

Senate Undergraduate Council

Open Session

September 15, 2026

10:00 a.m. - 11:30 a.m.

Needles Hall

NH 3318

Waterloo Campus

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2026 09 15 Senate Undergraduate Council Meeting Book

AGENDA

	1. Governance Resources		
	1.1. Link to Governance Resources		
10:00 a.m.	2. Approval of the Agenda		
	2.1. Conflict of Interest		
	2.2. Approval of the Agenda and Consent Items	Decision	3
	2.3. Business Arising from the Minutes	Information	
	3. Consent Agenda		
	3.1. Minutes of June 16, 2026 Meeting	Decision	4
	3.2. Curricular Submissions		
	3.2.1. Faculty of Arts	Decision	7
	3.3. Awards and Scholarships	Information	8
	4. Regular Agenda		
10:05 a.m.	5. Chair's Remarks [Cooke]	Information	
10:10 a.m.	6. Introduction and Orientation [Cooke]	Information	
10:20 a.m.	7. Items Proposed for 2026/27 [Cooke]	Discussion	
10:30 a.m.	8. AQuE Membership [Cooke]		
	8.1. AQuE Terms of Reference	Decision	14
10:35 a.m.	9. Academic Calendar Dates for 2027-2028 [Coghlin]		
	9.1. Academic Calendar Dates for 2027-2028	Decision	16
10:45 a.m.	10. Curriculum Submission Guidelines [Darling]		
	10.1. Curriculum Submission Guidelines	Decision	21
10:55 a.m.	11. New Program Approval Process [Cooke and Christelis]		
	11.1. New Program Approval Process	Information	33
11:20 a.m.	12. Items Removed from the Consent Agenda		
11:25 a.m.	13. Other Business		
	14. Confidential Session		
	15. Confidential Consent Agenda		
	15.1. Minutes of June 16, 2026 Meeting	Decision	34
11:30 a.m.	16. Adjournment		
	The next SUC meeting will be held on December 1, 2026.		

For Approval**Open Session**

To: Senate Undergraduate Council

From: Tony Kongly
Governance Officer

Date of Meeting: September 15, 2026

Agenda Item: **2. Approval of the Agenda**

2.1. Conflict of Interest

Members are invited to declare any conflicts related to the open session agenda at this time. Should a conflict of interest arise during discussion, members are asked to declare a conflict of interest as it arises. Information and guidance on conflicts of interest is provided on the Secretariat [website](#).

The Secretariat can provide guidance regarding potential conflicts of interest in advance of or during the meeting.

2.2. Approval of the Agenda and Approval of the Consent Agenda

Motion: To approve the agenda as presented/amended, and to approve or receive for information the items on the consent agenda, listed as item 3.1 – 3.3, and 15.1.

Members wishing to have an item removed from consent to the regular agenda are asked to contact the Secretariat in advance of the meeting. Members may also request to have items moved to the regular agenda immediately prior to the approval of the agenda.

2.3. Business Arising from the Minutes

None.

University of Waterloo
SENATE UNDERGRADUATE COUNCIL
Minutes of the June 16, 2026 Meeting

Present: Katherine Acheson, Veronica Austen, Khushvir Brar, Cecilia Cotton, Ray Darling, Laura Deakin, Hrushika Devaraja, David DeVidi [Chair], Tanraj Dulai, Jason Grove, Alison Hitchens, Tony Kongly [Secretary], Carol Ann MacGregor, Wania Noor, Sky Ounarom, Annika Persaud, Cynthia Richard, Sharon Roberts, Samir Sharma, Helena Shilomboleni, Johanna Wandel, Richard Wikkerink, William Wong

Resources/Guests: Angela Christelis, Jennifer Coghlin, Carrie MacKinnon Molson, Alisa Sivak, Mark Weber, Ian VanderBurgh

Regrets: Faisal Al-Faisal, Tom Duever, Leeann Ferries, Vivek Goel, E-Therng Lee, Sean Meehan, Robert Stark

Organization of Meeting: David DeVidi took the chair and Tony Kongly acted as secretary. The secretary advised that quorum was present.

1. Governance Resources

This item was provided for information only.

2. Approval of the Agenda

Council heard a motion to approve or receive for information the items of the consent agenda. Wandel and Sharma. Carried.

2.1. Conflict of Interest

No conflicts of interest were declared.

2.2. Approval of the Agenda and Consent Items

Council approved the agenda and consent items as distributed.

2.3. Business Arising from the Minutes

There was no business arising from the minutes.

3. Consent Agenda

Council approved items 3.1 and 3.2 on behalf of Senate.

3.1. Minutes of April 7, 2026 Meeting

Council approved the minutes of the meeting as distributed.

3.2 Curricular Submissions

Council received for information item 3.2.1 and approved items 3.2.2 – 3.2.3 on behalf of Senate.

4. Regular Agenda

5. Chair's Remarks

The Chair welcomed new student members and thanked council members for attending the final Senate Undergraduate Council meeting for the 2025-2026 academic cycle. There will be a new Chair of the Senate Undergraduate Council starting in Fall 2026.

6. Curricular Submissions

6.1. Report from the SUC Curriculum Subcommittee

Council received a report from the SUC Curriculum Subcommittee for information only.

6.2. Faculty of Environment

Wandel presented the major modifications from the Faculty of Environment. The Environment and Business students have always had access to the Entrepreneurship minor delivered by the Conrad School of Business and Entrepreneurship. However, there are limited open electives within the ENBUS degree and committing to the minor would require ENBUS students to dedicate all of their electives to this minor. Conrad and SEED worked together to develop a five-course specialization that allows ENBUS students to achieve an entrepreneurship specialization. This specialization recognizes that students in the ENBUS program have existing business and entrepreneurship knowledge from courses within the program, which may be replicated in the full Entrepreneurship minor. There will be further consultation with Co-operative and Experiential Education.

A motion was heard to recommend that Senate approve the major modifications for the Environment and Business plan with the addition of the Sustainable Innovation and Entrepreneurship Specialization for the Faculty of Environment, effective September 1, 2027, as presented. Wandel and Cotton. Carried.

7. Transnational Education Programs

VanderBurgh provided an overview of University of Waterloo transnational education programs. International partnerships could support both revenue diversification and enhance institutional reputation worldwide. The University of Waterloo is exploring expanded transnational delivery models to include 4+0 or 2+0 programs with international partners. Examples under consideration include partnerships in China and Singapore, with additional exploratory discussions about Africa and other regions. Key discussion points from council members included: student experience and access to services, safety and equity considerations, academic integrity, alignment of host institution with University of Waterloo values and policies, support for staff and their family members, geopolitical risks and contingency planning for international operations, and integration of co-op experiences for transnational education programs.

8. Business Programs and Courses

Weber provided an update on the newly established Waterloo Business initiative and his role as Executive Director. Weber mentioned that the University of Waterloo offers substantial business-related programming across multiple Faculties but lacks a unified business identity or coordinating structure. Weber noted that UW business programs performed strongly relative to peer institutions but are not widely recognized due to fragmented branding and promotion. Waterloo Business will operate under the Office of the Vice-President, Academic and Provost and existing reporting structures will remain unchanged. Waterloo Business aims to enhanced recognition of UW business programs, improve coordination across existing programs, and increase student recruitment.

