
ACADEMIC COMMITTEE

Terms of Reference

Reports to: Faculty Council

Membership: Vice President for Academic Administration (chair)
 Registrar (secretary)
 Division Deans
 School Chairs
 One representative from the Division of Arts
 One representative from the Division of Science
 Student Representative – SA VP for Academics

Appointment: By position; division representatives nominated by faculty in respective divisions (two-year appointments); student representative appointed by the Student Association (one-year appointment)

Term: Standing

Purpose: To serve as the Executive Committee of Faculty Council

Terms of Reference:

Responsibility	Power
To consider student requests for program or policy exceptions	To act
To consider faculty and staff requests for excused absences for students engaged in off-campus events that involve academic time	To act
To establish or modify the weighting, classification and description of courses	To act
To review the academic performance of students and place on academic restriction or suspension those with substandard achievement	To act
To advise the Office for Academic Administration on the preparation and publication of the Academic Calendar	To act
To adjust the time schedule for special events	To act

To consider instructor-initiated drop requests	To act
To create or eliminate programs of study (including degrees, diplomas, majors, concentrations, specializations and minors) as proposed by the academic divisions	To recommend to Faculty Council
To modify programs of study, including degrees, diplomas, majors, concentrations, specializations and minors as proposed by the academic departments	To recommend to Faculty Council
To determine conditions of affiliation with other colleges or universities	To recommend to Faculty Council
To consider matters relating to the master planning of instructional facilities	To recommend to Faculty Council
To establish and delete courses, as proposed by the academic departments	To recommend to Faculty Council
To set the calendar of academic dates	To recommend to Faculty Council
To prepare the class schedule model	To recommend to Faculty Council
To set general academic policies	To recommend to Faculty Council
To set policies regarding the admission and standing of students	To recommend to Faculty Council
To set policies concerning the awarding of degrees, diplomas, certificates and awards	To recommend to Faculty Council
To approve of the list of candidates for graduation	To recommend to Faculty Council

Agenda and Minutes: Agenda prepared by committee secretary. Minutes are distributed to all members of the Faculty Council.

Frequency and Venue: Meetings are scheduled weekly during the fall and winter terms and at the call of the chair during the summer term.

Approved by: Cabinet

Date: Handbook 2004
Revised Spring 2009