

Submissions to ACA

FORMAT FOR SUBMISSIONS TO ACA

The Terms of Reference and Composition of the Senate Committee on Academic Curriculum and Awards (ACA) are at the following website:

<https://www.uwo.ca/univsec/pdf/senate/cttees/aca.pdf>

Submissions to ACA must be made electronically through the Dean's office. The proposal should be sent as a MS Word document academic_submissions@uwo.ca.

The ACA meeting schedule including deadlines for submissions is available at:

https://uwo.ca/univsec/pdf/academic_policies/general/ACA_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 Honours 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 Honours Specialization in Social Studies be introduced by the Faculty of Social Science.

For proposals for new programs/modules the new calendar copy must be included. For programs and modules that are being withdrawn, it is not necessary to include the current calendar copy. If the proposal is to revise a program, the revised calendar copy must be included, including a link to the

program in the academic calendar. In order to facilitate the work of ACA, the amended calendar copy should show additions in bold text with yellow highlight. Text to be removed should be shown in red strikethrough.

If you have any questions contact academic_submissions@uwo.ca.

3. **BACKGROUND**

Give a brief statement about the reasons for the proposal. For ACA 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 Honours Specialization or Specialization, 6.0 for a Major, or 4.0 for a Minor.

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, 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 ACA meetings at which proposals for the establishment of new undergraduate programs/modules 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 ACA 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 ACA. (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 ACA, 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 ACA 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, 2023, admission to the Specialization in Effective Learning, be discontinued, and

That students currently enrolled in the module be permitted to graduate upon fulfillment of the module requirements by August 31, 2026, and,

That effective September 1, 2026, the module be withdrawn.

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.

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.
- 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.
- 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.

Diploma and Certificate Proposals

Continuing Studies will send to ACA 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 ACA 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 ACA 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 SOC by the Office of the relevant Dean.