Additional future opportunities under consideration include new degree offerings such as a Bachelor of Commerce or Master of Business Administration program. Council members raised questions regarding student involvement, faculty consultation, diversity and representation, and connections between potential future programs and existing offerings. Weber emphasized that Waterloo Business remains in its early stages and that stakeholder engagement will be critical for success.

9. Items Removed from the Consent Agenda

No item was removed from the consent agenda.

10. Other Business

No other items of business were identified.

11. Confidential Session

12. Confidential Consent Agenda

12.1. Minutes of April 7, 2026 Meeting

Council approved the minutes of the confidential session as distributed.

13. SUC Mandate Review

Confidential minutes have been removed.

14. Adjournment

With no further business, the meeting was adjourned. The next meeting of the Senate Undergraduate Council will be held in Fall 2026.

MEMORANDUM

To: Senate Undergraduate Council
From: Faculty of Arts
Date: For September 2026 meeting
Re: Reverse the retirement of HIST 224

The retirement of HIST 224 *Food, Culture, and History*, was approved at the February 2026 Senate Undergraduate Council meeting, effective 01 September 2026. It was retired in error and it is scheduled to be taught in Winter 2027. We are therefore requesting this retirement be reversed and for it to be returned to the 2026-2027 Undergraduate Studies Academic Calendar, and future Calendars.

Katherine Acheson
Associate Dean of Arts, Undergraduate Programs



NEW UNDERGRADUATE AWARDS

for inclusion in the Awards Directory

- submitted for September 15, 2026 meeting of Senate Undergraduate Council -

Nola Abrams Memorial Award for Knowledge Integration

An award, valued at \$2,000, is provided annually to a full-time undergraduate student in Year Two, Three, or Four, of any program in any Faculty and pursuing the Knowledge Integration Diploma. Selection to be based on academic achievement (minimum 70% cumulative average) and extracurricular and/or volunteer activities. Interested students should submit an application by November 1. This award is made possible by a donation from the Abrams family, in memory of Nola Abrams, to support and encourage students pursuing the Knowledge Integration Diploma.

Method of Financing: one-time donation (to support award for ten years)

Botzang Women's Soccer Excellence Award

One or more awards, valued up to \$2,000, will be given annually to student-athletes on the women's soccer team. This award recognizes leadership, athletic talent, resiliency and contribution to the Department of Athletics and Recreation, Warrior Women's Soccer, and their community. This fund is made possible by a donation from alum Natalie Botzang (BA '11, MSc '16).

Method of Financing: annual donation + matching funds (five-year pledge)

Wayne Chang E Co-op Award in Engineering

Three awards, valued at \$12,000 each, will be provided annually (one per co-op term), to full-time undergraduate students enrolled in third or fourth year in the Faculty of Engineering and who are pursuing an Enterprise Co-op opportunity. Selection will be based on the quality of the presentation, strength of the business plan, clarity of the venture concept, and readiness to lead a mission-oriented venture focused on driving social good and impact. Interested students must apply and be accepted into the Enterprise Co-op program by the start of the co-op term. Awards are determined through a competitive e-launch process, where students present to a panel of judges and are evaluated on criteria such as clarity, problem-solution (or product-market) fit, and work plan. This fund is made possible by a donation from Zero 21 Partners to support future engineering talent and promote entrepreneurship in Engineering.

Method of Financing: annual donation (three-year pledge)

Chemical Engineering Year Two Bursary

A bursary, valued at \$5,000, will be awarded annually to a full-time undergraduate student enrolled in Year Two of Chemical Engineering on the basis of demonstrated financial need. Candidates must have a minimum cumulative average of 70%. To be considered, students must complete the bursary application during the Fall term. This fund is made possible by an anonymous Chemical Engineering alumnus and his wife who want to support the next generation of engineers.

Method of Financing: annual donation (three-year pledge)

Co-operators Bursary

An award, valued at \$2,500, will be provided annually to a full-time undergraduate student enrolled in Year Three or Four of the Actuarial Science or Data Science programs in the Faculty of Mathematics or the Environmental Engineering program in the Faculty of Engineering. Candidates must have a minimum overall average of 70% and a demonstrated financial need as determined by Waterloo. To be considered, students must complete the bursary application during the Fall term. This fund is made possible by a donation from The Co-operators Group Limited.

Method of Financing: annual donation (four-year pledge)

Co-operators Scholarship

A scholarship, valued at \$2,500, will be awarded annually to a full-time undergraduate student entering Year Four of the Environmental Engineering program in the Faculty of Engineering or the Actuarial Science or Data Science programs in the Faculty of Mathematics. Recipients will be selected from Engineering or Mathematics on an annual rotation. Selection will be based on academic excellence (minimum 80% cumulative average). This fund is made possible by a donation from The Co-operators Group Limited.

Method of Financing: annual donation (four-year pledge)

NEW UNDERGRADUATE AWARDS

for inclusion in the Awards Directory

- submitted for September 15, 2026 meeting of Senate Undergraduate Council -

Connor Clark & Lunn Financial Analysis and Risk Management Scholarship

A scholarship, valued at \$1,000, will be awarded annually to a full-time undergraduate student enrolled in Year Two, Three, or Four of the Financial Analysis and Risk Management program in the Faculty of Mathematics. Selection will be based on academic excellence (minimum 80% cumulative average). This fund is made possible by Connor, Clark & Lunn Financial Group, to reflect the firm's belief in investing in students who demonstrate strong analytical ability and academic achievement, and in fostering the next generation of financial professionals.

Method of Financing: progressive endowment + five-year annual donation

Engineering Launchpad Bursary

One bursary, valued at \$10,000, will be provided annually to a full-time undergraduate student entering Year One of any program in the Faculty of Engineering. Selection is based on academic excellence and demonstrated financial need. To be considered, students must complete the University of Waterloo Entrance Bursary application by April 15. This fund is made possible by University of Waterloo alumni to remove financial barriers and invest in the future generation of engineering talent.

Method of Financing: annual donation (five-year pledge)

Ralph Furman Pi Scholarship in Pure Mathematics

Two awards, valued at \$3,141 each, will be provided annually to full-time undergraduate students enrolled in Year Two or Three of the Pure Mathematics program in the Faculty of Mathematics. Selection will be based on academic excellence (minimum 80% cumulative average) combined with achievement in the Big E or Putnam math contests and/or being selected to represent UW at an ICPC Regional/North American/World Finals competition. This fund is made possible by a donation from Ralph Furman (BMath '09) to support the next generation of Pure Math scholars and encourage the value of the pursuit of pure mathematics.

Method of Financing: annual donation (five-year pledge)

Robert J. Glushko Undergraduate Prize in Cognitive Science

One or more prizes, valued at \$1,000, will be awarded annually to undergraduate students enrolled in Year Three or Year Four, who contribute the best thesis or major paper in Cognitive Science. The prize recognizes an original contribution to any field of Cognitive Science; work that transcends disciplines is encouraged but not required. Selection will be based on the originality and excellence of the contribution to our understanding of the mind and on demonstrated independence in making that contribution. In years where more than one exceptional application is submitted, the committee may award multiple prizes. Applications require the contribution itself submitted by the student (e.g., Honours Thesis or Directed Study paper), and a brief (one paragraph) statement of support separately submitted by the faculty supervisor, which should include evidence of independence on the part of the student. Applications and the statement of support should be emailed to PsychMin@uwaterloo.ca with the subject line "Glushko Prize Application" by April 30. This fund is made possible by a generous donation from Robert J. Glushko, an adjunct full professor at the University of California at Berkeley. Dr. Glushko supports undergraduate thesis awards at over 25 institutions to support the training of the next generation of talent in Cognitive Science.

