

## **Deans' Responsibility for Admissions, Scholarships, and Curriculum Changes (Not Involving Changes to Academic Policy)**

### **DEANS' RESPONSIBILITY FOR ADMISSIONS, SCHOLARSHIPS, AND CURRICULUM CHANGES (NOT INVOLVING CHANGES TO ACADEMIC POLICY)**

Note: For Affiliated University Colleges, the Affiliation Agreement takes precedence over these recommendations. Except where otherwise noted, the reference to “dean” in the following documentation includes academic deans of the Affiliated University Colleges.

#### **Admissions**

Deans are authorized to approve, on an exceptional basis, admission to programs in their Faculty and advanced standing in courses offered by their Faculty. Affiliated University College Deans are also bound to admission requirements established by Senate and are entitled to such exceptions and exemptions in the matters of admission requirements as may be extended to any University Faculty or School.

"Exceptional admissions" are special cases where the applicant does not, strictly speaking, meet published admission requirements, but requests reconsideration on the basis of significant and relevant new information. The decision in such cases will rest with the Dean (or designate), and that decision will be final. In cooperation with the Deans' offices, the Admissions Office will continue to adjudicate the bulk of requests for reconsideration for admission to Arts and Humanities, Health Sciences, Information and Media Studies, Kinesiology, Science, and Social Science subject to submission of substantial new information.

#### **Scholarships**

The approval process for scholarship matters is outlined at the following website:  
[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp210.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp210.pdf)

Deans are authorized to approve, in consultation with the donors or sponsors and the Registrar's Office, revisions to scholarships and awards established previously, provided these do not involve changes in the scholarship policy of the University. These shall be reported by the Subcommittee to Review Scholarships (SRS) to the Associate University Secretary.

Deans are authorized to defer or continue scholarships upon appeal.

#### **Academic Programs, Courses and Other Curriculum Changes Not Involving Changes to Academic Policy (the DAP Process)**

Following appropriate review and approval within their Faculty, Deans are authorized to propose for direct endorsement by all other Deans

1. new, revised, or discontinued courses
2. revisions to established programs
3. other curriculum changes not involving changes in the academic policy of the University

The DAP will operate as a “virtual” subcommittee of the Senate Committee on Academic Policy and Awards (SCAPA) and it operates through an interactive electronic mail facility with a restricted mailing list. Its membership is comprised of up to five members of each Faculty. When one Dean’s office puts forward a DAP proposal, any of the other Deans or DAP members may comment on the proposal (i.e., accept the proposal or challenge it) within approximately two weeks. Ordinarily, all participants will see the responses of others (although, of course, preliminary, bilateral, private discussion is always possible). Through this medium, questions can be answered and minor differences worked out.

Questions/corrections or clarification of the content of DAP proposals or approvals should be directed to the Academic Calendar Editor in the Office of the Registrar and copied to the Associate University Secretary. Pending unanimous agreement of the Deans to accept a proposal (with or without amendments resulting from this "virtual discussion"), the DAP submission will be approved. Approvals will be posted on the DAP approval Web site and notification will be sent by e-mail to the DAP mailing list by the Calendar Editor. The Calendar Editor in the Registrar's Office will ensure that the web version of the academic calendar is revised and the new information is included in the next printing of the calendar.

When, after consideration by the virtual committee, there remains any disagreement about a proposal, it will be referred to SCAPA for resolution. The Associate University Secretary will inform DAP that the proposal has been referred to SCAPA for review and final adjudication, and will inform DAP of the outcome.

Notes:

1. Review by the other Deans (line 1) pertains to undergraduate programs and courses. The current procedures for review within the School of Graduate and Postdoctoral Studies will continue.
2. Continuing Studies will present to SCAPA for its approval each proposal for a new certificate or diploma program offered by Continuing Studies in partnership with one or more of the University's Faculties or Colleges including the structure of the program, an outline of the credit component, and descriptions of the components. When a certificate program is approved, its general administration will rest with Continuing Studies. While major changes, e.g., change in the name of a Diploma or Certificate, are to be recommended to SCAPA, structural changes or changes in calendar copy are to be recommended by the Office of the relevant Dean to DAP. The proposal should include a hot-link reference to existing calendar copy on the Continuing Studies Web site.
3. Delegation of authority to Deans does not preclude further delegation by Deans to committees, officers, or individuals. For example, an Associate Dean may be asked to play an active role in the virtual committee; that Associate Dean would likely consult with committees, departments, or individuals within his/her Faculty before responding to a proposal before the virtual committee.

**Participation on the DAP:**

DAP's membership includes all Deans, the Registrar, the Associate University Secretary, the University Librarian and the Director of Continuing Studies. Upon request, each Dean may name to the membership individuals such as an Associate Dean, an individual who will have responsibility for e-mailing the Faculty's proposals to DAP, and Academic Counsellor(s). The membership for any Faculty should not exceed five.

In order to facilitate the review and discussion of proposals on the electronic list, each Faculty will designate a spokesperson who will communicate the concerns and position of the Faculty. In this way, the membership is manageable with regard to responses, as with any other committee structure. Deans may name the members of their Faculty to DAP by contacting the Associate University Secretary.

**Placing Proposals on the Virtual Committee:**

New or revised courses and programs within one Faculty can have implications for programs in other Faculties. While consultation with other affected departments or Faculties is usually initiated by a department proposing to make changes, it is the responsibility of the Dean or Associate Dean to ensure that consultation is done with the relevant Dean or Associate Dean and that the completed consultation information is included with the DAP proposal.

To place a proposal forward for consideration, it must be e-mailed through a DAP member, i.e., through the Dean's Office to <[dap@uwo.ca](mailto:dap@uwo.ca)> using the format outlined on the following Web site:  
[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/dapformat.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/dapformat.pdf)

### **Approvals:**

The approval process up to the level of the Dean's Office is at the discretion of each Faculty to determine.

Once a proposal is placed on DAP, objections to proposals by other DAP members will require that the objection be addressed and the problem resolved.

- Should a proposal be placed in abeyance while consultation continues, DAP members should be informed by the Faculty proposing the change(s) of the status of the proposal, i.e., whether:
  - 1) consultation is ongoing and the proposal is to be withdrawn until such consultation is complete,
  - 2) the proposal is to be withdrawn permanently, or
  - 3) the proposal is to be forwarded to SCAPA for resolution.
- Should the objection be resolved, the Faculty that objected to the proposal should inform DAP members of this so that the proposal can go ahead.

In the absence of objections, approved proposals will be posted on the DAP approvals Web site: <http://www.westerncalendar.uwo.ca/Operations/dap.html> and the Calendar Editor will e-mail members of the academic community to inform them of the new posting.

- Proposals posted on DAP between the 1st and 15th of any month will be approved on the 1st of the following month.
- Proposals posted on DAP between the 16th and the end of any month will be approved on the 16th of the following month.

Although at some point it may be necessary to ask Virtual Committee members to cast an e-mail "vote" as to whether they agree or disagree with proposals, there is a strong consensus within the membership that silence implies consent and a bimonthly "vote" on proposals received will not be necessary.

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### **Related Policies and Notes:**

See also How to Make Changes to Academic Policy, Programs and Courses

[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/howto.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/howto.pdf)

and the DAP sample: [http://www.uwo.ca/univsec/pdf/academic\\_policies/general/DAPsample.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/DAPsample.pdf)