

GFC Academic Standards Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). Further, the *Post-Secondary Learning Act* (sections 60(1)(c) and (d)) gives the Board of Governors authority over certain admission requirements and rules respecting "enrolment of students to take courses." The Board has delegated its authority over these areas to GFC. GFC has thus established an Academic Standards Committee (GFC ASC), as set out below, and has delegated certain of its powers to the GFC ASC.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Ex Officio

Provost and Vice-President (Academic) (or delegate); (Chair) (GFC 31 MAY 2005)

Dean (or delegate) of each Faculty or School;

Vice-Provost and University Registrar (or delegate)

Students' Union Vice-President (Academic) (or delegate);

Graduate Students' Association Vice-President (Academic) (or delegate) (GFC 29 SEP 2003) (GFC 31 MAY 2005)

Director of the Student Ombudservice (or delegate)

Elected Members

One academic staff member (Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7*) elected by GFC (GFC 29 SEP 2003)

One undergraduate student elected by GFC, who may be a transferee from an Alberta College

Appointed Member

A representative of the Health Sciences Council, appointed by the Council (GFC 29 SEP 2003)

* See UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff.

Non-Voting Members

Associate Registrar (or delegate) (GFC 29 SEP 2003) (GFC 31 MAY 2005)

The Chair of the GFC Academic Appeals Committee (or delegate) (EXEC 03 FEB 2003)

University Advisor – International Educational Experiences (EXEC 04 OCT 2010)

Chair and Vice-Chair

ASC is chaired by the Provost and Vice-President (Academic) or delegate. A faculty member from among the *ex-officio* membership, appointed by the Chair, will serve as Vice-Chair. (EXEC 06 OCT 2008)

Normally the Chair of ASC (or delegate) will serve as the University's representative on the Alberta Council on Admissions and Transfer (ACAT). (EXEC 06 JUN 1984) (GFC 26 JAN 1987) (GFC 26 JUN 1989)

3. Mandate of the Committee

The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

A. Definitions

i. "Routine and/or Editorial"

In the responsibilities which follow, the term "routine and/or editorial" refers to proposals which do not involve or affect other Faculties or units; do not form part of a proposal for a new program; and which do not involve alteration of an existing quota or establishment of a new quota. Editorial or routine changes include any and all changes to the wording of an admissions or academic standing policy.

ii. "Substantial"

In the responsibilities which follow, the term "substantial" refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.

iii. Dispute

If there is any dispute or question as to which of the above categories a proposal falls under, the Provost and Vice-President (Academic) (or delegate) will decide. (GFC 31 MAY 2005)

B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)

i. All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005) (EXEC 04 DEC 2006)

ii. ASC acts for GFC in approving routine and/or editorial changes to both admission/transfer policies and academic standing regulations, and acts for GFC in approving all proposals for a) change to examination regulations, b) change to existing International Baccalaureate (IB) and Advanced Placement (AP) policies and procedures and c) change to the *University Calendar* Section on Missed Term Work (under the Section entitled *Evaluation Procedures and Grading System*. (EXEC 18 NOV 1996) (EXEC 04 DEC 2006)

iii. In consultation with the Office of the Provost and Vice-President (Academic) and the Office of the Registrar and Student Awards, ASC monitors the implementation of the consolidated final examination policy.

iv, ASC provides advice or recommends to the GFC Academic Planning Committee (APC) on proposals which involve substantial change to admission/transfer regulations or to academic standing regulations.

v. ASC provides advice or recommends to APC on general University admission or transfer policies affecting students, including policies which affect Open Studies.

- vi. ASC provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures.
- vii. ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures (with the exception of that noted in B. ii).
- viii. ASC maintains a dialogue with the Provost and Vice-President (Academic) on major admission/transfer and academic standing issues. (GFC 29 SEP 2003)
- ix. ASC maintains a dialogue with secondary and other post-secondary institutions, as requested by the Provost and Vice-President (Academic). (GFC 31 MAY 2005)
- x. ASC responds to proposals that may affect the admission or transfer of students to the University of Alberta.
- xi. ASC acts for GFC in approving either of the following kinds of proposed changes to courses **recommended or required for admission**: a. a course previously recommended for admission is now required for admission; or b. a course previously required for admission is now only recommended for admission.

C. Quotas

- i. Proposals which involve a new quota or a revision to an existing quota are submitted to the Provost and Vice-President (Academic) (or delegate) for consideration by the GFC Academic Planning Committee (APC); ASC's advice will be sought on the admissions/ transfer component of such proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005)
- ii. ASC undertakes studies on the effects of admission/transfer requirements, and where such studies involve quotas, consults with the Provost and Vice-President (Academic).
- iii. ASC receives annually and considers the Report of the Senate Committee of Lay Observers of the Admissions Process in Quota Programs. (GFC 29 SEP 2003)

D. Alberta Transfer Guide

- i. ASC approves, for inclusion in the Alberta Transfer Guide, courses for transfer credit to the University of Alberta which are offered by non-University institutions in Alberta. Approval will be based upon an assessment of course content and level of instructor qualifications.
- ii. ASC denies courses for transfer credit to the University of Alberta which are offered by non-University institutions in Alberta.
- iii. ASC monitors the entries in the Alberta Transfer Guide relevant to the University of Alberta.
- iv. ASC rescinds, if necessary, the entries in the Alberta Transfer Guide relevant to the University of Alberta.

E. Physical Testing and Immunization of Students

ASC approves on GFC's and the Board's behalf, all individual Faculty policies concerning physical testing and immunization of students, and files a report with the GFC Executive Committee for information. (GFC 27 SEP 1999) (GFC 29 SEP 2003)

F. Faculty of Extension Courses and Programs: Approval Route

- i. GFC delegated to ASC the authority to approve new non-credit programs and program expansions in the Faculty of Extension. Where additional funding and/or space is required, ASC would provide a recommendation on the proposed program to the GFC Academic Planning Committee (APC); (GFC 29 SEP 2003)
- ii. GFC delegated to the Provost and Vice-President (Academic) the authority (a) to approve new non-credit courses or major changes in the content or delivery of existing non-credit courses in the Faculty of Extension and (b) to receive and resolve challenges concerning these courses. (GFC 29 SEP 2003)
- iii. GFC delegated to ASC the authority to make a decision on any challenge made to an Extension non-credit course which the Provost and Vice-President (Academic) has been unable to resolve. (GFC 30 MAR 1981) (GFC 29 SEP 2003)
- iv. Credit programs and courses in the Faculty of Extension will follow the normal route as outlined in policies on course and program changes. (GFC 29 SEP 2003)

G. Certificates (All Faculties): Approval Route

GFC delegated to ASC the authority to approve proposals for the establishment of and termination of credit and non-credit certificates, regardless of the proposing academic unit. Where additional funding and/or space is required to support the offering of the proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) (or delegate), the certificate requires Government approval, ASC would provide a recommendation on the (proposed) initiative to the GFC Academic Planning Committee (APC). (GFC 31 MAY 2005) (EXEC 12 JAN 2009)

H. Other Matters

The Chair of ASC will bring forward to ASC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the Committee. These matters may include, but are not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other post-secondary institutions and the University of Alberta, and registration. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

Approved September 19, 2008 (GFC)
Updated August 2014

R:\GO04 General Faculties Council - General\PRO\TER\ASC\Academic-Standards-Committee-Amended.docx