

How to Make Changes to Academic Policy, Programs and Courses

The following will help to clarify how Faculties could make proposals to change policy, programs and courses and where proposals should be directed after they have been approved at the faculty level. For more information contact Erika Hegedues by e-mail at erikah@uwo.ca or at Ext. 84542.

Since proposals are submitted to SCAPA or the DAP 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 SCAPA (the Senate Committee on Academic Policy and Awards)

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

Submissions to the Senate Committee on Academic Policy and Awards (SCAPA) must be made electronically through the Dean's office. The proposal should be sent to Erika Hegedues (erikah@uwo.ca) at the University Secretariat. The format for the electronic submission is shown at http://www.uwo.ca/univsec/pdf/academic_policies/general/scapaformat.pdf

For information on the process used for Scholarships and Awards, see http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp210.pdf

PLEASE NOTE: According to [Western's Quality Assurance Process \(IQAP\)](#), proposals for all Honors Specialization, Major, and Specialization Modules, and Degree and Combined Degree Programs, as well as for Certificates and Diplomas must be approved initially by the Subcommittee on Program Review - Undergraduate (SUPR-U), prior to consideration by SCAPA. The only exceptions are Minor modules that can be submitted directly to SCAPA for consideration. [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/cttees/supr-u.pdf>

Is this the right form?

Go to http://www.uwo.ca/univsec/pdf/academic_policies/general/scapaformat.pdf for instructions and the format.

Deadline: Proposals should be received a minimum of 10 days in advance of a SCAPA meeting. The meeting schedule is maintained at the following website: http://www.uwo.ca/univsec/academic_policies/schedule.pdf

Submissions to DAP (the Deans' Academic Programs Cttee or "Virtual Committee" of SCAPA)

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 Deans: Academic Programs (DAP) are made through the Dean's Office. The Virtual Committee process is paperless.

See http://www.uwo.ca/univsec/pdf/academic_policies/general/daprocess.pdf for information on the process used and membership.

Is this the right form?

Go to http://www.uwo.ca/univsec/pdf/academic_policies/general/dapformat.pdf for instructions and the format.

Deadline: DAP proposals can be submitted at any time throughout the year. Approvals are processed every two weeks and posted on the web on the 1st and the 16th (or on the first working day following these dates).

Any change to be included in the printed version of the official Western Calendar for the following year must be received by **November 1**. (i.e. to be included in the 2011 – 2012 calendar, changes must be received by November 1, 2010).

Minor Course Changes

At the undergraduate level, these include:

- changes to titles or descriptions of courses which do not substantively change the course content
- changes to course hours

Submissions of Minor Course Changes are made directly to the Calendar Editor of the Registrar's Office, Jennifer Chambers (jchamb42@uwo.ca).

Is this the right form?

Go to http://www.uwo.ca/univsec/pdf/academic_policies/general/minorformat.pdf for instructions and the format.

Any change to be included in the printed version of the official Western Calendar for the following year must be received by **November 1**. (i.e. to be included in the 2011 – 2012 calendar, changes must be received by November 1, 2010).

Effective dates:

Revision	Effective date
For academic policy and programs	September 1
For courses offered in September	September 1
For half-courses offered in January	January 1
For courses offered in the summer	March 1

Changes will not be approved retroactively beyond the start of the current academic calendar year (i.e. changes proposed between September 1, 2010 and April 30, 2011 can have the earliest effective date of September 1, 2010).

Although the World Wide Web copy of the academic calendar will be updated on an ongoing basis, for proposals received subsequent to the print deadline for the calendar, Departments/Faculties are responsible for any advertising required to publicize the program or course.

Related Policies and Notes:

In 1996, Senate approved a change to the way academic proposals would be made. For the background information on this process, go to

http://www.uwo.ca/univsec/pdf/academic_policies/general/daprocess.pdf

For changes to graduate programs and courses refer to

http://www.uwo.ca/univsec/pdf/academic_policies/general/gradprocess.pdf or contact SGPS.