students with an overview of the fundamental principles that underlie select human diseases. This will be accomplished through an in-depth examination of original research articles on the selected topic. The second objective is to provide students with critical thinking skills and the tools for communicating scientific ideas. The course is designed to encourage students to learn how to research, discuss and evaluate current information, and form cogent arguments and opinions about scientific topics. Students may also use this course to round out their education in areas not covered in depth by graduate courses offered by Pathology and Laboratory Medicine or by other graduate programs at Western University.

#### PATHOL 9588B

##### Graduate Seminar and Research Project

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests

and determine how research findings are useful in forming their understanding of their work, social, local and global environment.

## 2.3 Exemption from required courses

A student may submit a request, in writing to the Graduate Education Committee, to be exempted from taking any of the program's required courses. The request form is available on the Western Pathology and Laboratory Medicine [GDip Form website](#). The request must be accompanied by documentation that details the equivalent course already taken and/or reasons for requesting the exemption. If the student has previously taken a course, equivalent to one of the required courses in our program, the exemption form should include supporting documents such as the course outline or course notes/exams/evaluation scheme etc. The equivalent course must have been taken within the last 5 years and the student must have received a mark of 70% or higher.

## 2.4 Auditing a graduate course

The student must declare an intention to audit a graduate course by the enrollment deadline for the term, using the [graduate course audit form](#). The student must have the instructor's signed approval to audit the course, as well as approval from the supervisor (if applicable) and the Graduate Chair. An Audit requires regular attendance and obligations, as stated by the course instructor, in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student's record at the instructor's request.

After the enrollment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited.

Graduate courses delivered online may not be audited without special permission from the program.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 6.05](#).*

## 2.5 Incomplete courses

When a student does not complete work for a one-term half course or a two-term full course by the grade submission deadline, a grade of INC (incomplete) appears on the transcript. 'INC' will be changed to a numerical grade if the work is completed by the grade submission deadline for the term, following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

The INC grade does not apply to full courses that are longer than two terms (in these courses the interim grade of IPR stands until the student completes the course).

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 6.07](#).*

## **2.6 Taking courses at the undergraduate level or graduate level, outside of the program**

Because of the 1-year timeframe for the GDip program and focus on the individual research projects, taking additional courses is not recommended.



### 3 PROFESSIONAL AND CAREER DEVELOPMENT

Graduate students are encouraged to participate in professional development and career-related courses, workshops, talks and events. Graduate students do **NOT** need the approval of their supervisors or their programs to participate in these faculty, program and university-wide events. Professional development and career-related events can be found through the [Centre for Teaching and Learning](#), the [Academic Support & Engagement](#), the [Student Experience \(Success\) Centre](#), the [School of Graduate and Postdoctoral Studies](#) and individual faculties. Participation in professional development and career offerings is expected to occur outside of teaching assistant (TA) duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.

## 4 OTHER EXPECTATIONS AND RESPONSIBILITIES

All graduate diploma students **are responsible** for:

### A) Courses

1. Registering for all required courses.
2. Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%.

### B) Progress reports

1. In consultation with the supervisor(s), prepare and submit progress reports at the end of terms 1 and 2.

### C) Final report

1. In consultation with the supervisor, prepare and submit the final report before the end of month 11 of registration.

### D) Departmental Activities

1. Attending departmental seminars & workshops.
2. Attending Grand Rounds.
3. Attending Dr. Robert Zhong Research Seminar Series.
4. Attending and participating in the Pathology and Laboratory Medicine Research Day (held in March – May).
5. Attending and participating in the departmental reviews and other special seminars.
6. Attending and participating in other departmental activities as requested by the Graduate Chair and/or the Graduate Education Committee.

### E) Other Professional Expectations

1. Exhibit independent judgment, academic rigor, and intellectual honesty
2. Devote time to scholarly studies and make timely progress towards completion of diploma. Activities that take significant time away from students' research projects/laboratory work should be communicated and negotiated with the supervisor.
3. All graduate students must meet expectations and requirements of School of Graduate and Postdoctoral Studies, as listed in [Regulation 11.03](#).

