



1. Mandate and Role of the Committee

The Academic Standards Committee (ASC) is a standing committee of General Faculties Council (GFC) charged with oversight on matters related to admissions and transfer, academic standing, and certificates.

The committee may be called upon to provide advice to the Provost and Vice-President (Academic) on items which may include 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 postsecondary institutions and the University of Alberta, and registration.

2. Areas of Responsibility

- a. Admission/Transfer and Academic Standing Regulations
- b. Transfer
- c. Examinations
- d. Physical Testing and Immunization of Students
- e. Certificates
- f. Faculty of Extension Non-Credit Courses and Programs
- g. Course renumbering, new course designators
- h. Centre collégial de l'Alberta de l'University of Alberta (CCA)

All proposals for consideration of the Committee are first submitted to the Provost and Vice-President (Academic) who will consult as necessary with the Faculties and other individuals and offices in its consideration of these proposals.

3. Composition

Voting Members (26)

Ex-officio (22)

- Provost and Vice-President (Academic), Chair
- Dean of each Faculty or School (18)
- Vice-Provost and University Registrar
- Vice-President (Academic), Students' Union
- Vice-President (Academic), Graduate Students' Association

Elected by and from GFC (4)

- 3 academic staff-(A1.1, 1.5, 1.6, 1.7)
- 1 undergraduate student

Vice-Chair, academic staff member elected by the committee.

NOTE: One ex-officio academic staff member of the GFC Academic Standards Committee will be cross appointed to the GFC Undergraduate Awards and Scholarships Committee, as appointed by the Chair of the Academic Standards Committee

NOTE: One ex-officio academic staff member of the GFC Academic Standards Committee will be cross appointed to the GFC Campus Law Review Committee, as appointed by the Chair of the GFC Academic Standards Committee

Non-voting Members

- Associate Dean of Students
- Director of the Student Ombuds
- Associate Registrar
- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Admission /Transfer and Academic Standing Regulations

- a. Approve routine and/or editorial changes to admission/transfer and academic standing regulations
- b. Approve changes to International Baccalaureate (IB) and Advanced Placement (AP) regulations

4.2 Transfer

- a. Approve (for inclusion in the Alberta Transfer Guide) and deny courses for transfer credit to the University of Alberta which are offered by Alberta Council on Admissions and Transfer (ACAT) member institutions and institutions within the Alberta Postsecondary Six-Sector Model with specific exceptions outlined in the [Transfer Credit Articulation Procedure](#).
- b. Monitor, and rescind if necessary, entries in the Alberta Transfer Guide relevant to the University of Alberta

4.3 Examinations

- a. Approve proposals from Faculties to schedule Consolidated Exams (From Exec)
- b. Approve changes to examination regulations
- c. Approve changes to missed term work regulations

4.4 Physical Testing and Immunization of Students

- a. Approve individual Faculty regulations concerning physical testing and immunization of students (and files a report with the GFC Executive Committee for information).

4.5 Certificates

- a. Approve the establishment of and termination of credit and non-credit certificates subject to limitations (see below 7.5a).

4.6 Faculty of Extension Non-Credit Courses and Programs

- a. approve new non-credit programs and program expansions in the Faculty of Extension subject to resource limitations (see below 7.6).
- b. decide on any challenge made to an Extension non-credit courses which the Provost and Vice-President (Academic) has been unable to resolve.

**4.7 Course renumbering, new course designators
[to be developed]****4.8 Centre collégial de l'Alberta de l'University of Alberta (CCA)**

- a. To approve the Establishment/Termination of college level programs (including admission/transfer, academic standing) offered by Centre collégial de l'Alberta de l'University of Alberta and report approvals to ARPC (MOVED FROM APC)

5. Responsibilities Additional to Delegated Authority

5.1 Examinations - Monitor the implementation of the consolidated examination policy (in consultation with the Office of the Provost and Vice-President (Academic) and the Office of the Registrar)

5.2 Calendar – Provide advice to Executive Committee on the preparation and publication of the University Calendar.

5.3 Program proposals – review program proposals and provide recommendations to ARPC as appropriate

5.4 Institutional Marking and Grading Policies and/or Procedures – recommend to GFC on institutional marking and grading policies and/or procedures

5.5 Institutional Term Work Policies and/or Procedures – recommend to GFC on institutional term work policies and/or procedures

5.6 Substantial Changes to Admissions, Transfer, and/or Academic Standards Regulations – recommend to GFC on substantial changes to admissions, transfer and/or academic standards regulations

6. Sub-delegations from the GFC Academic Standards Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to ASC:

7.1 Admission/Transfer and Academic Standing Regulations

- a. Substantial changes are recommended to ARPC
- b. General University admission or transfer policies affecting students, including policies which affect Open Studies are recommended to ARPC
- c. Admission/Transfer and Academic Standing Regulations that form part of a new program proposal are recommended to ARPC
- d. Program suspensions are recommended to ARPC for approval.

7.2 Transfer

- a. ASC does not consider course transfers for the excepted institutions indicated in the [Transfer Credit Articulation Procedure](#)

7.5 Certificates

- a. 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 and Research Planning Committee (ARPC).

7.6 Faculty of Extension Non-credit Programs

- a. Where additional funding and/or space is required, ASC would provide a recommendation on the proposed program to the GFC Academic and Research Planning Committee (ARPC)

8. Reporting

8.4 Physical Testing and Immunization of Students

- a. Report on approved changes to individual Faculty regulations concerning physical testing and immunization of students to the GFC Executive Committee for information.

8.3 Monitor the implementation of the consolidated examination policy (in consultation with the Office of the Provost and Vice-President (Academic) and the Office of the Registrar)

8.5 Report annually to GFC ARPC and GFC on programs approved

9. Definitions

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.

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.

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.

Regulation – [to be developed]

Embedded Certificate - [to be developed]

Free-standing Credit Certificate - [to be developed]

Free-standing Non-Credit Certificate – [to be developed]

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

10. Links

Admissions Policy

Transfer Credit Articulation Procedure

Undergraduate Admissions Procedure

Academic Standing Policy

Academic Standing Regulations Procedure

Assessment and Grading Policy

Access to Evaluative Course Material Procedure

Consolidated Exams Procedure

Grading Procedure

Grading Procedure Appendix

Certificate Handbook

Consolidated Examination Policy

Approved by General Faculties Council: [date]

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