**Subcommittee on Undergraduate Academic Courses (SOC)
Submission Template (Without Guidelines)**

Proposals to SOC are submitted by the Dean’s Office as an MS Word document to the Secretariat at 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, 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.*

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

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

**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.*

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

* ***Course Learning Outcomes***
* ***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.*

**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.*