

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

DOCUMENT PROCESS GUIDELINES

**Principle**

Documents approved by SCUS must be accurate because errors could potentially cause academic harm to students.

**Practice in SCUS to Avoid Errors**

1. Standard documents and standardized usage of the documents are required. This will facilitate checking accuracy.
2. The first responsibility for accurate documents lies with the department or school initiating the curriculum changes.
3. The final responsibility for accurate documents lies with the Faculty bringing the curriculum changes forward to SCUS.
4. Documents for SCUS need to be received by the Secretary to SCUS on the established document deadline. The document deadline will be the Monday of the week prior to the SCUS meeting.
5. Inaccurate documents will be turned back to the Faculty for revision. If the revisions are not received prior to package distribution, the items will be removed from the agenda.
6. Documents brought to the SCUS meeting with substantive errors will be turned back to the Faculty and deferred until a later SCUS meeting. Non-substantive errors can be corrected at SCUS. The corrections will be recorded in the minutes and taken directly to the department or school.¹
7. It should be expected that submitting inaccurate documents will lead to delay in program implementation.
8. SCUS will do its best to help with the timely approval of the documents, but because haste leads to stress and errors we will take all the time necessary to do careful work.
9. Associate Deans will on occasion be invited to Senate to act as the resource person for their Faculty’s documents.
10. A source of possible delay in SCUS approval and therefore implementation arises when curriculum changes in one Faculty have significant consequences for other Faculties (e.g. overlap concerns, new courses making others redundant, deletion of courses). In these cases the other Faculties may reasonably request an opportunity to respond. Our normal practice will be to grant such a request for a month. It is therefore good practice to bring significant curriculum changes at least one meeting in advance of necessary SCUS approval and to consult as widely as possible beforehand.

¹ Non-substantive errors (e.g. typos) induce no lack of clarity as to what was intended.

**Effective dates** – coincide with the beginning of a term i.e. May 01, September 01, January 01. The effective date indicates when the curriculum change, new course or new program is operational. This date drives information in the curriculum management system, the calendar and degree progress reports. Exceptions to this would be for effective dates that are later than this schedule.

**Calendar publication dates**

Fall term

* includes January to April Senate decisions

Spring term

* includes May to August Senate decisions

Summer term

* includes September to December Senate decisions

SCUS web site

<http://www.sfu.ca/senate/senate-committees/scus.html>

* includes
	+ course forms
	+ instructions for program termination and new degree approval process
	+ curriculum workshop materials

Revised

October 2015