Method of Financing: one-time gift to be spent within 25 years

NEW UNDERGRADUATE AWARDS

for inclusion in the Awards Directory

- submitted for September 15, 2026 meeting of Senate Undergraduate Council -

Harding Family Award for Experiential Education and Research in Anthropology

An award, valued at up to \$1,200, will be provided annually to a full-time undergraduate student enrolled in Year Two, Three, or Four of the Anthropology program in the Faculty of Arts. This award is for students who are participating in field schools, specialized training, or self-directed research (e.g., ethnographic study, archival work, etc.). Interested students should submit an application by February 1 via the Anthropology program website. Applicants must provide a one-page proposal describing the opportunity or research program explaining how the activity will enhance their anthropological education and what specific skills or knowledge they hope to gain. An itemized list of projected costs (e.g., travel, tuition/program fees, accommodation, supplies, equipment, insurance, vaccinations) should be included. This award was established by Matthew Harding (BMath '91), Andrea Harding, and their family, to support the next generation of anthropology students.

Method of Financing: progressive endowment + annual gift

Harding Family Scholarship in Mathematics

A scholarship, valued at up to \$1,200, will be awarded annually to a full-time undergraduate student entering Year One of any program in the Faculty of Mathematics (excluding Software Engineering but including Computing and Financial Management). Selection will be based on academic excellence as determined from the admission average, Admission Information Form, and contest scores as assessed through CEMC. This fund was established by Matthew Harding (BMath '91), Andrea Harding, and their family to empower young scholars as they begin their academic journeys.

Method of Financing: progressive endowment + annual gift

Jerry Krauel Award for Excellence in Humanities

An award, valued at \$2,000, will be provided annually to a full-time undergraduate student enrolled in Year Three or Four of any program in the School of Critical and Creative Humanities. Selection will be based on academic achievement (minimum 70% cumulative average) and a demonstrated commitment to language, cultural studies, and/or international engagement, as shown through coursework, participation in an international exchange, or international work term. An application is required by February 1. This award was made possible through the generosity of Dr. Jerry Krauel (PhD '84, German Studies).

Method of Financing: one-time gift to be spent within five years

Jerry Krauel Experiential Learning Award

Awards, of varying value, are available to full-time undergraduate students enrolled in the Faculty of Arts (excluding the School of Accounting and Finance and Global Business and Digital Arts), who wish to participate in an extracurricular activity that will enhance their education or an experiential activity tied to a course where the cost is not covered by their tuition. Selection is based on academic achievement (minimum 70% cumulative average), and a demonstration of how the activity will benefit the student's knowledge acquisition, professional development, or enrich their in-class learning. Interested students must apply online through the Faculty of Arts website. This fund is made possible by a donation from alum Dr. Jerry Krauel (PhD '84, German Studies).

Method of Financing: one-time gift to be spent within five years

Thuthukudy Krishnamoorthy Scholarship

A scholarship, valued at \$5,000, will be awarded annually to a full-time undergraduate student entering Year One of any Accounting program in the Faculties of Arts or Mathematics. Selection will be based on academic excellence. An application is not required. This fund is made possible by a donation from Sreela Venkataratnam (MACC '97) in honour of her father, in recognition of his endless encouragement for her success.

Method of Financing: annual donation (five-year pledge)

NEW UNDERGRADUATE AWARDS

for inclusion in the Awards Directory

- submitted for September 15, 2026 meeting of Senate Undergraduate Council -

Lau Family Engineering Bursary

A bursary, valued at approximately \$1,200, will be awarded annually to a full-time undergraduate student enrolled in Year Two, Three, or Four of any program in the Faculty of Engineering (excluding the School of Architecture) who has a minimum cumulative average of 75% and demonstrated financial need as determined by Waterloo. To be considered, students must complete the bursary application by the Fall deadline. This fund is made possible by a donation from Agatha and Eddie Lau to support students in the Faculty of Engineering.

Method of Financing: endowment

Let Hope Fly Aviation Award

An award, valued at up to \$1,500, will be awarded annually to a full-time undergraduate student enrolled in Year Two of the Waterloo Aviation program in the Faculty of Environment or the Faculty of Science. Selection will be based on academic achievement (minimum 75% cumulative average) and Transport Canada (TC) written test and flight test scores while enrolled in a Waterloo Aviation program. This award is made possible through the support of University of Waterloo alumni to inspire future Aviation students.

Method of Financing: endowment

Low/Chiu Perseverance Award

An award, valued at \$5,000, will be provided to a full-time undergraduate student enrolled in Year One of the Science and Business, Co-op program. Selection will be based on a combination of academic excellence (minimum admission average of 80%) and demonstrated perseverance and/or a growth mindset throughout high school (e.g., academic or personal determination, financial hardship, starting/maintaining a business, etc.). Preference will be given to students who are best able to explain how their experiences have shaped their values and strategies, how these values will support their success in the Science and Business program, and how they will create a positive societal impact. Interested students must apply by October 15. This award was established through the generosity of alumni Diana Low (BSc '05 (SCIBUS), MBET '06) and Jason Chiu (BAsC '05).

Method of Financing: annual donation (two-year pledge)

Peter Lowe Memorial Entrance Bursary

One bursary, valued at \$20,000, will be awarded to a full-time undergraduate student enrolled in Year One of Electrical Engineering. Selection is based on a combination of demonstrated financial need and academic excellence. To be considered, students must complete the University of Waterloo Entrance Bursary application by April 15. This bursary is made possible through the legacy of Peter Lowe's parents and demonstrates the Lowe family's ongoing commitment to the University of Waterloo and Electrical Engineering. Peter graduated with a BAsC in Electrical Engineering in 1979.

Method of Financing: annual donation (five-year pledge)

Maglin Site Furniture Award in Sustainable Design

An award, valued at \$5,000, will be provided annually to a full-time undergraduate student or group enrolled in Year Three or Four in the School of Architecture. Selection will be based on demonstrated excellence in sustainable design, as evidenced through studio work, research, capstone projects, or other academic design initiatives. Students will be invited to apply through the School of Architecture. This fund is made possible by a donation from Maglin Site Furniture Ltd. to recognize students advancing sustainability in the built environment.

Method of Financing: annual donation (two-year pledge)

Maglin Site Furniture Scholarship

A scholarship, valued at \$5,000, will be awarded annually to the top full-time undergraduate domestic student entering Year Two in the School of Architecture on the basis of cumulative average. This fund is made possible by a donation from Maglin Site Furniture Ltd. to recognize and support outstanding undergraduate students in architecture.

Method of Financing: annual donation (two-year pledge)

NEW UNDERGRADUATE AWARDS

for inclusion in the Awards Directory

- submitted for September 15, 2026 meeting of Senate Undergraduate Council -

Nandi Scholarship in Systems Design Engineering

A scholarship, valued at up to \$1,200, will be awarded annually to a full-time undergraduate student entering Year One of Systems Design Engineering. This fund is made possible by a donation from Shawn Nandi (BASc '01), to support the next generation of systems thinkers.