## 4.1 Failing to meet the expectations and responsibilities

All students should meet the expectations and responsibilities outlined above (*Section 4*). The Department of Pathology and Laboratory Medicine has specified these expectations and milestones for satisfactory progress towards the student's graduate diploma. These are devised specifically for the benefit of the student and to provide quality graduate education. Failure to meet these expectations will result in ineligibility to apply for and receive any departmental and internal scholarships and awards. The department may require students to withdraw from the program, if they continue to fail in meeting these requirements.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 4.07](#).*

## 5 GUIDE TO PROCEDURES FOR GRADUATE STUDENTS IN THE DIPLOMA PROGRAM

1. A prospective graduate diploma student finds a supervisor(s) who agrees to accept and supervise the student. Strategies for connecting with potential supervisors are provided on our [website](#).
2. Potential supervisor(s) completes and submits the [Graduate Diploma Research Form](#) to the Graduate Chair. Information collected on the form is reviewed by the Graduate Education Committee. If approved, the decision is communicated to the supervisor(s) and the student. Student then completes the graduate program [application](#).
3. The application is assessed by members of the Graduate Education Committee. If the application is incomplete or does not meet the minimum criteria for admission to the program, the application is rejected, and the applicant is notified.
4. If the application is acceptable and the student meets the admission criteria, a program offer letter is sent to the student.
5. Student starts the graduate diploma program. Throughout the training period, student must follow the program regulations as outlined in the guidelines, SGPS regulations, and University regulations.
6. Student prepares and submits a progress report at the end of terms 1 and 2. Before the end of month 11 (term 3), the student must prepare and submit the final report. Templates for progress and final report are provided on our [website](#). These progress and final reports are reviewed by the Graduate Education Committee. If needed, other graduate faculty may be invited to review and assess the reports.
7. At least once per term, the student shall be informed in writing as to his/her general progress through the program.
8. Any recommendations made by the Graduate Education Committee are discussed between the supervisor(s), the student, and the Graduate Chair. If necessary, the matter is referred to the whole graduate faculty of the Department.
9. Appeal/Petition mechanisms are as specified by the School of Graduate and Postdoctoral Studies ([Regulation 14](#)) and departmental guidelines.

## 6 GRADUATE STUDENT STIPEND

There is no requirement from the Department of Pathology and Laboratory Medicine to provide financial support to graduate diploma students. However, the supervisor(s) may provide funding support. Students may also consider and apply for teaching assistant positions, if eligible.

### **External Funding**

All students are encouraged to seek and apply for external funding, if eligible.

## 7 VACATIONS, TIME OFF, & LEAVE OF ABSENCE

Graduate students in the research-based programs including GDip, are allowed a **minimum of 2 weeks** (10 business days) of vacation per year (not including statutory holidays). Time off due to illness or other personal emergencies does not count towards the vacation/personal time. Students are also entitled to be away from their studies and research responsibilities during religious holidays, in accordance with [Western University Policy](#). Any additional time off must be negotiated, in a clear and transparent manner, with the supervisor in advance. When considering time off, the student should make sure not to compromise the research project (e.g. laboratory work, experimentation, and other time-sensitive activities should be either completed, or other arrangements be made in advance).

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 4.10](#).*

### Leave of absence

The Vice-Provost, SGPS, may grant a leave of absence for pregnancy/parental, medical or compassionate grounds, normally to a maximum of three terms or 12 months, on the recommendation of the graduate program.

While on leave, students are expected to be away from normal activities as graduate students (e.g. attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period.

The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms. Students are advised to consult with their graduate program to make special arrangements especially if taking courses during this period.

The date for diploma completion may be extended by the duration of the time taken on leave, i.e. one, two or three terms as appropriate.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 4.06](#).*

## 8 HEALTH AND WELLNESS

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western's Campus Recreation Centre ([SELF-CARE](#)). Please also see [Life & Community](#).

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at [SELF-CARE in Graduate School](#)

To help you learn more about mental health, Western has developed an interactive [mental health learning module](#). This module provides participants with a basic understanding of mental health issues and of available campus and community resources. Topics include stress, anxiety, depression, suicide and eating disorders. After successful completion of the module, participants receive a certificate confirming their participation.

