

How to Make Changes to Academic Policy, Programs and Courses

The following will help to clarify how Faculties can make proposals to change academic policy, programs and courses and where proposals should be directed after they have been approved at the faculty level. For more information contact Melissa O'Connor at mgrigg2@uwo.ca.

Since proposals are submitted to Policy, ACA, SUPR-U or SOC through the Dean's Office, it is understood that the Dean of the relevant Faculty, School or College is responsible for any financial, personnel, space, technological and library implications.

Submissions to Policy (the Senate Committee on Academic Policy)

These include proposals to:

- Introduce or revise academic policies, including policies on admission, progression and graduation, scholarship and award eligibility, course numbering, examinations, structure of the academic year, etc.
- Introduce or revise scholarship policy

Submissions to ACA (the Senate Committee on Academic Curriculum and Awards)

These include proposals to:

- Introduce or withdraw a graduate or undergraduate degree, a diploma or certificate program or a new module at the undergraduate level
- Introduce new scholarships and awards at both the graduate and undergraduate level

Submissions to the Policy and ACA must be made electronically through the Dean's office. The proposal should be sent to Melissa O'Connor (mgrigg2@uwo.ca) in the University Secretariat.

PLEASE NOTE: According to [Western's Quality Assurance Process \(IQAP\)](#), proposals for all Honours Specializations, Specializations, Majors, Combined Degree Programs, Certificates and Diplomas must be approved initially by the Subcommittee on Program Review - Undergraduate (SUPR-U), prior to consideration by ACA. [An electronic form](#) must be filled out for submissions to SUPR-U. The Terms of Reference for SUPR-U is posted at: <http://www.uwo.ca/univsec/pdf/senate/ctees/supr-u.pdf>

Deadlines

The meeting schedules and submission deadlines for Policy and ACA are available at the links below:

Policy Schedule and Submission Deadline:

https://uwo.ca/univsec/pdf/academic_policies/general/policy_schedule.pdf

ACA Schedule and Submission Deadlines:

https://uwo.ca/univsec/pdf/academic_policies/general/ACA_schedule.pdf

SUPR-U Schedule and Submission Deadlines:

https://uwo.ca/univsec/pdf/academic_policies/general/SUPR-U_schedule.pdf

Submissions to SOC (the Subcommittee on Undergraduate Academic Courses)

These include proposals at the undergraduate level to:

- revise a module or program
- introduce, revise or withdraw a course
- change the weight of a 1.0 (full) course to a 0.5 (half) course, or vice versa. (This is done by withdrawing one course and introducing a new one in its place with a new number. The former course is listed as an antirequisite.)
- change the essay designation on a course, e.g., A/B to F/G or vice versa
- delete, change, or add an antirequisite, prerequisite or corequisite

Submissions to the SOC are made through the Dean's Office.

See https://www.uwo.ca/univsec/pdf/academic_policies/general/socformat.pdf for more information.

Deadline:

The meeting schedule and submission deadlines for SOC are available here:

https://uwo.ca/univsec/pdf/academic_policies/general/SOC_schedule.pdf