**Subcommittee on Undergraduate Academic Courses (SOC)  
Submission Template (With Guidelines)**

Proposals to SOC are submitted by the Dean’s Office as an MS Word document to the Secretariat at [soc\_submissions@uwo.ca](mailto:soc_submissions@uwo.ca). Please note that **only one form per motion may be submitted**. Similar new courses or course changes may be grouped together. Proposals for courses may be combined with module/program changes provided there are no changes to the module/program beyond the proposed course.

In addition to the required 14-day consultation process outlined below, early and active collaboration between Faculties/Schools/Affiliate University Colleges is encouraged.

**When a Proposal is received:**

Proposals received by the Secretariat are placed on an upcoming SOC agenda. Please note that:

* Submission dates for each meeting are posted on the Secretariat website: <https://uwo.ca/univsec/pdf/academic_policies/general/SOC_schedule.pdf>
* New subject areas must be submitted to ACA and Senate for approval before courses in the new area are brought forward to SOC.
* Incomplete proposals will be returned to the Dean’s Office with feedback for resubmission
* While effort is made to bring forward proposals to the next SOC meeting, proposals may be delayed if the SOC agenda for the next meeting is full.

Approved SOC proposals are posted on the following website: <https://www.uwo.ca/univsec/senate/committees/soc_approvals.html>

The Office of the Registrar hosts the official version of the Academic Calendar electronically on the University’s website. Once approved by SOC, new or revised courses and program changes for the next academic year, i.e., September, are updated in the calendar monthly.

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

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

New Course(s)  Revision to Course(s)  Withdrawal of Course(s)

Module/Program Revision

**If this is a module/program revision involving the addition of new courses** (please check one):

New courses being added to the module/program have been approved

New courses added to the module/program will be submitted to SOC in a concurrent proposal

**Subject:** *Insert the introduction/revision/withdrawal of the course.*

* *Example: Introduction of Film Studies 2156F/G*

**Motion:** *Include effective date, proposal, and Faculty/School/Affiliate University college to offer the course.*

*Provide 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; and*
* *the Faculty, School and/or Affiliated University College involved.*

*The standard implementation date will be the start of the next academic year, e.g., “Effective September 1, 2023". September 1 is the standard implementation date for courses to be introduced. However, 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. Proposals involving courses to be offered in the summer should be dated March 1**of the year in which they will be offered.*

*Examples:*

* ***New Course:*** *That effective September 1, 2023, Engineering Science 3300Y: Selected Experiments in Integrated Engineering be introduced in the Faculty of Engineering.*
* ***Revision of Course:*** *That effective September 1, 2023, the title of Management and Organizational Studies 4485F/G: Human Resources Administration for HR Students be revised to Human Resource Management: Looking Back, Moving Forward, and the course description and prerequisites be revised as shown*
* ***Withdrawal to Course:*** *That effective September 1, 2023, Health Sciences 1021: A Wellness/Lifestyle Analysis, be withdrawn from course offerings in the Faculty of Health Sciences*
* ***New Course to be introduced AND added to module(s)/program(s):*** *That effective September 1, 2023, 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*
* ***Module/Program Revision:*** *That effective September 1, 2023, the module requirements of the Honours Specialization in Indigenous Studies be revised as shown*

**Rationale:** *Give a brief statement about the reasons for the proposal. Please include any anticipated impacts on modules/programs.*

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

1. *State the maximum number of students that could be admitted to the course.*
2. *If there are demands to be made on technology infrastructure which are not conventional, confirm that you have consulted with WTS regarding the proposal.*
3. *Confirm that you have discussed any library implications with the University Librarian (or delegate).*
4. *Confirm that you have discussed any space implications with the Office of Institutional Planning and Budgeting.*
5. *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. Also note such fees must be approved by the Board of Governors as per* [*MAPP Policy 2.4 – Student Fees*](https://uwo.ca/univsec/pdf/policies_procedures/section2/mapp24.pdf)*.*

**Link to Current Calendar Copy (if applicable):** *Provide the link to the current calendar copy (applicable to course revisions, course withdrawals, and module/program revisions).*

**Proposed Calendar Copy (for approval):** *Provide the new/revised calendar copy. If the course is being withdrawn, calendar copy is not required.*

***For Course Proposals, you must include:***

1. ***The course number and title****:*
   1. *List the subject area, number, and name of course. Also include the character count in brackets after the title, e.g., “History 2184:* *European International Relations from the Holy Alliance to the European Community (1815 – 1992) (95 characters)”.*
   2. *If the name of the course exceeds 30 characters (including spaces), the proposal should include a “Short Title” (title revised to 30 characters (including spaces) or less) for use by the Office of the Registrar.*
   3. *If the course title is changing, show the current course name and the proposed course name in the motion, e.g., that Earth Sciences 3341A/B: Introduction to Environmental and Exploration Geochemistry be revised to “Waters and Geochemical Cycles”.*
   4. *For new courses, the four-digit course number will be assigned by the Department/Faculty/School or Affiliate University College. It is advisable to check this numbering assignment with the Office of the Registrar before sending the SOC proposal, since, when courses are withdrawn, course numbers are retired for a period of five years by the Office of the Registrar after which all prerequisite or antirequisite references to "the former" course are edited from the Calendar and the course number may be reused.*
2. ***The course description***
   1. *There is a 50-word limit for each course description in the Academic Calendar. Include the word count in brackets after the course description.*
   2. *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. Such fees must be approved by the Board of Governors as per MAPP Policy 2.4 – Student Fees.*
3. ***Antirequisite(s), prerequisite(s) and/or corequisite(s)***
   1. *Note these items must be listed in the order above. If there are to be no anti-, pre- or corequisite requirements, do not list them. Rather, leave this section blank.*
   2. *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.*
4. ***Extra information***
   1. *Statement of hours of the course. The preferred format for hours is: 2 lecture hours, 2 laboratory hours, 1 tutorial hour.*
   2. *Other items that must be known when students register for the course.*
5. ***Course Weight***
   1. *The course weight. This must be stated as 1.0 (full course weight); 0.5 (half course); or 0.25 (quarter course)*