Method of Financing: endowment

PostGrid Innovation Award

An award, valued at \$10,000, will be provided annually to a full-time undergraduate student enrolled in Year Two, Three, Four, or Five of any program in the School of Computer Science within the Faculty of Mathematics (excluding Software Engineering). Selection will be based on academic achievement (minimum 75% cumulative average) combined with a passion for solving difficult technological problems and related extracurricular activities (e.g., completion of side business projects, participation in research projects, competitions, etc.). Interested students should submit an application by November 1. This fund is made possible by a donation from PostGrid, co-founded by Waterloo alumnus Apaar Madan (BCS '21), to fuel the creativity of the next generation of students in the Faculty of Mathematics.

Method of Financing: annual donation (five-year pledge)

D.S. Rajczak Enterprise Co-op Award in Engineering

Two awards, valued at \$6,866.50 each, will be provided to full-time undergraduate students enrolled in any year in the Faculty of Engineering who are pursuing an Enterprise Co-op (E Co-op) opportunity. Selection will be based on the quality of the presentation, strength of the business plan, clarity of the venture concept, and readiness to lead a venture focused on driving innovation and impact. Interested students must apply and be accepted into the Enterprise Co-op program by the start of the co-op term. Awards are determined through a competitive e-launch process, where students present to a panel of judges and are evaluated on criteria such as clarity, problem–solution or product–market fit, and work plan. This fund is made possible by a donation from Waterloo Engineering alum, Daniel Rajczak, to support future engineering talent and startup development, and promote entrepreneurship in Engineering.

Method of Financing: one-time donation

David John Stricker Scholarship in Chemical Engineering

A scholarship, valued at up to \$1,200, will be provided annually to a full-time undergraduate student enrolled in Year Two of Chemical Engineering. Selection is based on academic achievement (minimum 80% cumulative average) combined with leadership potential as demonstrated through volunteer and extracurricular involvement. Interested students should submit an application by October 1. This fund is made possible by a donation from David J. Stricker (BASc '75) to support and inspire the next generation of engineering talent.

Method of Financing: endowment

Anita B. Taylor Bursary

A bursary, valued at approximately \$1,500, will be awarded annually to a full-time undergraduate or graduate student enrolled in any program in the Faculty of Environment. Preference will be given to undergraduate students enrolled in the Geography and Aviation program and to graduate students enrolled in any program in the Department of Geography and Environmental Management. Candidates must have a minimum cumulative average of 70% and be Canadian citizens or permanent residents. Selection will be based on demonstrated financial need as determined by Waterloo. To be considered, students must complete the University of Waterloo Bursary application during the Fall term. This fund is made possible by a donation from Anita Barbara Taylor.

Method of Financing: endowment

NEW UNDERGRADUATE AWARDS

for inclusion in the Awards Directory

- submitted for September 15, 2026 meeting of Senate Undergraduate Council -

Mary Ann Vaughan Athletics Excellence Award in Football

One award, valued at \$1,200, is given to a student-athlete who is a member of the varsity football team. This award recognizes athletic talent, contribution to Warriors Athletics and Recreation, and contribution to the team and school, and is made possible by generous support from Mary Ann Vaughan, MA '92.

Method of Financing: endowment

Western Financial Group Athlete Leaders Award

Two awards, valued at \$1,000 each, will be given annually: one to a student-athlete on any men's varsity team and one to a student-athlete on any women's varsity team. Preference will be given to student-athletes who have demonstrated a spirit of community contribution beyond athletics through participation in community or volunteer activities. These awards recognize leadership, resilience, and positive character within or beyond sport. This fund is supported by proud UW co-op employer, Western Financial Group.

Method of Financing: annual donation (five-year pledge)

For Approval**Open Session**

To: Senate Undergraduate Council
From: Martin Cooke
Associate Vice-President, Academic
Date of Meeting: September 15, 2026
Agenda Item: **8. AQuE Membership**

Summary

The Academic Quality Enhancement Committee require three faculty members, drawn from either the ex-officio or elected/appointed members of the Undergraduate Council of Senate, who shall serve for a term of two years, appointed on the recommendation of the Undergraduate Council.

Documentation Provided

[AQuE Terms of Reference](#)

Academic Quality Enhancement Committee

The Academic Quality Enhancement Committee is responsible for overseeing the University's Institutional Quality Assurance Process (IQAP), including reviewing and approving quality assurance reports and enhancements on behalf of Senate, and reporting its decisions and deliberations to Senate for information or further consideration where necessary.

The Secretary for the Academic Quality Enhancement Committee is Tony Kongly.

Membership 2026-2027

Ex-Officio

<i>Name</i>	<i>Membership/Title</i>
Martin Cooke [Co-chair]	Associate Vice-President, Academic
Justin Wan [Co-chair]	Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Elected - Faculty

<i>Name</i>	<i>Membership/Title</i>
Vacant	Faculty, Graduate Council
Vacant	Faculty, Graduate Council
Vacant	Faculty, Undergraduate Council
Vacant	Faculty, Graduate Council
Vacant	Faculty, Undergraduate Council
Vacant	Faculty, Undergraduate Council

Elected - Students

<i>Name</i>	<i>Membership/Title</i>
Meray Sadek	Graduate Student
Vacant	Undergraduate Student

Terms of Reference

The Academic Quality Enhancement Committee shall have the following powers and duties:

1. To consider, study, and review all matters pertaining to the University's Institutional Quality Assurance Process (IQAP), and make recommendations to Senate, thereon. In the case of editorial changes to the IQAP, consider and approve such changes on behalf of Senate, and report to Senate for information.
2. On behalf of Senate, consider and approve all Final Assessment Reports and Progress Reports within the University's IQAP, and provide Senate with a summary of the committee's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
3. On behalf of Senate, consider and approve any aspects of the quality enhancement processes that fall outside the remit of the IQAP, and provide Senate with a summary of the committee's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.

The membership of this committee shall consist of the following:

- The associate vice-president, academic, who shall co-chair this committee.
- The associate vice-president, graduate studies and postdoctoral affairs, who shall co-chair this committee.
- Three faculty members, drawn from either the ex-officio or elected/appointed members of the Undergraduate Council of Senate, who shall serve for a term of two years, appointed on the recommendation of the Undergraduate Council.
- Three faculty members, drawn from either the ex-officio or elected/appointed members of the Graduate & Research Council of Senate, who shall serve for a term of two years, appointed on the recommendation of the Graduate & Research Council.
- Two members of Senate from the elected student members, one of whom shall be an undergraduate student and one of whom shall be a graduate student.

Approved by Senate on May 6, 2024

For Approval**Open Session**

To: Senate Undergraduate Council
From: Jennifer Coghlin
Associate Registrar, Enrolment Services and Academic Policy
Date of Meeting: September 15, 2026
Agenda Item: **9. Academic Calendar Dates for 2027-2028**

Recommendation/Motion

To recommend that Senate approve the 2027-2028 academic calendar dates and guidelines for determining academic dates, as presented.

Summary

The academic calendar dates lay out major academic milestones throughout the year and provide guidance to units throughout the campus community as they conduct academic planning within their respective areas.

