

Subcommittee on Undergraduate Academic Courses (SOC) Fast-Track Request Process

Fast-track requests may only be submitted for time-sensitive requests to resolve issues negatively impacting course registration for the following:

1. Changes to course pre- and anti-requisites;
2. Changes to a course suffix, from either A or B to A/B, or from F or G to F/G.

Fast-track requests to SOC are submitted by the Dean's Office as an MS Word document to the Secretariat at soc_submissions@uwo.ca. [See Fast-Track Request Template].

Requests will be considered by the SOC Subcommittee for Fast-Track Requests, comprised of the Chair, Vice-Chair, one SOC member elected by SOC, and the Associate University Secretary (non-voting).

When a fast-track request is received:

- The Secretariat will review the submission for completeness. Incomplete proposals will be returned to the Dean's office with feedback for resubmission.
- The Secretariat will email the completed fast-track proposal to the Subcommittee (cc soc_submissions@uwo.ca).
- Members of the Subcommittee will be requested to submit their vote to soc_submissions@uwo.ca, usually by the next business day.
- Once approved, the Secretariat will send the approved fast track proposal to the Office of the Registrar for updating in the Academic Calendar. The Secretariat will cc the relevant Associate Dean Undergraduate (or equivalent) on this email so that they are aware of the results.
- The approved fast-track proposal will be reported to SOC for information at its next meeting.

Timeline: The Secretariat anticipates a maximum 5-day turnaround from the time the request is received. Faculties/Schools should be prepared to use permissions in the interim and to manage messaging to students so they can be prepared to deal with student inquiries.