Submissions to SCAPA

FORMAT FOR SUBMISSIONS TO SCAPA

The Terms of Reference and Composition of the Senate Committee on Academic Policy and Awards (SCAPA) are at the following website: http://www.uwo.ca/univsec/pdf/senate/cttees/scapa.pdf

Proposals to SCAPA are forwarded by e-mail to the University Secretariat with a covering letter from the Office of the Dean of the Faculty [Note: Faculty is to be interpreted to include all Faculties, Schools and Affiliated University Colleges]. It is helpful if the text of the proposal is e-mailed as a Word document to Erika Hegedues, the Associate University Secretary at <erikah@uwo.ca>.

Proposals should be received **at least ten days** or more in advance of a SCAPA meeting. The meeting schedule is maintained at the following website:
http://www.uwo.ca/univsec/pdf/academic_policies/general/schedule.pdf

1.   **SUBJECT LINE**

This provides the subject line which will be used for the agenda, e.g.,
          "Faculty of Social Science: Introduction of an Honors Specialization in Social Studies"

2.   **EFFECTIVE DATE, PROPOSAL, FACULTY/SCHOOL/COLLEGE TO OFFER IT, AND THE CALENDAR COPY**

State each proposal in the form of a brief motion. The motion usually follows a standard format for motions used by Senate Committees and covers:

1) the date the proposal takes effect
          In most cases this will be the start of the next academic year, e.g., "Effective September 1, 20XX". Infrequently changes to take effect for January may be backdated to September 1 of the year in progress, or summer offerings may be dated March 1, but no changes may be dated "effective immediately".
2) the proposal
3) the Faculty or Faculties involved
          Senate's authority is to approve proposals from Faculties, not Departments/ Schools.

e.g., **Recommended:**   That effective September 1, 20XX, an Honors Specialization in Social Studies be introduced by the Faculty of Social Science.

In most cases Faculties will be sending proposals for new programs/modules to SCAPA and only new calendar copy will be included. For programs and modules that are being withdrawn, it is not necessary to include the current calendar copy since that will be deleted.   For the current version of a program/module, it is acceptable to include a link to the web calendar rather than citing the page of the academic calendar but do not include the current calendar copy, only new or revised.

If the proposal is to revise a policy (including the program/module name, admission or graduation requirement for a degree program), the revised calendar copy should include a reference to the page number in the print copy of the latest academic calendar, link to the web calendar or policy reference for the Academic Handbook Web site. In order to facilitate the work of SCAPA, the amended calendar copy with the revisions highlighted (in italics/bold or redline) may be included with the covering letter or attached to it.

If you have any questions about what would go to SCAPA, contact Erika Hegedues at <erikah@uwo.ca>.

3.   **BACKGROUND**

Give a brief statement about the reasons for the proposal. For SCAPA submissions, this statement will be used as background information when the proposal is forwarded to Senate. In addition, any anticipated effects of the proposal can be included here. An explanation must be provided if a proposed module includes more than 10.0 specified courses for an Honors Specialization or Specialization, 6.0 for a Major, or 4.0 for a Minor.

[Secretarial Note: Since the information will be going to Senate, refer to the Faculty making the recommendation rather than saying "we", e.g., Not "We want to introduce this module."]

If appropriate, comment on the relevance of the proposed program to graduate employment prospects, i.e., if there is an established career path for graduates of this program.

4.   **PRIMARY CONTACT PERSON**

State the name, Department, Faculty, telephone number or UWO extension and e-mail address of a contact person other than the Dean.

The appropriate Dean(s), Principal(s), and/or Chair(s) of Department(s) or designates may be invited to attend SCAPA meetings at which proposals for the establishment of new undergraduate programs/modules or changes to policy recommended by the Faculty are considered, if it appears necessary to have someone speak to the issue.

5.   **CONSULTATION AND RESULTS**

Officially, consultation takes place between Deans' and Departmental offices. Initial consultation may have taken place between departments on Main Campus and the Affiliated University Colleges, the relevant University Library, Educational Policy Committees (or equivalent bodies), other institutions (if relevant to the proposal) and the Registrar's Office. However, the responsibility for a proposal to SCAPA rests with the Office of the Dean.