*See the Course Numbering Policy, Essay Courses, and Hours of Instruction for further information* [*http://www.uwo.ca/univsec/pdf/academic\_policies/registration\_progression\_grad/coursenumbering.pdf*](http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf)

*Please note that 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 \*.*

*For REVISED Calendar copy, changes* ***must*** *be shown by highlighting new text in yellow and using red strike-through for text to be removed.*

***Examples:***

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

*That effective September 1, 2023, 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, 2022, the title of Management and Organizational Studies 4485F/G: Human Resources Administration for HR Students be revised to Human Resource Management: Looking Back, Moving Forward, and the course description and prerequisites be revised as shown below.*

***Management and Organizational Studies 4485F/G: ~~Human Resources Administration for HR Students~~ Human Resource Management: Looking Back, Moving Forward***

*~~Overview of the key theories and practices of human resource management (HRM) in different organizational settings. Topics include job design and analysis, strategic planning, staffing, performance management, training, development, health and safety, as well as other aspects affecting HRM.~~*

*This course considers both managerial choice and the influence of context on strategies for managing people and how human resource management (HRM) policies and practices such as reward, performance management, training and employee voice might be used to different effect and effectiveness in various organizations.*

***Antirequisite(s):*** *~~MOS 3385A/B~~*

***Prerequisite(s):*** *~~Enrolment in 4~~~~th~~ ~~year of a Consumer Behaviour,~~ ~~Human Resource Management or Public Administration modules in BMOS.~~ Completion of 2.5 of the following: MOS 3280F/G, MOS 3342A/B, MOS 3343A/B, MOS 3344A/B, MOS 3352F/G, MOS 3383A/B, MOS 3384A/B and enrolment in 4th year of Human Research Management module in BMOS.*

***Extra Information:*** *3 lecture hours.*

***For module/program revisions:***

* *When a new course is introduced AND added to module(s)/program(s), the calendar copy of the course must be followed by any revised Calendar Copy for the module(s)/program(s).*
* *Former courses that have not been offered for a period of five years should be removed from the module/program.*

**Course Summary (for information):** *For new courses, please also include:*

* ***Course Learning Outcomes*** *– please provide a bulleted list (i.e., 5-7 items) that outline what the course will achieve*
* ***Anticipated Grading Structure*** *– if the course is an essay course, please indicate how the course will meet the requirements for written assignments as per the* [*Course Numbering Policy, Essay Courses and Hours of Instruction*](https://uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf)*.*

**Associate Dean – Academic** **(or Equivalent) Contact:** *Include their name, role, Faculty/School/Affiliate, and email address.*

*Example: J. Smith, Associate Dean (Undergraduate), Faculty of Social Science,* [*j.smith@uwo.ca*](mailto:j.smith@uwo.ca)*.*

**Department/Program Contact:***If there is a department or program level contact for the proposal, please include their name, role, department/program, and email address. If there is no departmental/program contact, delete this item.*

**EPC and Approval Date:** *List the EPC and approval date. Please also include any other bodies that approved the proposal.*

**Consultation and Results:** *List all individuals/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.*

***Consultation Process:*** *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, Huron University College, and/or King’s University College.*

*Departments are encouraged to think broadly about consultation and to consult all other Departments/Faculties, including interdisciplinary programs offered between Departments/Faculties, that may be impacted by the proposal. A list of Departments across Western and the Affiliates is available on the Secretariat website:* [*https://www.uwo.ca/univsec/pdf/academic\_policies/general/socconsultation.pdf*](https://www.uwo.ca/univsec/pdf/academic_policies/general/socconsultation.pdf)

*The Associate Dean Academic (or equivalent) must be cc’d on all consultations for Departments within their Faculty/School/Affiliate University College.*

* ***Step 1:*** *The Department initiating a SOC proposal will inform the appropriate Departments and Associate Deans Academic (or equivalent), as well as the Associate Dean Academic (or equivalent) of its own Faculty. The Associate Deans Academic (or equivalent) are responsible for forwarding the proposal to additional Departments should they identify a program that may be impacted by the proposal that was not represented on the original consultation. Individuals consulted have 14 days from the date consultation was requested to reply.*
* ***Step 2:*** *The proposal is finalized by the Department based on any feedback received and, in SOC format, is forwarded to the Faculty’s Associate Dean Academic (or equivalent) or Dean for submission to SOC. The submission must include a list of those consulted in Step 1 (including dates and results of consultation where applicable).*