## 9 ACCESSIBILITY AND ACADEMIC ACCOMODATION

[Academic Support & Engagement \(ASE\)](#) provided by the Western Student Experience at Western, plays a central role in Western's efforts to ensure that its academic programs are accessible for all students at the graduate and undergraduate levels. ASE provides a confidential service (Accessible Education) to support graduate and undergraduate students through their academic programs. ASE works with graduate students and their programs, normally their graduate chair, to ensure that appropriate academic accommodations to program requirements are arranged. ASE can also assist students in identifying accommodations for laboratory work or research projects or finding other campus resources and services that may be of assistance. For more information, please visit the [ASE site](#).

Students seeking accommodation must make timely, formal requests and provide relevant medical, health or other documentation sufficient to allow the University to determine whether they qualify for academic accommodation and what kind of accommodation might be required. Students should consult [ASE website](#) for the required documentation and kinds of accommodation.

## 10 RESPONSIBILITIES OF GRADUATE SUPERVISOR

Before accepting a graduate student into the department, it is the responsibility of the supervisor to ensure the availability of adequate space and facilities for the proposed research project.

Information provided below, pertains to [SGPS Regulation 11.1](#) “Requirements of supervisors”. Please note that some requirements are meant for ‘degree’ program (MSc and PhD). Supervisors are required to:

1. provide continuous supervision through the duration of the student’s studies. This includes ensuring that supervision continues through periods of supervisor absence from campus (e.g., maintaining full supervision during sabbatical; securing co- supervision if needed/appropriate).
2. adhere to the academic requirements of the program and SGPS regulations.
3. contribute to the program’s evaluation of the student’s progress as required by the program and SGPS.
4. meet with their graduate student no later than one month after assignment of supervision, or initial registration as a student at Western, with the purpose of discussing and clarifying expectations for the role of the supervisor and the role of the student in the supervisory relationship.
5. provide timely feedback on documents/reports/materials/scholarship applications – normally 2 weeks is reasonable for a thesis chapter or equivalent.
6. provide timely response (whether acknowledgment or a substantial reply) when contacted by students, for example responding to emails within 72 hours.
7. in collaboration with the student, set and adhere to reasonable timelines for all aspects of the student’s academic work, consistent with the program’s milestones to completion.
8. respect interpersonal boundaries and demonstrate professional behaviour with the student.
9. respect appropriate times and means for communication with the student.
10. as far as allowed by the logistics of the research setting, allow and respect the student’s right to set their own daily schedule.
11. make good-faith efforts to provide the resources needed for the student's work.
12. allow and not undermine the student's engagement in professional development.
13. adhere to all health and safety policies, policies related to research ethics, non-discrimination/harassment policy, University policy on Academic Integrity in Research Activities, University policy on Accessibility, and SGPS policy. See below for these policies.



**Links to policies:**

Health and safety policies ([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section3/mapp31.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf))

Policies related to research ethics

([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp712.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf) and  
[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp714.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf))

Non-Discrimination/Harassment policy

([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp135.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf))

University policy on Academic Integrity in Research Activities

([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp70.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf))

University policy on Accessibility

([https://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp147.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp147.pdf))

SGPS Policy ([http://grad.uwo.ca/postdoctoral\\_scholars/current/policies\\_procedures.html](http://grad.uwo.ca/postdoctoral_scholars/current/policies_procedures.html)).

## 11 CHANGING A SUPERVISOR

A supervisor is required for all research-based graduate students. At admission, students are given an offer letter that outlines the contractual obligations between the student and the program. Programs will ensure that students receive appropriate supervision.

When the supervisor has been determined/assigned, the supervisor commits to assuming the roles and responsibilities specified by the School for Graduate and Postdoctoral Studies and the program.

It is important to acknowledge that a supervisory change is not always possible. This is particularly important for a short, 1-year Diploma program.

The School of Graduate and Postdoctoral Studies is committed to resolving any conflicts between students and supervisors as early as possible. When the process breaks down, the following apply:

1. Students have the right to request a change of supervisor. If the student requests a change, they should contact their Graduate Chair.
2. Supervisors cannot unilaterally terminate the thesis supervisory relationship. If a supervisor initiates this change, then the appropriate processes must be followed. Questions about the process should be directed to the Graduate Chair or the Associate Dean (Graduate) of the Faculty.
3. Requests for changing supervisors will be reviewed by the Graduate program. If the supervisor and student agree that a change to the supervisory relationship is needed, normally the Graduate Chair will work with the student and supervisor to find a solution as early as possible.