The originating Department will send a copy of the proposal to the Deans and Department Chairs of other faculties. They will have one month from the date the letter was received to comment. The names of those consulted should be included in the format for SCAPA. (Note, however, that all of the Department Chairs who are members of the Faculty's EPC need not be listed, e.g., simply referring to "All Department Chairs in the Faculty of Science" will suffice.)

If, in the view of SCAPA, a proposal has not had sufficient consultation, the proposal will be referred back to the Faculty, School, or Affiliated University College until this has been done.

ADDITIONAL NOTES ON SCAPA SUBMISSIONS

Effective Dates for Withdrawal of a Module or Program

A "sunset clause" is normally necessary for the withdrawal of a program. The motion should outline when admission will be discontinued and the date for the actual withdrawal of the program and the background should cover the number of students currently enrolled and whether they had been advised, e.g.:

Recommended:

That effective September 1, 2009, admission to the Specialization in Effective Learning, be discontinued by the Faculty of Arts and Humanities, and

That students enrolled in the module prior to September 1, 2009 be permitted to continue with the understanding that they must complete the requirements prior to September 2013, and,

That effective October 2013, the module be withdrawn and all registration discontinued.

For the effective date of the withdrawal, in most cases it will be **September 1** so that students will be given time to complete the course requirements during the summer term, if necessary. If the intent is to have the final convocation in June, the requirements must be completed prior to **May 1**.

Changes Affecting Students in a Module/Program

For significant changes to Modules/Programs, e.g., a change in name, if each student is contacted agrees to the proposed change, the effective date does not have to be protracted. If not, the Faculty may still effect the change but the motion should include a sunset clause to allow the student(s) to graduate with the old name of the module/program on their diploma, upon request to the Registrar's Office.

Prerequisites in a New or Existing Module

Any new or existing module must be able to be completed without the student having to take courses that are not specified in the Admission Requirements or in the listing of courses counted towards the module itself. Courses having prerequisites that are neither part of the Admission Requirements nor counted towards the module can be included in the module provided that it includes options of alternative courses that do not have such prerequisites.

New Subject Area

Indicate clearly if the program or module is a new subject area not offered previously by the University. In such cases, the program or module may have to be reviewed initially by the Subcommittee on New Undergraduate Programs. See SUUPR's Terms of Reference and Composition and links, e.g., to the Checklist to be used for new programs, at the following Web site:
http://www.uwo.ca/univsec/pdf/senate/cttees/supr-u.pdf

Expected Enrolment Level in a New Module/Program

If the program/module enrolment level is expected to be over 100, include this information in your proposal. If so:

a.   State the maximum number of students that could be admitted to the course.
b.   If there are demands to be made on Information Technology Systems which are not conventional, confirm that you have consulted with ITS regarding the proposal. <its-man@uwo.ca>
c.   Confirm that you have discussed any library implications with the University Librarian (or delegate).
d.   Confirm that you have discussed any space implications with the Manager, Space Management/ Planning, Office of Institutional Planning and Budgeting. <mhurley@uwo.ca>
e.   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 Director of Student Financial Services and Academic Records in the Office of the Registrar. <gtigert@uwo.ca>

Diploma and Certificate Proposals

Continuing Studies will send to SCAPA for its approval proposals for new Diploma and Certificate programs. The Director (or designate) of Continuing Studies and Dean (or designate) of the Faculty partnering the proposal for a new program may be asked to attend the SCAPA meeting. The proposal will show the calendar copy for the academic calendar and the more detailed version for the Continuing Studies calendar, including the structure of the program and an outline of the credit component and descriptions of the components.

When a certificate program is approved, its general administration will rest with the Western Centre for Continuing Studies. Major changes must be recommended to SCAPA for recommendation to Senate, e.g., the introduction or withdrawal of a diploma or certificate program, a change in its name, or a proposal to make an exception to the usual definitions of diplomas or certificates. Structural revisions to the program or changes to calendar copy must be recommended to DAP by the Office of the relevant Dean.

Web Updates

Following Senate approval, the Associate University Secretary e-mails all Deans, Department Chairs and interested parties of the changes with links to the revised policies in the Academic Handbook. (If you wish to be added to this list, contact <erikah@uwo.ca>)

After the academic calendar goes to print at the end of December, proposals, e.g., new courses or program/module changes for the start of the next academic year September, are updated on the web calendar at the first of each month. Updating takes place throughout the year. The web calendar is the official version of Western's academic calendar. If you have concerns, please contact the Calendar Editor <dlcoward@uwo.ca>