

Submissions to DAP (Deans: Academic Programs)

FORMAT INSTRUCTIONS

Proposals to the Deans' Academic Program Virtual Committee are e-mailed by DAP to a restricted membership list through the Dean's Office. If you have any questions, please contact Jennifer Chambers at <jchamb42@uwo.ca> or Erika Hegedues at <erikah@uwo.ca>. Normally DAP handles proposals for the introduction and withdrawal of undergraduate courses, and revisions to modules, programs and courses.

For DAP proposals, the standard implementation date will be start of the academic year, i.e., "Effective September 1, 2009". **September 1 is the standard implementation date** for courses to be introduced in the next September, but since courses to be offered in January are backdated on the system to start in September, the effective date for late-added second-term half courses can be backdated to September 1 of the academic year in progress. Changes may NOT be proposed as effective immediately. Courses to be offered in the **summer** should be dated **March 1** of the year in which they will be offered.

1. SUBJECT LINE FOR THE E-MAIL

All e-mail submissions to DAP will have a standard subject line beginning with "DAP:" in order to distinguish DAP mail from other e-mail. If it is a combined submission and there are a number of proposals, the title could show only the Faculty or Subject, e.g.,

DAP: Anthropology 1020, or
DAP: Earth Science Course Changes, or
DAP: Revision to Minor in English Language and Literature

2. EFFECTIVE DATE, PROPOSAL AND FACULTY/SCHOOL/COLLEGE TO OFFER IT AND THE CALENDAR COPY

State each proposal in the form of a brief motion beginning with "That effective" This follows a standard format for motions used by Senate Committees. The motion should cover:

- the date the proposal takes effect
- the proposal
- the Faculty, School and/or Affiliated University College involved

The motion is followed by the REVISED (if the course has already been introduced) or NEW (if the course is actually new) calendar copy. Do not include the current calendar copy but refer to the page in the print calendar, e.g., (2007-08 academic calendar, page 153).

Examples:

A course that is to be withdrawn: *(No calendar copy is necessary, however, the proposal should be include any revised calendar copy for affected module(s)/program(s).)*

That effective September 1, 2009, Health Sciences 1021: A Wellness/Lifestyle Analysis, be withdrawn from course offerings in the Faculty of Health Sciences.

A course that is to be revised: *(Only revised calendar copy is necessary)*

That effective September 1, 2009, the title of Earth Sciences 3341A/B: Introduction to Environmental and Exploration Geochemistry be revised to Waters and Geochemical Cycles, and the course description and prerequisites be revised to read as shown below.

Earth Sciences 3341A/B: Waters and Geochemical Cycles
Acquisition of solutes by rain, surface and subsurface waters and their transportation and deposition in natural environments (e.g., formation of ore deposits). Natural sources of potential pollutants (e.g., heavy metals). Geochemical cycles of solutes and waters.
Antirequisite(s): The former Earth Sciences 330b
Prerequisite(s): Earth Sciences 2230A/B or permission of the Department
Corequisite(s): One of Chemistry 1020, 1023
2 lecture hours, 1 tutorial hour, 0.5 course

A list of similar new courses or course changes can be grouped or listed rather than sent to DAP in a separate e-mail for each.

That effective September 1, 2009, German 2160, 2260 and 2360, all entitled, ΔSpecial Topics in German Studies be introduced by the Faculty of Arts and Humanities with the following course descriptions....

A Program or Module to be Revised

That effective September 1, 2009, the third year of the BESC Program in Civil and Environmental Engineering be revised to remove CEC **2222**: Uncivil Engineering, and add CEC **2223**: Very Civil Engineering.

**A New Course to be Introduced and added to module(s)/program(s)
Note that the calendar copy for the course should be followed by any revised calendar copy for the module(s)/program(s)**

That effective September 1, 2009, Engineering Science 3300Y: Selected Experiments in Integrated Engineering be introduced and added to the Technical Electives for Electrical Engineering and Management, and for Electrical Engineering and Law Option, as shown below....

Admission Requirements or Module Requirements to be Revised

Note that if only one of these two components of the module are to be revised, only that segment of the module needs to be included for the Proposed Calendar Copy.

That effective September 1, 2009, the Admission Requirements for the Major in Philosophy at King's University College be revised to require a Philosophy 1000-level course:

MAJOR IN PHILOSOPHY

Admission Requirements

Completion of first-year requirements with a grade of 60% in a Philosophy course at the 1000 level. *[Editorial note: Use either a course at the 1000 level or a 1000-level course. The former (without the hyphen) is used more frequently.]*

PLEASE NOTE: *Do not indicate changes using marked up coding, e.g., redlines, bold, underlines, or attached files, e.g., pdf documents*, since these do not show up on DAP e-mails. Text files within the body of the e-mail are recommended.

4. **BACKGROUND**

Give a brief statement about the reasons for the proposal. In addition, any anticipated effects of the proposal can be included here. An explanation must be provided if a proposed module is revised to include more than 10.0 specified courses for an Honors Specialization or Specialization, 6.0 for a Major, or 4.0 for a Minor.

5. **PRIMARY CONTACT PERSON**

State the Name and Department, Faculty/School/College, telephone number or extension and e-mail address of the primary contact person.

6. **CONSULTATION AND RESULTS**

Each submission involving a program or course must identify where it is to be taught and if the program/course is offered in any other area including: Main Campus, Brescia University College, Huron University College, and/or King's University College.

Step 1: The Department initiating a DAP proposal will inform the Associate Dean of its Faculty and the Associate Deans of other Faculties and/or Academic Deans of Affiliated University Colleges which are affected by the forthcoming proposal. In addition, the Department initiating the proposal will (officially) ask for comment (even if consultation has been ongoing) from the appropriate Departments on Main Campus and the Affiliated University Colleges and from the relevant Library (regarding resources). Deans and Department Chairs have one month from the date consultation was requested to reply.