The new supervisor, if arranged, normally from the student's program, will assume the roles and responsibilities specified by SGPS and the program. Normally, the normal duration of the degree program for the student will not be increased.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 11.04](#).*

## **12 INSUFFICIENT PROGRESS**

### **12.1 Lack of sufficient progress**

If the overall progress of the student in the program is deemed insufficient by the Graduate Education Committee, the student will receive a written report identifying areas needing improvement. A meeting with the Graduate Education Committee will then be scheduled within 1-3 months of the notification. If the student does not show satisfactory performance, then they may be required to withdraw from the program. On a case-by-case basis, the student may be permitted to stay in the program. However, the Graduate Education Committee may establish strict conditions to ensure that the progress is closely monitored.

### 13 GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES

In the case where a student voluntarily chooses to withdraw from a program, they must complete the following steps:

1. Review the current information on withdrawal procedures provided on:  
[http://grad.uwo.ca/current\\_students/graduate\\_regulations/section\\_4.htm](http://grad.uwo.ca/current_students/graduate_regulations/section_4.htm)
2. The student must formally notify his/her program.
3. The student must go to the secure Graduate Student Web Services Portal (<https://grad.uwo.ca/student/index.cfm>) to withdraw from the program.
4. The request will be forwarded to the School of Graduate and Postdoctoral Studies (SGPS) for processing.
5. The request will be forwarded to the Program for final approval.
6. The Change of Status will be entered into PeopleSoft Enterprise (administrative system) and the student will be officially withdrawn. After the change of status, they will no longer be a student and may not attend classes, receive supervision, or have access to any resources of the University.
7. An annual meeting will take place between the Coordinator of Graduate Student Recruitment and Retention (CGSRR) and the Associate Dean of SGPS to review reasons for withdrawal across programs and possible modifications to curricular structure/milestones.

## 14 WITHDRAWAL AND READMISSION AFTER WITHDRAWAL

Withdrawal from a program can occur in two ways. A student can voluntarily withdraw following a formal notification to the program. Alternatively, the program or SGPS can withdraw a student for failure to meet admission conditions, progression requirements, specified deadlines for completion, or failure to pay fees. Once withdrawn from a program and the SGPS, the person withdrawn is no longer a student and may not attend classes, receive supervision, or have access to any resources of the University.

Students who have voluntarily withdrawn or who have been withdrawn by the program/SGPS and wish to complete their program must formally re-apply for admission. Credit for previous work completed must be approved by the program and SGPS.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulations 4.07 and 4.08](#).*

## 15 CODE OF STUDENT CONDUCT

The purpose of the [Code of Student Conduct](#) is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow.

### 15.1 Scholastic Discipline for graduate students

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process also undermines the integrity of the University's degrees and programs. The University will take all appropriate measures to promote academic integrity and deal appropriately with [scholastic offences](#).

## 16 ACADEMIC APPEALS

Appeals should be discussed with the Graduate Chair and must be initiated within four weeks of receipt of the grade or the ruling in question. Before considering an appeal, please consult the policies and regulations on [the School of Graduate and Postdoctoral Studies \(SGPS\)](#) website, Section 14.01 (Scholastic Offences) and Section 14.02 (Academic Appeals).

### Types of Appeals

**1. Appeal of a course grade:** If the appeal relates to a specific assignment or an examination, a student must first attempt to resolve the matter informally with the course coordinator/instructor. If the coordinator/instructor is not available or if the matter is not resolved to the student's satisfaction, the student has a right to appeal to the Graduate Chair. The Graduate Chair will be responsible for conducting the appeal or delegating the responsibility for the appeal to an alternate member of the Graduate Education Committee.

**2. Extension to normal progression requirements:** A student has the right to appeal to the Graduate Chair to have normal progression requirements extended on compassionate, medical, or related grounds. The Graduate Chair will be responsible for conducting the appeal which may involve consultation with members of the Graduate Education Committee. Degree requirements will not generally be waived or altered to accommodate students who have failed exams or obtained low grades; rather, the accommodation normally takes the form of giving an additional opportunity to the student to complete a requirement. It is incumbent upon the applicant to provide, in writing, a full and thorough justification of the request.

