# **Approval Process for Academic Related Motions**



Types of motions include those related to a new degree, new program, new course, changes to program or degree requirements or other calendar text, new admission requirements or revisions to admission requirements

### Steps I - IV of the approval process will take a minimum of 60 days.



#### Step I

Senate Committee on Curriculum and Calendar SCCC meets the last week of every month

Submit your motion(s) to <a href="mailto:calendar@unbc.ca">calendar@unbc.ca</a>.

You will be contacted to meet with the SCCC to review your motion(s).

If there are no substantive changes the motions will move onto Step II.



#### Step II

Chairs Council/Faculty Leadership Team and Faculty Councils

Chairs Council, Faculty Leadership Teams and Faculty Councils meet at various times.

Please follow-up with the administrative coordinator for applicable faculty regarding more information on meeting dates and times.



## Step III

Senate Committee(s) \*

Senate Committee on Academic Affairs (SCAAf) meets 2<sup>nd</sup> Wednesday of every month.

Senate Committee on Admissions and Degrees (SCAD) meets as required.

Senate Committee on Indigenous Initiatives (SCII) meets the 1st Thursday of every month.



#### Step IV Senate

Senate meets the 4<sup>th</sup> Wednesday of every month except for July and December.



### Step V

The Board of Governors

Only applicable to a new degree motion, new program motion or other motions that have financial implications.

<sup>\*</sup> Note about Step III – Most motions going to Senate from an academic unit are vetted through SCAAf; however motions dealing with new or revised admissions requirements or standards fall under the purview of SCAD. Any motions containing Aboriginal or First Nations content must also be reviewed by SCII.