Step 2: The proposal, possibly revised as a result of consultation, is brought to the Faculty Educational Policy Committee (EPC) or equivalent body for review.

Step 3: The proposal is finalized and, in DAP format, is forwarded to the Faculty's Associate Dean or Dean for submission to DAP. The list of those consulted in Step 1 is included. (Note, however, that all of the Department Chairs who are members of the Faculty's EPC in Step 2 need not be listed.)

As mandated in the Terms of Reference of the Senate Committee on Academic Policy and Awards, DAP proposals from one Faculty, School or College for which objections have been received from another Faculty, School or College, which cannot be resolved informally, will be forwarded to SCAPA for resolution.

ADDITIONAL NOTES ON DAP SUBMISSIONS

Prerequisites in the Module

Any new or existing module must be able to be completed without the student having to take courses that are not specified in the Admission Requirements or in the listing of courses counted towards the module itself. Courses having prerequisites that are neither part of the Admission Requirements nor counted towards the module can be included in the module provided that it includes options of alternative courses that do not have such prerequisites.

Revised Courses: Courses for which the Content has changed Significantly

If the content of a course is changed significantly, e.g., the course changes from a full course (1.0 course) to a half course (0.5 course), the original course must be withdrawn and the significantly-revised course must be introduced under a new number. If there is an overlap between the content of the original and the new course, the original course should be added as an antirequisite, i.e., Antirequisite(s): The former *.

Adding an antirequisite should be standard when a Special Topics course becomes a named course. The Special Topics course should be listed as an antirequisite, e.g., Antirequisite(s): English 3915E, if taken in 2006-07, 2007-08.

New Courses

1. Course Numbering

See the Policy on Course Numbering:

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

For new courses, the four-digit course number will be assigned by the Department/Faculty/School or College. It is advisable to check this numbering assignment with the Calendar Editor (Ext. 89804) in the Registrar's Office before sending the DAP proposal, since, when courses are withdrawn, course numbers are retired for a period of five years by the Registrar's Office after which all prerequisite or antirequisite references to "the former" course are edited from the calendar and the course number may be reused.

2. Course Titles

If it is a course proposal, list the subject title, number and name of course, e.g., "History 2184: European International Relations from the Holy Alliance to the European Community (1815-1992)." While Departments are encouraged to keep the titles short, if the name of the course exceeds 30 characters, the proposal should include a "Short Title: (title revised to 30 characters or less)" for use by the Registrar's Office. If the course title is changing, show the current course name and the proposed course name, e.g., that Earth Sciences 3341A/B: Introduction to Environmental and Exploration Geochemistry be revised to "Waters and Geochemical Cycles".

3. Course Description

There is a 50-word limit for each course description in the calendar.

If there are additional expenses to be borne by the student such as field trips or extraordinary expenses, this should be included in the calendar description.

Check the following details before finalizing your submission. Note that it is not necessary to list answers to these questions with your submission.

- a. Are the course number and letter given correctly?
- b. Is this an essay course?
- c. Is the course description 50 words or less?
- d. Are the antirequisite(s), prerequisite(s) and/or corequisite(s) (in that order) stated correctly? (If there are top be no anti- pre-or corequisite requirements, don't list them and leave them blank in the course description.)
- e. Are the hours stated correctly? The preferred format for hours is: 2 lecture hours, 2 laboratory hours, 1 tutorial hour.

- f. Is the course weight stated correctly, i.e., 1.0 course (if it is a full-course weight), 0.5 course (if it is a half course), 0.25 course (if it is a quarter course).
- g. Is there some other part of the Calendar which must be updated as a result of this proposal? If so, give details.

4. Consultation and Other Considerations

Clearly indicate if the course is in a new subject area not offered previously by the University. If it is, or if it is a new course in an existing subject area, a brief summary of the course content in amplification of the calendar copy may be included. The new course proposal should also include a statement on how the course should be identified according to the University's policy on Breadth Requirements for Bachelor Degrees (http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/graduation.pdf)

If a proposal to introduce a module in a new subject area is being sent to SCAPA, the courses may be sent to DAP at the same time but approval of the courses will be contingent on approval of the new module by SCAPA and Senate first.

If the course enrolment level is expected to be over 100, include this information in your proposal. If so:

- a. State the maximum number of students that could be admitted to the course.
- b. If there are demands to be made on Information Technology Systems which are not conventional, confirm that you have consulted with ITS regarding the proposal.
- c. Confirm that you have discussed any library implications with the University Librarian (or delegate).
- d. Confirm that you have discussed any space implications with the Office of Institutional Planning and Budgeting.
- e. If there are additional expenses to be borne by the student such as field trips or extraordinary expenses, confirm you have discussed this with the Office of the Registrar.

Web Calendar Updates

Approved DAP proposals are posted on the following Web site on either the 1st or 16th of the month. <http://www.westerncalendar.uwo.ca/Operations/dap.html>

New course, program and policy changes for the next academic year, i.e., September, are updated on the web calendar at the first of each month. Updating takes place throughout the year. The web calendar is the official version of Western's academic calendar.

Changes to Diplomas and Certificate Programs:

Diplomas and Certificates offered by Continuing Studies are offered in partnership with a Faculty on campus. Structural changes and changes in calendar copy to the program or courses within the program must be recommended to DAP by the Office of the relevant Dean.

Related Policies and Notes

See also the SCAPA format file at http://www.uwo.ca/univsec/pdf/academic_policies/general/scapaformat.pdf and the file on how to make academic changes http://www.uwo.ca/univsec/pdf/academic_policies/general/howto.pdf

