



Board of Undergraduate Studies Terms of Reference

Approving Authority: Senate

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1. MANDATE

The Board of Undergraduate Studies has the responsibility to:

- 1.1. formulate policy and offer advice to Senate consistent with that body's responsibilities for development and oversight of educational policy as it relates to undergraduate education;
- 1.2. assist Senate in overseeing the implementation of educational policy as it concerns undergraduate education at the University;
- 1.3. support the priorities of Senate;
- 1.4. make contributions that will enhance the overall academic reputation of the University and reflect the full range of Senate's responsibility for the educational policy of the University;

2. RESPONSIBILITIES

2.1. General

The Board of Undergraduate Studies will, in general, advise and where appropriate make recommendations to Senate concerning:

- 2.1.1. statements of academic and educational goals, and standards pertaining to undergraduate and associate diploma education at the University, including the University's Learning Outcomes; and matters pertaining to internationalism and educational policy;
- 2.1.2. policies pertaining to academic and educational plans, priorities, and developments affecting undergraduate and associate diploma education at the University;
- 2.1.3. the implementation of Senate-approved statements, policies and programs affecting undergraduate and associate diploma education and matters that bear on the formulation or further development of Senate policy.

2.2. Undergraduate Degree, Associate Diploma, & Degree Credit Diplomas & Certificates

For undergraduate degree and associate diploma programs, and undergraduate degree credit diplomas and certificates, in alignment with the Institutional Quality Assurance Process (IQAP), consider and make recommendations to Senate concerning:

- 2.4.1. proposals for the addition or elimination of undergraduate degree or associate diploma programs, taking into consideration the academic philosophy of the institution, its planned directions, Learning Outcomes, the coherence of proposed programming, and the relevant internal and external criteria for the evaluation of such programs;
- 2.2.2. proposals for the addition or elimination of degree program specializations (Majors, and Areas of Concentration).

For undergraduate degree and associate diploma programs, acting on Senate's authority, in alignment with the Institutional Quality Assurance Process (IQAP), and subject to subsequent report to Senate, decide upon:

- 2.2.3. proposals for changes to the degree or associate diploma program Schedules of Study;
- 2.2.4. proposals for undergraduate and associate diploma course changes, additions and deletions referred to the Board by Calendar Review Committee (CRC);
- 2.2.5. proposals for the addition or elimination of degree program specializations (Minors and Areas of Emphasis);
- 2.2.6. proposals for the addition or elimination of undergraduate degree credit diplomas and certificates;
- 2.2.7. the addition or elimination of a Co-operative Education (Co-op), work-integrated learning, or significant experiential learning change to an existing degree program specialization.

For undergraduate degree and associate diploma courses:

- 2.2.8. Acting in Senate's authority and subject to report to Senate, receive and review reports of undergraduate and associate diploma course changes, additions and deletions approved by the Calendar Review Committee (CRC).

2.3. Standards & Requirements for Undergraduate Programs

- 2.3.1. For institutional-level academic standards, admissions, examinations, and graduation requirements for undergraduate and associate diploma programs, advise and make recommendations to Senate concerning relevant policies.
- 2.3.2. For specialization-level academic standards, admissions (including transfer pathways), examinations, and graduation requirements for undergraduate and associate diploma programs, acting on Senate's authority and subject to report to Senate, decide upon relevant policies.

2.4. Approval of Candidates

- 2.4.1. Acting on Senate's authority, approve candidates for undergraduate degrees and associate diploma programs in a manner consistent with Senate-approved policies for undergraduate and associate diploma programs.

3. MEMBERSHIP

3.1. The Board of Undergraduate Studies shall consist of the following voting members:

- Associate Vice-President (Academic)

- Director, Office of Teaching & Learning
- University Registrar
- One (1) Dean
- Five (5) faculty
- Four (4) students (one of whom shall be the Central Student Association (CSA) Vice-President (Academic) and three of whom shall be student Senators)

3.2. The Board of Undergraduate Studies shall consist of the following non-voting members:

- University Librarian or designate
- Director, Academic Programs and Policy
- Vice-Provost and Chief Academic Officer Guelph-Humber or designate

4. OTHER REGULATIONS

4.1. Decisions to be Reflected in University Publications

- 4.1.1. In all cases, policy and program decisions made by the Board of Undergraduate Studies or recommended by the Board and approved by Senate, shall be reflected in the text of relevant University publications, including program calendars.