Proposal/Rationale

The academic calendar dates and guidelines for determining academic calendar dates are brought forward to Senate Undergraduate Council each year for recommendation for approval by Senate, to be included in the next year's Undergraduate Studies Academic Calendar.

Jurisdictional Information

As provided for in [Senate Bylaw 2](#), section 5.03, council is empowered to make recommendation and approvals on behalf of Senate for a variety of operational matters:

- a. Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.

Governance Path

Senate Undergraduate Council: September 15, 2026

Senate: November 23, 2026

Documentation Provided

2027-2028 Academic Calendar Dates and Guidelines for Determining Academics Dates

Academic Calendar Dates, 2027-2028

	Fall 2027	Winter 2028	Spring 2028
Co-operative Work Term Begins	Sept. 7 (T)	Jan. 10 (M)	May 8 (M)
Classes Begin	Sept. 8 (W)	Jan. 10 (M)	May 8 (M)
Holidays	Oct. 11 (M) – Thanksgiving	Feb. 21 (M) – Family Day Apr. 14 (F) – Good Friday	May 22 (M) – Victoria Day July 1 (S) – Canada Day July 3 (M) – For Canada Day Aug. 7 (M) – Civic Holiday
Reading Week	Oct. 9-17 (S-U)	Feb. 19-27 (S-U)	N/A
Convocation	Oct. 22, 23 (F, S)	N/A	June 13-17 (T-S)
Classes End	Dec. 7 (T)	Apr. 7 (F)	Aug. 1 (T)
Make-up Day(s) for in-term holidays	N/A	N/A	July 31 (M) for May 22 (M) Aug. 1 (T) for July 3 (M)
Pre-Examination Study Day(s)	Dec. 8 (W)	Apr. 10, 11 (M, T)	Aug. 2, 3 (W, R)
Examinations Begin	Dec. 9 (R)	Apr. 12 (W)	Aug. 4 (F)
In-Person Exam Days for Online Courses	Dec. 15 (W) Dec. 16 (R) Dec. 17 (F) Dec. 18 (S)	Apr. 19 (W) Apr. 20 (R) Apr. 21 (F) Apr. 22 (S)	Aug. 9 (W) Aug. 10 (R) Aug. 11 (F) Aug. 12 (S)
Examinations on Sunday	Dec. 12 (U)	N/A	N/A
No Exams on the Following Days	Dec. 19 (U)	Apr. 14 (F) Apr. 15 (S) Apr. 16 (U) Apr. 23 (U)	Aug. 5 (S) Aug. 6 (U) Aug. 7 (M) Aug. 13 (U)
Examinations End (including Emergency Day)	Dec. 23 (R)	Apr. 29 (S)	Aug. 19 (S)
Co-operative Work Term Ends	Dec. 23 (R)	Apr. 28 (F)	Aug. 18 (F)
Teaching weeks/days	60 days	60 days	60 days
Pre-examination Study Day(s)	1	2	2
Examination days	13 + 1 emergency day	13 + 1 emergency day	11 + 1 emergency day

Symbols and abbreviations:

(M) Monday, (T) Tuesday, (W) Wednesday, (R) Thursday, (F) Friday, (S) Saturday, (U) Sunday, N/A – Not Applicable

Guidelines for Determining Academic Calendar Dates

The following are principles and guidelines either formally agreed upon by Senate or adopted as common practice in determining the dates for the academic year.

1. That the practice of setting dates for each academic year continues to be an annual exercise.
2. That there be no fewer than 60 teaching days in a term. A clear rationale for fewer than 60 teaching days must be communicated to Senate at the time calendar dates are approved. In calculating teaching days in a term, Saturdays, Sundays, and statutory or University holidays are excluded.
3. That attention be given to balancing the number of meets in courses. Where an imbalance may occur because of public holidays, the class schedule for a day different than the calendar day can be used to balance the number of course meets.
4. That fall convocation be the Friday and Saturday that fall in the third full week (beginning Sunday) of October.
5. That spring convocation be the Tuesday to Saturday in the second full week (beginning Sunday) in June.
6. That the Reading Weeks occur in all faculties in the fall and winter terms. They must begin on the Saturday before the public holidays of Thanksgiving Day and Family Day and will end on the following Sunday.
7. That fall term classes in September begin on the Wednesday following the Labour Day holiday.
Exception: The Fall Term begins on Tuesday, September 8th when Labour Day is September 7th.
8. That the start date for winter term be set as follows:
 - If January 1st is a Sunday, then start of classes is Monday, January 9th.
 - If January 1st is a Monday, then start of classes is Monday, January 8th.
 - If January 1st is a Tuesday, then start of classes is Monday, January 7th.
 - If January 1st is a Wednesday, then start of classes is Monday, January 6th.
 - If January 1st is a Thursday, then start of classes is Monday, January 5th.
 - If January 1st is a Friday, then start of classes is Monday, January 11th.
 - If January 1st is a Saturday, then start of classes is Monday, January 10th.
9. The start date for spring term be set as follows:
 - If May 1st is a Sunday, then start of classes is Monday, May 9th.
 - If May 1st is a Monday, then start of classes is Monday, May 8th.
 - If May 1st is a Tuesday, then start of classes is Monday, May 7th.
 - If May 1st is a Wednesday, then start of classes is Monday, May 6th.
 - If May 1st is a Thursday, then start of classes is Monday, May 5th.
 - If May 1st is a Friday, then start of classes is Monday, May 11th.
 - If May 1st is a Saturday, then start of classes is Monday, May 10th.
10. That there be no fewer than one pre-examination study day and when possible, two pre-examination study days (excluding Saturday, Sunday, and holidays) between the end of classes and the beginning of final examinations. A clear rationale for using fewer than two days or Saturday, Sunday, and holidays as pre-examination study days, must be communicated to Senate at the time calendar dates are approved.

11. That there be no fewer than 13 final examination days in the fall and winter terms, and 11 final examination days in the spring term. In addition, one Emergency Day with no scheduled final examinations is added to the end of the Final Examination Period.
12. In calculating final examination days, Saturdays which fall within the period are included, whereas Sundays and public or University holidays are excluded.
Exceptions:
 Final examinations will not be scheduled on the Saturday following Good Friday when that day falls within the Final Examination Period or the Saturday of the Civic Day weekend.
 The first Sunday within the Final Examination Period may be used when required to accommodate the prescribed number of final examination days in the fall term.
13. That in the fall term no final examinations be scheduled beyond December 22nd. The Emergency Day cannot be scheduled beyond December 23rd.
14. That final examinations for online courses be scheduled on **a consecutive Wednesday, Thursday, Friday and Saturday** ~~any Friday evening or Saturday~~ within the Final Examination Period. And that final examinations for courses with both online sections and on-campus sections be scheduled together wherever possible.
15. ~~Grades due dates for on-campus courses that have a scheduled final examination are normally scheduled seven days from the date of the final examination. Grades for online courses that have a scheduled final examination are due on the last day of the grades submission period. Grades for all courses without a scheduled final examination are normally due 14 days after the start of examinations.~~
16. Co-op work terms are expected to be 16 weeks in duration. Actual start and end dates may vary depending on employer or student requirements in consultation with Co-operative Education.

