On behalf of the Senate Committee on Academic Curriculum and Awards (ACA), the Subcommittee on Undergraduate Academic Courses (SOC) has delegated authority to approve, on the recommendation of the Faculty, School or Affiliated University College:

(a) the establishment, revision and discontinuation of undergraduate courses;
(b) revisions to the admission requirements of established undergraduate modules and programs that involve changes to the courses required for admission; and
(c) revisions to established undergraduate modules and programs that involve course substitution, amendment or addition/withdrawal and that do not impact the total number of courses specified for the module or program.

SOC SUBMISSION FORMAT INSTRUCTIONS

Proposals to SOC are submitted by the Dean’s Office to Melissa O’Connor, Governance Specialist at mgrigg2@uwo.ca.

Submissions should be emailed as a MS Word document and should contain the following:

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

   State each proposal in the form of 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 start of the 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.

   The motion is followed by the REVISED (if the course or module has already been introduced) or NEW (if the course is new) Calendar copy. Provide a link to the current Calendar copy, if applicable.
For REVISED Calendar copy, changes should 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**A course that is to be withdrawn:** *(No Calendar copy is necessary, however, the proposal should include any revised Calendar copy for affected module(s)/program(s).)*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 4th 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.
A list of similar new courses or course changes can be grouped rather than sent to SOC in separate submissions.

That effective September 1, 2023, German 2160, 2260 and 2360, all titled “Special Topics in German Studies” be introduced by the Faculty of Arts and Humanities with the following course descriptions....

A Program or Module to be Revised

That effective September 1, 2023, the third year of the BESc Program in Civil and Environmental Engineering be revised to remove CEC 2222: Uncivil Engineering, and add CEC 2223: Very Civil Engineering.

A New Course to be introduced and added to module(s)/program(s)

Note that the Calendar copy for the course should be followed by any revised Calendar copy for the 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 below....

Admission Requirements or Module Requirements to be Revised

Note that if only one of these two components of the module are to be revised, only that segment of the module needs to be included for the Proposed Calendar Copy.

That effective September 1, 2023, the Admission Requirements for the Major in Philosophy at King’s University College be revised to require a Philosophy 1000-level course:

MAJOR IN PHILOSOPHY

Admission Requirements

Completion of first-year requirements with a grade of 60% in a Philosophy course at the 1000-level.

2. BACKGROUND

Give a brief statement about the reasons for the proposal. In addition, any anticipated effects of the proposal should be included here.

3. PRIMARY CONTACT PERSON

State the Name and Department, Faculty/School/College and e-mail address of the primary contact person.
4. CONSULTATION AND RESULTS

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, Brescia University College, Huron University College, and/or King’s University College.

**Step 1:** The Department initiating a SOC proposal will inform the Associate Dean of its Faculty and the Associate Deans of other Faculties and/or Academic Deans of Affiliated University Colleges that are affected by the forthcoming proposal. In addition, the Department initiating the proposal will (officially) ask for comment (even if consultation has been ongoing) from the appropriate Departments on Main Campus and the Affiliated University Colleges and from the relevant Library (regarding resources). Deans and Department Chairs have one month from the date consultation was requested to reply.

**Step 2:** The proposal, possibly revised as a result of consultation, is brought to the Faculty Educational Policy Committee (EPC) or equivalent body for review.

**Step 3:** The proposal is finalized and, in SOC format, is forwarded to the Faculty’s Associate Dean or Dean for submission to SOC. The submission must include a list of those consulted in Step 1 (including dates were applicable) and the EPC (or equivalent) approval date. (Note, however, that all of the Department Chairs (or designates) who are members of the Faculty’s EPC in Step 2 need not be listed.)

Approved SOC proposals are posted on the following website: [https://www.uwo.ca/univsec/senate/committees/soc_approvals.html](https://www.uwo.ca/univsec/senate/committees/soc_approvals.html)
ADDITIONAL NOTES ON SOC SUBMISSIONS

Prerequisites in the Module

It must be possible for a student to be able to complete any new or existing module without 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.

Revised Courses: Courses for which the Content has changed significantly

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 *.

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.

New Courses

1. Course Numbering

See the Policy on Course Numbering:
http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf

For new courses, the four-digit course number will be assigned by the Department/Faculty/School or 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. Course Titles

For a new course proposal, list the subject area, number and name of course, e.g., "History 2184: European International Relations from the Holy Alliance to the European Community (1815-1992)." While Departments are encouraged to keep the titles short, if the name of the course exceeds 30 characters, the proposal should include a "Short Title" (title revised to 30 characters or less) for use by the Office of the Registrar. If the course title is changing, show the current
course name and the proposed course name, e.g., that Earth Sciences 3341A/B: Introduction to Environmental and Exploration Geochemistry be revised to “Waters and Geochemical Cycles”.

3. **Course Description**

There is a 50-word limit for each course description in the Calendar.

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.

Check the following details before finalizing your submission. Note that it is not necessary to list answers to these questions with your submission.

(a) Are the course number and letter given correctly?
(b) Is this an essay course?
(c) Is the course description 50 words or less?
(d) Are the antirequisite(s), prerequisite(s) and/or corequisite(s) (in that order) stated correctly? (If there are to be no anti- pre-or corequisite requirements, don’t list them and leave them blank in the course description.)
(e) Are the hours stated correctly? The preferred format for hours is: 2 lecture hours, 2 laboratory hours, 1 tutorial hour.
(f) Is the course weight stated correctly, i.e., 1.0 course (if it is a full-course weight), 0.5 course (if it is a half course), 0.25 course (if it is a quarter course)?
(g) Is there some other part of the Calendar which must be updated as a result of this proposal? If so, give details.

4. **Other Considerations**

Indicate if the course is in a new subject area not offered previously by the University. If a proposal to introduce a new subject area is being sent to ACA, the courses may be sent to SOC at the same time, but approval of the courses will be contingent upon approval of the new subject area by ACA and Senate.

Proposals to introduce a new course may include a brief summary of the course content in amplification of the calendar copy.
If the course enrolment level is expected to be greater than 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 technology infrastructure which are not conventional, confirm that you have consulted with WTS regarding the proposal.

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 Office of Institutional Planning and Budgeting.

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 Office of the Registrar.

Calendar Updates

The Office of the Registrar hosts the official version of the Academic Calendar electronically on the University’s website. New course and program changes for the next academic year, i.e., September, are updated in the calendar monthly.

Changes to Diplomas and Certificate Programs

Diplomas and Certificates offered by Continuing Studies are offered in partnership with a Faculty on campus. Structural changes and changes in Calendar copy to the program or courses within the program must be recommended to SOC by the Office of the relevant Dean.