**3. Lack of sufficient progress:** As mentioned elsewhere in this document, if the overall progress, including progress in graduate research, of the student in the program is deemed insufficient by the Advisory Committee, the student will receive a written report identifying areas needing improvement. If the student does not show satisfactory performance in the time specified (typically 3 months), then they may be required to withdraw from the program. In matters related to the academic program, including a failure to meet progression requirements, the program or the Graduate Chair may require the student withdrawn from the program. In certain cases, alternate options may be available and presented to the student. A student may decide to withdraw from the program before the program or the Graduate Chair makes the decision.

### Program Process for Types of Appeals 1 and 2 (listed above):

1. An appeal must be initiated in writing within four weeks of the issuance of the mark or ruling. Deadlines for filing appeals may be extended at the discretion of the Graduate Chair.

2. Appeals of Scholastic Offence decisions are not covered under this policy. The [SGPS Scholastic Discipline for Graduate Students](#) document provides definitions of scholastic offences, procedures followed when a scholastic offence is detected, possible penalties, and the appeals process.

3. In cases where the evaluation of an assignment or grade is appealed, the Graduate Chair will invite two disinterested third reviewers/readers. The averaged of the two new grades, from the two reviewers/readers, will be the revised final grade.

4. In cases where the Graduate Chair is involved as the course coordinator/instructor or an examiner, an alternate will take over the adjudication process.

5. After the appropriate appeal process has been exhausted within the department, the Graduate Chair will inform the student of his/her right to take the case to the Vice-Provost, School of Graduate and Postdoctoral Studies (SGPS). A request to appeal the decision of the program must be made to SGPS in writing, no later than three weeks after the program decision has been communicated to the student.

Some decisions may be appealed further to the Senate Review Board Academic. The Vice-Provost's rulings in academic matters are final unless overturned or modified on appeal to the Senate Review Board Academic (SRBA). A decision or ruling remains in effect unless overturned or modified by the individual or body hearing an appeal of that decision or ruling.

**Program Process for Type of Appeals 3 (listed above):**

1. For matters involving a lack of progress in the program, student is given an opportunity to make sufficient progress in a specified time period. Failure to show progress after this opportunity will result in a program decision to require the student to withdraw from the program. The Graduate Chair may provide alternate actions/options, if available.

2. A student may appeal the decision to terminate his or her registration. A request to appeal the decision must be made in writing. Relevant information and appeal application form is provided below.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) [Regulation 14](#).*

*For the complete policy and regulations, please also see [Graduate Student Academic Appeals](#).*

*Application for an Appeal to the School of Graduate and Postdoctoral Studies:  
[https://grad.uwo.ca/doc/academic\\_services/appeal/appeal\\_SGPS\\_form.pdf](https://grad.uwo.ca/doc/academic_services/appeal/appeal_SGPS_form.pdf)*



## 17 CONFLICT RESOLUTION

Conflict is any situation where people have a difference of values, expectations, opinions, interpretations, needs or wants. Within the Department, there are resources available to you in the form of your supervisor, the Graduate Chair and the Graduate Education Committee. Please feel free to use them for help and advice.

Conflicts should be resolved, whenever viable, as close as possible to the source of the problem (at the lowest level of administration). Thus, in the first instance, the student and supervisor may discuss problems frankly and seek solutions.

If the problem cannot be resolved at the student-supervisor level, it should be dealt with by the program (typically, the Graduate Chair and/or Department Chair). At both the student-supervisor and program levels, assistance can also be sought through other sources, such as equity services, the ombudsperson, or other forms of mediation. Informal advice at each of these levels can also be obtained from the School of Graduate and Postdoctoral Studies. Each level should make sure all reasonable efforts have been exhausted, prior to moving to the next level. If no satisfactory resolution can be found at the program level, the problem may be referred to the School of Graduate and Postdoctoral Studies. In dealing with conflict issues, all parties should follow procedures congruent with established appeal policies.

### **Office of the Ombudsperson:**

The [Office of the Ombudsperson](#) provides a safe, confidential environment in which students can discuss a University-related problem or concern. The Office works with students to help identify the root of the problem and create strategies for resolving it.

### **Program-level resources:**

Before resorting to formal procedures, students are encouraged to seek help and confidential advice from the following resources (as they feel comfortable).

