



Calendar Changes – Required Information

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Academic Committee;

Approval Authority: Senate;

Established on: January 20, 1986;

Amendments: September 29, 2000; January 28, 2011.

The academic units concerned should be reminded that the Senate Standing Committees have requested that academic units, when submitting proposed course or program changes, provide the required documentation related to:

1. Confirmation that the proposed changes have been approved by the Faculty Council where applicable.
2. Academic viability and significance of the proposed changes.
3. Budgetary implications of the proposed changes including their impact on staffing requirements (full or part-time academic, technical and support) demand on central resources (library, computer) course enrolments, and space, equipment and supply needs.
4. The impact the proposed changes will have on the offerings of other academic units and confirmation that those affected have been consulted.

Additional information on procedures related to submitting a Calendar Change are posted on the Senate website.

Review Period: 7 years;

Date for Next Review: 2022-2023;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.