

How to Make Changes to Undergraduate Academic Programs and Courses

The following information describes how Faculties, Schools, and Affiliated University Colleges may submit proposals to change undergraduate academic programs and courses after they have been approved at the Faculty level. For more information contact academic_submissions@uwo.ca.

Since proposals are submitted to Senate Committees and Subcommittees through the Dean's Office, it is understood that the Dean of the relevant Faculty, School or Affiliated University College is responsible for any financial, personnel, space, technological and library implications.

Submissions to the Subcommittee on Program Review – Undergraduate (SUPR-U) and the Senate Committee on Academic Curriculum and Awards (ACA)

Submissions to the Subcommittee on Program Review – Undergraduate (SUPR-U) include:

- Proposals for new undergraduate modules/programs (e.g., Honours Specializations, Specializations, Majors, Minors, Combined Degree Programs, Certificates, Diplomas)
- Proposals for major modifications to existing modules/programs.
- Proposals to close existing modules/programs.

Per [Western's Institutional Quality Assurance Process \(IQAP\)](#), the above submissions must be approved initially by SUPR-U prior to consideration by ACA.

Submissions to SUPR-U and ACA must be made electronically through the Dean's office. Proposals should be sent to academic_submissions@uwo.ca.

SUPR-U submission templates are available on the Office of Academic Quality and Enhancement website:

https://www.uwo.ca/pvp/vpacademic/iqap/academic_programs/templates_forms_and_guides.html

SUPR-U and ACA Submission Deadlines:

The meeting schedule and submission deadlines for SUPR-U are available here: https://uwo.ca/univsec/pdf/academic_policies/general/SUPR-U_schedule.pdf

The meeting schedule and submission deadlines for ACA are available here: https://uwo.ca/univsec/pdf/academic_policies/general/ACA_schedule.pdf

Submissions to the Subcommittee on Undergraduate Academic Courses (SOC)

These include proposals at the undergraduate level to:

- 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 of a course, e.g., A/B to F/G or vice versa.
- Delete, change, or add an antirequisite, prerequisite or corequisite.
- Change the courses required for admission to a module/program.
- Revise the program requirements of modules/programs that involve course substitution, amendment or addition/withdrawal and that do not impact the total number of courses specified for the module/program.

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

For more information, see the SOC Submission Templates available at:
https://www.uwo.ca/univsec/academic_policies/making_changes.html

SOC Submission Deadlines:

The meeting schedule and submission deadlines for SOC are available here:
https://uwo.ca/univsec/pdf/academic_policies/general/SOC_schedule.pdf