4.2. Authority to Delegate

- 4.2.1. The Board may elect to delegate routine decisions within its authority to either the Associate Vice-President (Academic) and/or the University Registrar who shall provide periodic reports to the Board of Undergraduate Studies about actions taken so that all such matters may be considered and reported by the Board to Senate, as appropriate. All such delegated decision-making shall be consistent with relevant policies established by the Board and/or Senate.

4.3. Authority to Establish Sub-committees & Working Groups

- 4.3.1. The Board has the authority to establish sub-committees and working groups with such duties and delegated authority as deemed necessary. Such decisions will be taken with due regard to any Senate guidelines concerning the establishment and operation of such sub-committees and working groups.

5. UNDERGRADUATE PROGRAM COMMITTEES

Program Committees are sub-committees of the Board of Undergraduate Studies.

5.1. Mandate

Each Program Committee is responsible for:

- the curricular integrity of the program(s) and specializations within their purview;
- reviewing the program and specializations(s) for which it is responsible, assessing the realization of the academic goals of the program against the University's Learning Outcomes, and proposing changes as appropriate to better achieve these goals;
- recommending for approval to the Board of Undergraduate Studies modification of the program and specializations(s) for which it is

responsible;

- striking an Academic Review Subcommittee;
- striking an Admissions Subcommittee.

5.2. Membership

5.2.1. The voting membership shall consist of:

- three to five faculty members who are also chairs of undergraduate Curriculum Committees (selected according to the guidelines below)
- one Academic Advisor
- one external representative (selected according to the process below)
- two undergraduate students (selected according the process below)
- a Chair of the Committee, normally the Associate Dean Academic or Director of a School (selected according to the process below)

5.2.2. The non-voting membership shall consist of:

- a member of the Office of Registrarial Services
- a committee secretary who shall be a representative of the appropriate College/School

5.2.3. Undergraduate student members shall be permitted to send voting alternates if they are unable to attend. In such circumstances, the student member must notify the committee secretary in advance of the name and affiliation of the student alternate.

5.2.4 The Associate Dean(s) Academic or the Director(s) of Schools from any other college that contribute(s) to the degree program's curriculum, the Deans of all Colleges, and the chair of the Board of Undergraduate Studies shall have the right to attend and speak at Program Committee meetings and to receive meeting materials and minutes upon request.

5.2.5 Speaking privileges are granted to non-members only through a motion duly made and seconded by voting committee members following advance notification to the Secretary of their desire to speak to an item(s) on the agenda. All other guests must have speaking rights extended to them by the committee.

5.2.6. Meetings shall be scheduled each semester after polling the members for available times.

5.2.7. Selection of Members

Members shall be selected by the Associate Dean(s) Academic of the College(s) or the Director(s) of the School(s) involved for their ability to contribute to the Committee, bearing in mind the following provisions:

5.2.7.1. Normally the "chairs of the undergraduate curriculum committees" shall be the current chair of a curriculum committee or past chair.

5.2.7.2. The external representative shall be a member external to the program, but from within the university community.

5.2.7.3. Normally the two student members shall be selected from the undergraduate student senators representing the degree program and selected on the recommendation of Student Senate Caucus.

5.2.7.3.1. In the case where there are not two student senators from the degree program willing and able to serve on the program committee:

- Prior to October 1st, the Associate Dean(s) Academic or Director(s) shall be responsible for inviting the appropriate college student government or college student government affiliate to name the student representatives.
- Should the college student government not respond (either with the names of the representative or with an indication of when they will be named) by November 1st, the Associate Dean(s) Academic or Directors(s) will consult with Student Senate Caucus who, in collaboration with the CSA, shall name the student representatives.

5.2.7.4. Normally the chair of the Program Committee shall be the Associate Dean Academic or the Director of the School. In the event that there is more than one Associate Dean(s) Academic or Director(s) of a School associated with the program, the chair will be appointed by the Deans of the Colleges involved.

5.2.7.5. The chairs of Program and Curriculum Committee meetings shall conduct meeting proceedings in accordance with relevant Senate bylaws, policies, and procedures.

5.2.7.6. It is recognized that, for some programs involving a large number of departments, and schools, not every constituency can be represented if the committee is to remain effective. Members of Program Committees are appointed with the expectation that they will be required to represent and be familiar with more areas than their own. Additional effort will be made to consult interdisciplinary groups when appropriate.

5.3. Academic Review Subcommittee (ARC)

Each Program Committee shall establish an Academic Review Subcommittee.