Guidelines that Require Exceptions with Rationale:

Guideline 10

...That there be no fewer than one pre-examination study day and when possible, two pre-examination study days (excluding Saturday, Sunday, and holidays) between the end of classes and the beginning of final examinations.

With 2027 fall term classes beginning September 8, 2027, in order to complete the fall term final exam period by December 22, 2027 (with the Emergency Day scheduled on December 23, 2027), only one pre-examination study day can be accommodated.

Guideline 12

... The first Sunday within the examination period may be used when required to accommodate the prescribed number of examination days in the Fall Term.

With 2027 fall term classes beginning September 8, 2027, the first Sunday within the fall final exam period is required for scheduling exams.

Guideline 14

...That final examinations for online courses be scheduled on any Friday evening or Saturday within the Final Examination Period. And that final examinations for courses with both online sections and on-campus sections be scheduled together wherever possible.

For 2028, Easter falls within the spring term final exam period. Due to this, final examinations for online courses will need to be scheduled on the first consecutive Wednesday (evening), Thursday (evening), Friday (evening), and Saturday (all day).

Prepared by:

R. Darling, Registrar, September 2026

For Approval**Open Session**

To: Senate Undergraduate Council
From: Ray Darling
University Registrar
Date of Meeting: September 15, 2026
Agenda Item: **10. Curriculum Submission Guidelines**

Recommendation/Motion

That Senate Undergraduate Council approve the changes to the curriculum submission guidelines for curricular content currently appearing in the Undergraduate Calendar.

Summary/Rationale

The proposed changes were first discussed at the June 2026 SUC meeting, originally included in the SUC Mandate Review package.

The guidelines were created in fall 2018, with an amendment in winter 2019, and much has changed since that time, including the implementation of a curriculum management system and some content no longer appearing in the Undergraduate Calendar.

The following update to the curriculum submission guidelines, commonly referred to as the Approval vs Editorial listing (housed on the [Academic Calendar and Curriculum Management Resources website](#)), reflects

- changes already made to the list to match what is already posted online, the majority because of the Quali Curriculum Management implementation project (yellow highlight):
 - updates to terminology
 - removal of content no longer appearing in the UG Calendar
 - process changes related to decisions made during the Quali Curriculum Management implementation project
- division of academic plan and regulations proposals
- one guideline change (blue highlight): A course's abbreviated/short title will now be considered editorial instead of requiring governance oversight. Special caveat: The Office of the Registrar will maintain authority over ensuring the [abbreviated title guidelines](#) are followed when changes are requested.

The updated submission guidelines will be in effect for the next SUC meeting.

Jurisdictional Information

As provided for in [Senate Bylaw 2](#), section 5.03, council is empowered to make recommendation and approvals on behalf of Senate for a variety of operational matters:

- a. Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.
- b. Make recommendations to Senate with respect to new undergraduate programs/plans, the deletion of undergraduate programs/plans, and major changes to undergraduate programs/plans.
- c. On behalf of Senate, consider and approve all new undergraduate courses, the deletion of undergraduate courses, and proposed changes to existing undergraduate courses and minor changes to programs and/or plans, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.

Governance Path

Senate Undergraduate Council: June 16, 2026

Senate Undergraduate Council: September 15, 2026

Senate: October 5, 2026

Documentation Provided

Attachment: Curriculum Submission Guidelines 2019 and 2026

Memorandum

To: Senate Undergraduate Council
From: University Registrar
Date: February 27, 2019
Re: Undergraduate curriculum submission guidelines

Motion: To accept the amendment to the approval guidelines that were approved on November 23, 2018 so that the whole document can be submitted to Senate.

Effective (revised): May SUC meeting

Amendment: Moving the following item from the “Requires SUC Approval” category to the “Operational – does not require SUC approval”

- Changing contact hours*
 - o ~~For submission purposes, details should appear in the course report rationale~~

Rationale for amendment: After November’s approval, further discussion occurred regarding “contact hours”. It has been determined since this item isn’t visible to members of the campus community and can’t be enforced, there is no longer a desire to send revisions to SUC for approval.

Approved Guidelines with amendment:

Senate Undergraduate Council (SUC) approves academic requirements, admission requirements, and rules/regulations. Operational matters are more appropriately considered by the Undergraduate Operations Committee.

Hyperlinks lead to current examples in the UG Calendar

Requires SUC Approval
Courses – includes, but not limited to: • Creating • Reactivating • Inactivating • Changing a subject code/rubric (e.g., BIOL, CIVE, HRTS, PSYCH) • Changing a number (and adding associated formerly notes and antirequisites) • Changing a unit weight • Changing a title (long and/or short) - o For submission purposes, short title should appear in the course report rationale

- Changing a description
- Adding/removing components*
- Changing [grading basis](#) (e.g., numerical vs CR/NR vs no credit)* - recommend listing in a [note](#) for each applicable course
- Changing passing grade (e.g., pass 60)* - recommend listing in a [note](#) for each applicable course
- Changing requisite field (adding, changing, removing any of: prereq, coreq, antireq)
 - Exception: removing inactivated courses from a list (see Editorial)
- Adding/removing cross-listings
- Adding/removing consent – [instructor](#) or [department](#)*
- Adding/removing [attributes](#) (location/method of offering) – appear in italics after requisites*
- Changing final examination requirement (y/n in Quest)
 - For submission purposes, final exam details should appear in the course report rationale
- Adding/changing/removing contractual/academically material [preface notes](#) (i.e., notes appearing at the top of course description pages)
- Adding/changing/removing contractual course description notes (appear in square brackets)*:
 - Type of prerequisite that can't be coded in Quest (e.g., [FR 151](#))
 - [Fees](#) (e.g., field trip, ancillary)
 - Topic rules / [repeat rules](#)
 - [Mandatory attendance](#) during first week
 - [Applicability](#) to program/plan requirements

Academic requirements – includes, but not limited to:

Note: Academic Advisement templates should not be included in submission packages to SUC

- Creating programs/plans
- Inactivating programs/plans
- Changing requirements for programs/plans (incl. co-op)
- Program/plan name changes
- Non-academic requirements that require tracking for degree completion (e.g., via a milestone, but not the “milestone” itself)
 - Note: Avoid including text that defines how the student information system will record completion of a requirement
- Motions considered as “major modifications” by Quality Council, such as:
 - Significant change to learning outcomes
 - Introduction/removal of co-op
 - Adding/changing program/plan to offered fully online
 - Changing the location of offering for an existing program
- University-level regulations (create/change/inactivate)
- Faculty-level regulations (create/change/inactivate)
- [Study/work sequences \(co-op\)](#): changing or rearranging # of work terms/study terms
- Undergraduate portion of an accelerated masters (new/change/inactivate) – SGRC approval also required
- Articulation agreements:
 - Creating articulation agreement
 - Changing number of transfer credits / progress
 - Changing admission requirements
 - Changing affiliated program's name
 - Changes due to major modifications that occurred to affiliated program

- International agreements (e.g., China 2+2): Need to be reapproved if UW courses are now offered overseas (major modification)

Undergraduate Calendar content – includes, but not limited to:

- Admission requirements
- Academic dates (incl. Convocation dates) – SGRC approval also required
- Terms in Glossary (if academic and University-wide)

* Previously agreed to by SUC (May 2010 meeting) as not requiring SUC approval

Note: If material to the initial decision, changes to passed effective dates or corrections to approved motions should go back to SUC for approval.

