

Guidelines for Calendar Review by Registrar's Office

Endorsed by Senate Executive, May 8, 2024

This document outlines procedures to be followed in the Registrar's Office to ensure that the Academic Calendars reflect Senate decisions and are ready for publication.

Friendly edit: a change to the Calendar which does not require Senate approval or does not need to be on the Senate agenda for information. Examples:

- Scholarship revisions/additions/deletions
- Changes to the General Information sections for each academic department (occasionally friendly edits if the changes are deemed non-substantive by the Registrar)
- Dates other than those submitted to CAPP for approval
- Items approved at UCC/GSPP submitted to the Senate Secretary with errors or omissions. If caught prior to Senate, the item could potentially be removed from the agenda or corrected in advance. In other cases, where the curriculum item has already been approved by Senate, the edit may be deemed as friendly provided there is UCC/GSPP documentation to support it.

When Departments are reviewing Calendar proofs, faculty may identify changes that should have gone to a curriculum committee and then to Senate. Such changes are not considered friendly and must be taken through the proper route (UCC or GSPP) to Senate before appearing in the Calendar.

General procedures:

1. Use Track Changes for all edits to the previous year's Calendar file.
2. Use Comments to explain the source and the change.

Procedures to Compare Senate Decisions with the Marked-Up Calendar file:

1. For new courses, compare the Senate-approved language with the Calendar content, ensuring that cross-listed courses are entered in multiple places.
2. For course deletions, search the file to ensure that all references to the deleted course(s) have been removed as course numbers may have been referenced in parts of the Calendar besides course descriptions, e.g. scholarship description, other department listings.
3. For changes to existing courses or programs and other parts of the Calendar (glossary, examination information, etc.), compare the text in the Senate documents with the Calendar content.

Following the Calendar review for the year,

1. Send marked-up Calendar files to the Secretary of Senate by July 15.
2. Send a memo to the Secretary of Senate, indicating that the review was completed in accordance with procedures and identifying if any errors or inconsistencies were discovered that would spark the need for changes to the procedures used by Departments or curriculum committees.