- Supervisor
- Graduate Education Committee – Graduate student representative
- Education Coordinator, Graduate Programs
- Graduate Chair
- Graduate Education Committee
- Department Chair

## **18 THE GRADUATE EDUCATION COMMITTEE / RESEARCH-BASED PROGRAM**

### **18.1 Terms of Reference**

1. Review the objectives and progress of Research-based graduate programs and make recommendations to the Department for future modifications or developments.
2. Meet on a regular basis and furnish reports of deliberations to the Department as a whole.
3. Review graduate student applications and make recommendations for acceptance or rejection.
4. Review standards and criteria for acceptance into Research-based graduate programs.
5. Review and establish rules, standards, and regulations for the content and format of examinations.
6. On recommendation from supervisors, approve examining committees and general content of the examination and ensure that proper arrangements are made for the examination.
7. Review the examination performances and biannual reports of the Advisory Committees of graduate students and make recommendations on their respective programs.
8. Review applications and make recommendations concerning awards and scholarships to graduate students.
9. Ensure proper liaison between the Graduate Education Committee and Advisory Committees, department members.
10. Periodically evaluate performance and operational methods of the committee.
11. The committee structure consists of:
  - a. Departmental Chair
  - b. Graduate Education Committee Chair (nominated/appointed by the Departmental Chair)
  - c. Four graduate faculty members.
  - d. A graduate student representative.
12. The tenure of office for faculty members will be three years; for the student representative, two years. The committee chair will be appointed by Departmental Chair. Graduate faculty members may be nominated by the Department Chair or the Graduate Education Committee Chair. The student representative will be elected by all departmental graduate students.
13. Graduate Student Representative is to be excluded from deliberations related to student grades or progress, or upon the request of any student whose documents or case is being considered.
14. Committee members concluding a term elected office will be eligible for re-election or re-nomination.

15. Committee members who miss four consecutive meetings must be removed from the committee and a new member elected.
16. Members who go on sabbatical are to be replaced and a new member elected.
17. Nominations for membership to the graduate faculty are made by the Chair of the Department after review by the Graduate Education Committee.

***Notes on Confidentiality***

All matters discussed at the Graduate Education Committee meetings are confidential and members are expected to maintain the Western University rules of confidentiality.

The official spokesperson for all communication of committee proceedings will be the Committee Chair.

## 19 FORMS

Revised and up-to-date forms can be found on the Department of Pathology and Laboratory Medicine: [Graduate Diploma Program Forms](#).

### 1. Graduate Diploma Research Form

Students interested in the Graduate Diploma program will be required to connect with a potential supervisor prior to applying. Once a supervisor has been identified and is agreeable, the prospective supervisor will submit the Graduate Diploma Research form to the Graduate Chair, Research-based Programs.

This completed form needs to be reviewed and approved by the Graduate Chair, prior to student initiating the application. The purpose of this research form is to confirm that adequate time will be dedicated to the research project and program responsibilities, and that the research project can be completed.

### 2. Graduate Diploma Progress Report

Student progression will be based on course performance and completion of their research project. Students will be required to meet regularly with their primary supervisors. Students will submit a progress report (Progress Report) at the conclusion of both term 1 and term 2.

### 3. Graduate Diploma FINAL Report

To be completed by the student and submitted to the Graduate Education Committee at the end of month 11 of registration (term 3).

### 4. Course Exemption Request

To be completed by the student and signed by the supervisor(s). Additional documents must be provided to support the request.

### 5. Graduate Student [Exit Survey](#)

We request all graduate students complete the exit survey. Data from these surveys is used to continuously improve the diploma program.

\*\* All completed forms should be sent to [pathgrad@uwo.ca](mailto:pathgrad@uwo.ca).

For all other forms or templates, please contact Graduate Program Coordinator, 4044 Dental Sciences Building ([pathgrad@uwo.ca](mailto:pathgrad@uwo.ca)).

**Department of Pathology and Laboratory Medicine  
Schulich School of Medicine & Dentistry  
Western University**

**4044-Dental Sciences Building  
1151 Richmond Street  
London ON N6A 5C1  
Tel: 519-661-2030  
Fax: 519-661-3370  
<http://www.schulich.uwo.ca/pathol/>**