Operational – Does not need to go to SUC

Defined as:

- Items where determination is made at a later time (e.g., scheduling)
- Behind-the-scenes coding (not visible in the Undergraduate Calendar)
- May not appear on existing course reports to SUC

Communication between faculties and other units (e.g., CECA) still needs to occur, where applicable.

Courses – changing course characteristics

Note: Submit to SA Catalog administrator

- Creating or inactivating a subject code/rubric (e.g., getting HRTS into Quest so reports can be generated for SUC)
- Changing contact hours*
- Changing ownership of a course subject (i.e., header on course report)
 - E.g., JS previously owned by Dean of Arts, now owned by Religious Studies

Undergraduate Calendar content maintained by RO

- Course enrolment dates determined by Office of the Registrar, within established guidelines (e.g., drop/add, course selection)

* Previously agreed to by SUC (May 2010 meeting) as not requiring SUC approval

Editorial – Does not need to go to SUC

Defined as edits that are non-contractual in nature and have no academic impact on the requirements a student must follow.

Communication between faculties and other units (e.g., CECA) still needs to occur, where applicable.

Courses

Note: Submit to SA Catalog administrator

Note: Approval authority is delegated from SUC to Faculty Councils.

- Adding/changing/removing non-contractual/academically immaterial [preface notes](#) (i.e., notes appearing at the top of course description pages)
- Changing non-contractual/academically immaterial course description notes (appear in square brackets)*:
 - [Term of offering](#) (e.g., W,S)
 - Fees (updating the amount)
 - [Formerly notes](#) (e.g., when a course has been renumbered)
 - Other non-academic notes, such as:
 - Describes what [type of course](#) it is

- Provides [information](#) helpful during course enrolment
- Adding clarifying text for previously approved practices (e.g., IP grades spanning multiple terms)
- Removing inactivated courses from courses notes (after a recommended period of 5 years)
- Removing inactivated courses from requisites (after a recommended period of 5 years)*
- Removing [formerly notes](#), e.g., when a course had been renumbered (after a recommended period of 5 years)

Academic requirements

Note: Approval authority is delegated from SUC to Faculty Councils.

- The following should be submitted to SUC in a yearly report to the March meeting (once the UG Calendar is published):
 - Removing previously inactivated courses from requirements
 - Updating course numbers in requirements list for previously-approved renumbered courses
 - Updating course titles in requirements list for previously-approved retitled courses
 - Updating previously-approved cross-listed courses in requirements (e.g., add the new cross-list offering or remove the deleted cross-listing)
 - Changing when a course is offered (e.g., 3B to 3A) when requirements are displayed in a [term-by-term recommended sequences](#)
- Choosing to add or remove course titles in requirements
- Articulation agreements:
 - Updating course number in program (e.g., due to change from another unit), but course content did not change
 - Updating course title in program (e.g., due to change from another unit), but course content did not change

Undergraduate Calendar content

Note: Approval authority is delegated from SUC to the Registrar and/or faculties, as appropriate.

- Add/change/remove terms in Glossary (if not academic)
- Reorganizing existing content (incl., removing repeated text from several locations into one area)
- Non-contractual edits to non-faculty owned content
- Amalgamating or splitting up existing text
- Fixing typographical errors
- Changing the Table of Contents / navigation structure
- Changing/removing overview/introduction/preamble/non-contractual faculty information – usually occurring at the department or plan level
 - E.g., for [Nanotech Engineering](#), everything appearing before “Admissions” heading
- Changing [dates](#) from year to year (e.g., 2018-2019 to 2019-2020)
- Updating any Laurier information to remain current
- Updating office/department names (internal or external to UWaterloo)
- Updating form names
- Updating hyperlinks

* Previously agreed to by SUC (May 2010 meeting) as not requiring SUC approval

When questions arise regarding the contractual/material nature of a motion, the Chair of Senate Undergraduate Council has the authority to make a determination (with consultation with the Secretariat and the Office of the Registrar, where applicable).

Rationale and background:

In accordance with [Senate Bylaw 2](#), the **Powers and Duties of Senate Undergraduate Council** are as follows:

The Undergraduate Council shall consider all questions relating to the academic quality of undergraduate studies within the university and, without intending to restrict the generality of the foregoing, the Undergraduate Council shall,

1. Make recommendations to Senate with respect to rules and regulations for the government, direction and management of undergraduate studies in the university.
2. Make recommendations to Senate with respect to new undergraduate programs/plans, the deletion of undergraduate programs/plans, and major changes to undergraduate programs/plans.
3. On behalf of Senate, consider and approve all new undergraduate courses, the deletion of undergraduate courses, and proposed changes to existing undergraduate courses and minor changes to programs and/or plans, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
4. ...

In spring 2010, UOPs and SUC identified and approved a list of routine changes that could be approved at the Faculty level only and not require SUC approval. The Office of the Registrar and the Secretariat have collaborated to review and better clarify guidelines to qualify SUC submissions.

Current systems limit how course items appear on reports – not always easy to pull apart depending on the approval flow. As such, some items may still appear on reports to SUC, even though that body's approval is not required. Faculties have agreed to indicate when an item does not require approval.

Curriculum Submission Guidelines

September 2026

Markup legend:

- **Yellow highlight:** Changes already made to the list to match what is already posted online, the majority because of the Quali Curriculum Management implementation project
- **Blue highlight:** A course's abbreviated/short title will now be considered editorial instead of requiring governance oversight.
- **Strikeout:** Wording is being removed.

Approval vs Editorial list

Requires SUC Approval, or SUC recommendation to Senate
Courses – includes, but not limited to: • Creating • Reactivating • Inactivating Retiring • Changing a subject code/rubric (e.g., BIOL, CIVE, HRTS, PSYCH) • Changing a number (and adding associated formerly notes and antirequisites) • Changing a unit weight • Changing a title (long and/or short) ○ For submission purposes, short title should appear in the course report rationale • Changing a description • Adding/removing components • Changing grading basis (e.g., numerical vs CR/NR vs no credit) — recommend listing in a note for each applicable course • Changing passing grade (e.g., pass 60) — recommend listing in a note for each applicable course • Changing requisite field (adding, changing, removing any of: prereq, coreq, antireq) ○ Exception: removing inactivated retired courses from a list (see Editorial) • Adding/removing cross-listings • Adding/removing consent – instructor or department • Adding/removing attributes (location/method of offering) — appear in italics after requisites* • Changing final examination requirement (y/n in Quest) ○ For submission purposes, final exam details should appear in the course report rationale • Adding/adding/removing contractual/academically material preface notes (i.e., notes appearing at the top of course description pages) • Adding/adding/removing contractual course description notes (appear in square brackets): ○ Type of prerequisite that can't be coded in Quest (e.g., FR 151) ○ Fees (e.g., field trip, ancillary) ○ Topic rules / repeat rules ○ Mandatory attendance during first week ○ Applicability to program/plan requirements • Adding/removing additional fee statement • Adding/adding/removing repeat rules for topic courses

Programs & plans Academic requirements – includes, but not limited to:

Note: Academic Advisement templates should not be included in submission packages to SUC

