

Academic Policy Committee (APC): Terms of Reference

1. Mandate and Role

The Academic Policy Committee is responsible for approval of academic dates and the academic calendar, and for making recommendations to the GFC on all matters regarding student academic policy. The Committee shall review and establish academic policy in accordance with the Policy Development Policy and Procedure.

2. Areas of Responsibility

- a. Approves academic dates and the academic calendar
- b. Reviews and recommends policies and procedures for admission and registration
- c. Reviews and recommends policies relating to academic standards and course management
- d. Reviews and recommends Student Conduct Policy and Procedure
- e. Reviews and recommends student academic policies and procedures

3. Composition

Voting Members (8)

- Chair: Registrar
- Associate Dean, Research, Internationalization and Graduate Studies
- Associate Dean, Undergraduate Studies
- Four (4) Faculty members, appointed by the Dean, Academic Programs. Faculty membership must include one (1) School Director and one (1) member of the MFA Craft Media Committee.
- One (1) Student Association member, appointed by the Student Association

Non-Voting Member (1)

- Secretary, General Faculties Council

4. Quorum

Five (5) voting members, one of whom must be the Committee Chair

5. Terms of Office

- a. Administrators will hold membership for the duration of their appointment.
- b. Faculty terms will be for two (2) years and can be renewed.
- c. Student Association members will be appointed for one (1) year and can be renewed.

6. Delegated Authority from General Faculties Council

- a. Academic Calendar
- b. Academic Dates

7. Limitations to Authority

The Board of Governors is responsible for setting institutional policy and procedure. This committee concerns itself solely with the academic areas under the authority of GFC according to the PSLA.

8. Reporting to GFC

- a. This committee reports monthly to GFC via minutes.

Approved by General Faculties Council:
May 27, 2020
September 15, 2021
May 18, 2022
November 22, 2023