**Senate Academic Policy and Procedure Submission Form**

This submission form is for proposals for Senate Academic Policies and Procedures.

Proposals submitted are presented to the Senate Committee on Academic Policy\*.

\*In some instances, proposals for Senate Academic Policies and Procedures relating to curriculum may alternatively be presented to the Senate Committee on Academic Curriculum and Awards (ACA). The Secretariat provides support for determining the appropriate governance pathway.

This submission form should be used for:

* New Senate Academic Policies and Procedures.
* Modifications to existing Senate Academic Policies and Procedures.
* Withdrawal of Senate Academic Policies and Procedures.

Proposals must be submitted in accordance with the [Policy on Establishing Senate Academic Policies and Procedures](https://www.uwo.ca/univsec/pdf/academic_policies/general/academic_policies.pdf) and the [Procedure for Establishing New Senate Academic Policies or Amending Existing Policies](https://www.uwo.ca/univsec/pdf/academic_policies/general/academic_policies_procedure.pdf).

Proposals are submitted as MS Word documents to the Secretariat at [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca)

**When a Proposal is received:**

Proposals received by the Secretariat are normally placed on an upcoming Senate Committee on Academic Policy agenda. Please note that:

* Submission dates for each meeting are posted on the Secretariat website: <https://uwo.ca/univsec/pdf/academic_policies/general/policy_schedule.pdf>
* Incomplete proposals will be returned with feedback for resubmission.

Senate Academic Policies and Procedures are posted on the Secretariat website: <https://www.uwo.ca/univsec/academic_policies/index.html>.

Following Senate approval, new or revised Senate Academic Policies are posted on the Secretariat website in accordance with the effective date.

New or revised Procedures are posted on the Secretariat website following the date that Senate receives the Procedures for information.

When submitting the proposal, please remove the italicized instructions from the document.

**This Submission is for** (please check all that apply):

New Policy  Revision to Policy  Withdrawal of Policy

New Procedure  Revision to Procedure  Withdrawal of Procedure

**Subject:** *Insert the introduction/revision/withdrawal of the policy and/or procedure.*

* *Example: Revisions to the Policy on “Administration of Examinations”*

**Motion:** *Include effective date and proposal.*

*For policies, provide a brief motion beginning with “That effective....”. This follows a standard format for motions used by Senate Committees. Note that a motion is not required for procedures as they fall under the authority of the Officer(s) Responsible for the Procedure.*

*The motion should cover:*

* *the date the proposal takes effect; and*
* *the proposal.*

*Example motions:*

* *New Policy: That effective September 1, 2023, a policy on “Undergraduate Degree Admissions” be introduced as shown.*
* *Revision of Policy: That effective September 1, 2025, the policy on “Experiential Learning” be revised as shown.*
* *Withdrawal of Policy: That effective September 1, 2023, the policy on “Transfer Credit for Courses Taken at Other Universities” be withdrawn.*

**Summary of proposal:** *Briefly describe the changes to be made.*

**Rationale:** *Provide a minimum explanation of 1-2 paragraphs* to *indicate why the changes are necessary.*

**Describe the impact on other Senate academic policies and/or procedures, if any:** *Note any impacts of the change on other Senate academic policies or procedures. If revisions to other academic policies or procedures are required, indicate if they will come forward in a concurrent or subsequent proposal.*

**Primary Contact(s):** *Include name, role, unit or Faculty/School/Affiliate, and email address.*

*Note: The* [*Procedure for Establishing New Senate Academic Policies or Amending Existing Policies*](https://www.uwo.ca/univsec/pdf/academic_policies/general/academic_policies_procedure.pdf) *includes a list of who may initiate the proposal. The Primary Contact(s) must be on this list.*

**EPC and Approval Date** *(applicable for submissions from Faculties/Schools/Affiliates)*:*List the EPC and approval date. Please also include any other bodies that approved the proposal.*

**Consultation and Results:** *List all individuals/units/programs consulted. Please also include:*

1. *The date the consultation was sent to the parties.*
2. *A summary of feedback received at the end of the consultation list, with units/roles identified as relevant.*

*Per the Policy on Establishing Senate Academic Policies and Procedures, those responsible for the development or amendment of Senate Academic Policies and Procedures shall engage in timely and appropriate consultation with members of the University’s academic community who may be reasonably expected to be affected by the Senate Academic Policy and Procedures.*

**Link to current policy and/or procedure (if applicable):** *Provide the link to the current policy and/or procedure on the Secretariat website (applicable to policy and/or procedure revisions and withdrawals).*

**Proposed policy (for approval) and/or procedure (for information):** *Provide the new/revised policy and/or procedure as separate MS Word file attachments. If the policy and/or procedure is being withdrawn, attachments are not required.*

*Contact the Secretariat (*[*academic\_submissions@uwo.ca*](mailto:academic_submissions@uwo.ca)*) to request the MS Word files for the current policy and/or procedure or to request the template for a new policy and/or procedure.*

*For REVISED policy and/or procedure copy, changes* ***must*** *be shown by highlighting new text in yellow and using red strike-through for text to be removed. For example:*

The maximum number of places available in first year is available on the Schulich Medicine & Dentistry Admissions website~~171 with 133 students enrolled at the London campus and 38 students enrolled at the Windsor campus~~.