- Creating programs/plans
- ~~Inactivating Retiring~~ programs/plans
- Changing requirements for programs/plans (incl. co-op)
- Program/plan name changes
- Non-academic requirements that require tracking for degree completion (e.g., via a milestone, but not the “milestone” itself)
 - Note: Avoid including text that defines how the student information system will record completion of a requirement
- Motions considered as “major modifications” by Quality Council, such as:
 - Significant change to learning outcomes
 - Introduction/removal of co-op
 - Adding/changing program/plan to offered fully online
 - Changing the location of offering for an existing program (Note: Program location information does not appear in Quali Curriculum Management; changes of this nature can be explained in the rationale)
- ~~University level regulations (create/change/inactivate)~~
- ~~Faculty level regulations (create/change/inactivate)~~
- Study/work sequences (co-op): changing or rearranging # of work terms/study terms
- ~~Undergraduate portion of an accelerated masters (new/change/inactivate) – SGRC approval also required~~
- ~~Articulation agreements:~~
 - ~~Creating articulation agreement~~
 - ~~Changing number of transfer credits / progress~~
 - ~~Changing admission requirements~~
 - ~~Changing affiliated program’s name~~
 - ~~Changes due to major modifications that occurred to affiliated program~~
- ~~International agreements (e.g., China 2+2): Need to be reapproved if UW courses are now offered overseas (major modification)~~

Academic Regulations – includes, but not limited to:

- University-level regulations (create/change/retire)
- Faculty-level regulations (create/change/retire)

Undergraduate Calendar content – includes, but not limited to:

- ~~Admission requirements~~
- From the Office of the Registrar:
 - Academic dates (incl. Convocation dates) – ~~SGC SGRC~~ approval also required
 - Terms in Glossary (if academic and University-wide)

Note: If material to the initial decision, changes to passed effective dates or corrections to approved motions should go back to SUC for approval.

Operational – Does not need to go to SUC

Defined as:

- Items where determination is made at a later time (e.g., scheduling)
- Behind-the-scenes coding (not visible in the Undergraduate Calendar)
- ~~May not appear on existing course reports to SUC~~

Communication between faculties and other units (e.g., CEE) still needs to occur, where applicable.

Courses – changing course characteristics

Note: Submit to SA Catalog administrator

- Creating or retiring/inactivating a subject code/rubric (e.g., getting HRTS into Quest so reports can be generated for SUC)
- Changing contact hours
- Changing ownership of a course subject (i.e., header on course report)
 - E.g., JS previously owned by Dean of Arts, then now owned by Religious Studies, now owned by School of Social, Political and Historical Research
- Changing name of a subject code
 - E.g., HLTH was Health Studies, now is Public Health Sciences

Undergraduate Calendar content maintained by RO

- Course enrolment dates determined by Office of the Registrar, within established guidelines (e.g., drop/add, course selection)

Editorial – Does not need to go to SUC

Defined as edits that are non-contractual in nature and have no academic impact on the requirements a student must follow.

Communication between faculties and other units (e.g., CEE) still needs to occur, where applicable.

Courses

Note: Submit to SA Catalog administrator

Note: Approval authority is delegated from SUC to Faculty Councils.

- Adding/changing/removing non-contractual/academically immaterial preface notes (i.e., notes appearing at the top of course description pages)
- Changing non-contractual/academically immaterial course description notes (appear in square brackets):
 - Term of offering (e.g., W,S)
 - Fees (updating the amount)
 - Formerly notes (e.g., when a course has been renumbered)
 - Other non-academic notes, such as:
 - Describes what type of course it is
 - Provides information helpful during course enrolment
 - Adding clarifying text for previously approved practices (e.g., IP grades spanning multiple terms)
- Removing inactivated courses from courses notes (after a recommended period of 5 years)
- Removing retired/inactivated courses from requisites (after a recommended period of 5 years)
- Removing formerly notes, e.g., when a course had been renumbered (after a recommended period of 5 years)
- Changing a course's abbreviated title (must follow the abbreviated title the guidelines).
- RO post-approval work in Kuali:
 - Changing rules used to display newly retired courses in requisites.
 - Updating course numbers in requisites lists for previously-approved renumbered courses.
 - Updating course titles in requisites list for previously-approved retitled courses.
 - Updating course unit weights in requisites list for previously-approved reweighted courses.
 - Adding a course's former number (now renumbered) to its antirequisite list.

- Adding a course's former cross-listed offering (now retired) to its antirequisite list.

Academic requirements

Note: Approval authority is delegated from SUC to Faculty Councils.

- The following should be submitted to SUC in a yearly report to the March meeting (once the UG Calendar is published):
 - Removing previously inactivated courses from requirements
 - Updating course numbers in requirements list for previously approved renumbered courses
 - Updating course titles in requirements list for previously approved retitled courses
 - Updating previously approved cross-listed courses in requirements (e.g., add the new cross-list offering or remove the deleted cross-listing)
 - Changing when a course is offered (e.g., 3B to 3A) when requirements are displayed in a term-by-term recommended sequences
- Choosing to add or remove course titles in requirements
- Articulation agreements:
 - Updating course number in program (e.g., due to change from another unit), but course content did not change
 - Updating course title in program (e.g., due to change from another unit), but course content did not change

Programs & Plans

- RO post-approval work in Quali:
 - Removing previously retired courses from requirements.
 - Updating course numbers in requirements list for previously approved renumbered courses.
 - Updating course titles in requirements list for previously approved retitled courses.
 - Updating course unit weights in requirements list for previously approved reweighted courses; adjusting graduation totals as needed.
 - Updating previously approved cross-listed courses in requirements (e.g., add the new cross-list offering or remove the deleted cross-listing).

Undergraduate Calendar (including Academic Regulations) content

Note: Approval authority is delegated from SUC to the Registrar and/or faculties, as appropriate.

- Add/change/remove terms in Glossary (if not academic)
- Reorganizing existing content (incl., removing repeated text from several locations into one area)
- Non-contractual edits to non-faculty owned content
- Amalgamating or splitting up existing text
- Fixing typographical errors
- Changing the Table of Contents / navigation structure
- ~~Changing/removing overview/introduction/preamble/non-contractual faculty information—usually occurring at the department or plan level~~
 - E.g., for Nanotech Engineering, everything appearing before “Admissions” heading
- Changing dates from year to year (e.g., 2018-2019 to 2019-2020)
- Updating any Laurier information to remain current
- Updating office/department names (internal or external to UWaterloo)
- Updating form names
- Updating hyperlinks

When questions arise regarding the contractual/material nature of a motion, the Chair of Senate Undergraduate Council has the authority to make a determination (with consultation with the Secretariat and the Office of the Registrar, where applicable).

For Information**Open Session**

To: Senate Undergraduate Council

From: Martin Cooke, Associate Vice-President, Academic
Angela Christelis, Director, Academic Quality Enhancement

Date of Meeting: September 15, 2026

Agenda Item: **11. New Program Approval Process**

Recommendation/Motion

This item is being brought forward for information.

Summary

This presentation will provide an update on the implementation of the new process for new program development and approvals.

Proposal/Rationale

The new program approval process was recently revised in response to a recommendation stemming from the AVPA portfolio review. This presentation will update the committee on the transition to, and implementation of, the new process.

Documentation Provided

N/A