

# Request for Calendar Change Form

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

To Secretary of Senate  
From Name(Dean): Faculty  
John O'Meara Education  
Department the change relates to  
Graduate Studies & Research in Education  
Contact Person  
Connie Russell

Is the proposed calendar change Graduate

## Instructions:

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

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

*[Handwritten signature]*

Date approved by faculty council

07/09/2012

Description of the Proposed Calendar Change:

Change in application deadline date for PhD program in Education

Rationale of the Proposed Calendar Change(s):

(Responding to Section 2 where required)

The January 5 deadline for the Joint PhD was too tight for a July 1 start, particularly for the University of Windsor who has strict timelines with student funding needing to be set up 3 months in advance of start dates (i.e. by April 1). Applications need to be assembled at the Directorate, sent to the home universities, reviewed by the home universities, the 3 universities need to meet in Toronto to finalize admissions, offers need to be made to the selected applicants who then have a month to respond, offers may then need to be made to applicants on the waiting list, and once accepted, then funding and other logistical details need to be sorted out. The Joint PhD committee (made up of representatives from the three partner universities, Brock, Lakehead and Windsor) determined that a November 15 deadline would be much more reasonable given the complexities of admissions in a jointly offered program

|  |  |
|--|--|
| <p>Existing Calendar Entries:<br/>(Page reference based on hard copy or URL based on electronic version of calendar)</p> | <p>Proposed Calendar Entries/Addition/ Deletion<br/>-If only addition, specify page number and placement in university calendar<br/>-If only deletion, write Deleted</p>   |
| <p><a href="http://mycoursecalendar.lakeheadu.ca/pg622.html">http //mycoursecalendar.lakeheadu.ca/pg622.html</a></p>     | <p>General Admission Requirements<br/>"... considered for funding. As an exception to the application deadline for PhD programs, applications to the Joint PhD in Educational Studies must be submitted by November 15."</p> |

The Faculty(ies) affected by the proposed calendar change

Education

Faculty of Graduate 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 ☐

Name:

John O'Meara

Faculty:

Education

Date:

27/09/2012

Signature of Dean

The block contains two handwritten signatures. The first signature, 'John O'Meara', is written in black ink and is positioned above a horizontal line. The second signature, 'Philip Hicks', is also in black ink and is written below the horizontal line.