Request for Calendar Change Form

Tracking No:
(Senate Secretary's Office use only)
Date:

To   Secretary of Senate
From   Name(Dean):   Faculty
        Andrew P. Dean   Science & Environmental Studies
        Department the change relates to
        Science & Environmental Studies
        Contact Person
        Andrew P. Dean

Is the proposed calendar change   <u>Undergraduate</u>

Instructions:
1. In all cases please complete and attach section 1 and 2
2. If the calendar change affect other departments/schools/faculties complete and attach section 3
3. If the answer to any of the questions below is yes, explain. Attach separate sheets with reference to the question

	Yes	No
1. Do the proposed changes affect other departments/ schools/faculties in terms of their calendar change?	☐	☑
2. Is a transition plan needed for student in progress?	☐	☑
3. Are the proposed changes likely to affect student enrollment in your department/school/faculty?	☐	☑
4. Are the proposed changes likely to affect student enrollment in other departments/schools/faculties at Lakehead University?	☐	☑
5. Will the proposed changes require additional teaching space and/or teaching staff and/or equipment and/or other resources?	☐	☑
6 Will the proposed changes affect existing teaching loads within your department/school/faculty?	☐	☑
7. Will the proposed changes increase demand for teaching support services such as the library, computing services and technical staff ?	☐	☑
8. Will the proposed change require direct or in-kind support from outside the academic unit?	☐	☑
9. Do the proposed changes include change in course(s) which is/are required core course(s) for a major?	☐	☑
10. Do the proposed changes include a change in course which is	Yes	No

service/required course(s) in another program? ☐ ☑

11. Do the proposed changes include change in course(s) which is/are open elective available to any student in any program?

Yes   No
☐   ☑

12. Do the proposed changes include change in course(s) which is/are elective in a major i.e. restricted to students in a major?

Yes   No
☐   ☑

Signatures: Date approved by faculty council
                                               19/09/2011

Section 1
Description of the Proposed Calendar Change:
Create a Faculty Overload policy
Rationale of the Proposed Calendar Change(s): (Corresponding to Section 2 where required)
1
There has been some discrepancies in the handling of overload requests from SES students. To resolve these issues a new policy has been established.

Section 2	
Existing Calendar Entries: (Page reference based on hard copy or URL based on electronic version of calendar)	Proposed Calendar Entries/Addition/ Deletion -If only addition, specify page number and placement in university calendar -If only deletion, write Deleted
1 http://mycoursecalendar.lakeheadu.ca/pg32.html "II (g) A student who wishes to carry more than the normal number of courses prescribed for a year or for a single term in the case of programs that do not follow the academic year format may do so only with the permission of the Dean of the Faculty and only if at least a B average in the previous year has been attained."	-An overload for a full time student enrolled in a program within the Faculty of Sciences & Environmental Studies will be defined has having more than 5 HCE's in one term in the Fall or Winter term(s). -Overload requests for students in the Faculty of Science & Environmental Studies require permission of the Chair of his/her program -A student in the Faculty of Science & Environmental Studies will not be allowed to take an overload in his/her first year -To be granted an overload, the cumulative average will remain at 70%

The Faculty(ies) affected by the proposed calendar change

Science and Environmental Studies

I have been consulted regarding the attached calendar change and understand the academic and budgetary implication on my Dept./School/Faculty.

I agree to this calendar change proposal   Yes ☑   No ☐

The SES executive met on September 19th and approved the proposed Changes. The SES Executive is: Drs: Law, Gottardo, Boyd (for Matheson), Gallagher, DiMatteo, Kissin, Zaniewski, Benson, and VanTuyl

Name:

Andrew P. Dean

Faculty:

Science and Environmental Studies

Date: Oct 12, 2011

Signature of Dean