

Senate Committee on Academic Standards: Proposal Guidelines

The Senate Committee on Academic Standards (SCAS) oversees and advises Senate on those broad areas of academic standards that affect the welfare and reputation of the university ([see here for the full Terms of Reference](#)).

As part of these responsibilities, SCAS evaluates proposals concerning the introduction of new academic standards or changes to existing academic standards. For example, SCAS evaluates proposals concerning entrance standards, minimum grade requirements, and required program progression, among other academic standards.

The University Secretary's Office has posted the [SCAS meeting dates and the document deadlines associated with these meetings](#). In general, the following table can be used as a guide as to which SCAS and Senate meetings will meet which academic calendar publications.

SCAS meeting	Senate meeting	Academic Calendar publication deadline	Academic Calendar
November	December	February 15	Cycle 1
December	January		May Academic Calendars
January	February		
February	March	May 15	Cycle 2
March	April		September Academic Calendars
April	May		
September	October	November 15	Cycle 3
October	November		January Academic Calendars

Proposal Format

- Proposals to SCAS should be in the form of a memo on faulty letterhead.
- The proposal and any supporting documentation (e.g., evidence of consultation; calendar changes) should be combined into a single PDF document.

Proposal Content

SCAS proposals should include the following:

- A succinct and clear rationale for the proposed implementation/change that centres on academic standards. Depending on the nature of the proposal, this rationale may cover some or all the following:
 - Why is this new/revised academic standard necessary (i.e., what problem(s) does it solve, what opportunities for improvement will this create)?
 - What is the historical or contemporary context for the new/revised academic standard? (e.g., Has the field of study changed? Is there a new professional standard?)
 - How does the proposal relate to past or current academic standards at UVic and how many students will this affect? Quantifiable data is always appreciated.
 - How does the proposal relate to academic standards in similar programs at other institutions?
 - Rationale related to equivalent enrolments taught (EETs) or budgetary concerns are acceptable to include, but in such cases the proposal will still need to include assurances that the academic standards of the university will be upheld.
- Statements addressing any implementation, advising, or communication issues that may arise because of the proposal.
- A statement indicating that the proposal has been approved by the relevant Faculty Council, and, in the case of proposals concerning graduate programs, approved by the Faculty of Graduate Studies.
- Indication in which academic calendar the proposal is meant to be published.
- Any necessary consultations (see below).

Supporting Documentation

Proposals should include the following supporting documentation, as needed:

- Evidence of any necessary consultations (e.g., copies of emails; see below)
- A track changes and final clean version of any proposed calendar changes

Necessary Consultations

Certain consultations may be necessary to support your proposal and should be conducted prior to submitting a proposal to SCAS.

- **Other academic units or Faculties** that will be affected by the new/revised academic standard (e.g., in the case of combined programs).

- **The Office of Indigenous Academic and Community Engagement (IACE)** may provide information about how the proposed new/revised academic standard may affect Indigenous students at UVic.
- **Academic Advising** may have information to support your request or speak to its impact (e.g., the proposal may address common problems that students report).
- **Office of the Registrar and Enrolment Management (OREM)** may need to be consulted if the proposed new/revised academic standard will affect the academic record or otherwise affect student admissions or graduations.
- **The Faculty of Graduate Studies** should be consulted for any proposed changes to graduate programming; often the relevant Associate Dean is a good contact person for these consultations.

Need help or have questions? Contact Ada Saab, Associate University Secretary (asaab@uvic.ca)

SUBMISSION CHECKLIST

Proposal includes:

- ☐ A rationale for proposal that centers on academic standards
- ☐ Statements addressing any implementation, advising, or communication issues
- ☐ Statement(s) indicating approval by Faculty Council(s)
- ☐ Statement(s) concerning necessary consultations
- ☐ Supporting documentation appended to proposal memo]
- ☐ Proposal is one single PDF document with all appendices attached
- ☐ Proposal is on Faculty Letterhead