5.3.1. Mandate

The ARC shall:

- review and decide upon students' status pertaining to continuation of study regulations (e.g. probationary status; "required to withdraw");
- review and decide upon student requests regarding the fulfilment of graduation requirements;
- decide on requests for academic consideration of final course grade results based on medical, psychological, or compassionate grounds (e.g. late drop of a course(s) with or without failure, deferred or supplemental assessments and credit status).

At the discretion of the Chair of the Academic Review Committee, the review of incomplete course results and application of Continuation of Study regulations, as well as requests for deferred assessments based on appropriate supporting documentation may be delegated to the Academic Advisor(s).

5.3.2. Membership

Each ARC shall consist of the following minimum membership:

- Associate Dean Academic or Chair of Program Committee (Chair)
- at least two faculty members and one alternate (appointed by the Chair of the relevant Program Committee, normally for a three-year term, renewable once)
- one Academic Advisor (non-voting)
- one representative from Enrolment Services who shall record the decisions on the student information system (non-voting)

5.4. Admissions Subcommittee

Each Program Committee shall establish an Admissions Subcommittee.

5.4.1. Mandate

The Admissions Subcommittee shall:

- recommend admissions policies and procedures for the program(s) to the Program Committee for recommendation to the Board;
- review and make recommendations regarding the admissibility of applicants according to information provided in the Supplementary Information Form;
- review and make recommendations for the re-admission of students who were formerly Required to Withdraw.

5.4.2. Membership

Each Admissions Subcommittee shall consist of the following minimum membership:

- Associate Dean Academic or Chair of Program Committee (Chair)
- One (1) faculty member (appointed by the Chair of the relevant Program Committee, normally for a three-year term, renewable once)
- One (1) Academic Advisor (non-voting)
- One (1) representative from Admissions Services who shall record the decisions on the student information system (non-voting)

5.5. Curriculum Committee

Curriculum Committees are subcommittees of the Program Committees, and are established by departments and/ or interdisciplinary programs. Each undergraduate specialization, including secondary areas of study (i.e. minors), shall be under the oversight of a departmental or interdisciplinary curriculum committee.

5.5.1. Mandate

Each department or school shall establish a Curriculum Committee, responsible for keeping under review the curriculum which it provides for programs and specializations.

The Curriculum Committee shall:

- assess the degree of achievement of its academic goals and outcomes for the undergraduate programs and specializations;
- initiate and respond to proposals for change in the curriculum;
- advise the Chair/ Director/ Coordinator therein;
- submit proposals for modifications through the Program Committee to the Board of Undergraduate Studies for approval or recommendation to Senate.

5.5.2. Membership

Each Curriculum Committee shall consist of:

- at least three (3) faculty members from the relevant department(s) or school(s) or interdisciplinary program, selected by the Chair of the department, Director of the School, or Coordinator of the Interdisciplinary Program. In the case of interdisciplinary programs, where possible, membership should include representation from all contributing departments and/ or schools
- at least two (2) undergraduate students (selected according to the process below)
- one (1) secretary (non-voting) from the relevant department or school

The Chair of the Curriculum Committee shall be appointed by the Chair, Director, or Coordinator of the Interdisciplinary Program from amongst the faculty members on the committee.

5.5.2.1. Selection of Members

5.5.2.1.1. Undergraduate student members shall be selected according to the following process:

- Prior to October 1st, the Chair of the Undergraduate Curriculum Committee shall be responsible for inviting the most appropriate student association to name the student representatives
- Should the student association not respond (either with the names of the representative or with an indication of when they will be named) by November 1st, the chair will consult with the responsible College Government who, in collaboration with Student Senate Caucus, shall name the student representatives.

Undergraduate student members shall be permitted to send voting alternates if they are unable to attend. In such circumstances, the student member must notify the committee secretary in advance of the name and affiliation of the student alternate.

5.5.2.1.2. Meetings of curriculum committees shall be scheduled each semester after polling the

5.5.3. Other Regulations

- 5.5.3.1. Proposals for modifications to courses or Schedules of Study to be submitted to the Program Committees must include documentation of consultation with those programs, specializations, or departments affected by the change.

6. ASSOCIATE DIPLOMA PROGRAM COMMITTEE

The Associate Diploma Program Committee is responsible for the curriculum of all associate diploma programs offered through the University of Guelph or regional campus(es).

6.1. Mandate

The Associate Diploma Program Committee is responsible for:

- the curricular integrity of the program(s) and specializations within their purview;
- reviewing the program and specializations(s) for which it is responsible, assessing the realization of the academic goals of the program against the University's Learning Outcomes, and proposing changes as appropriate to better achieve these goals;
- recommending for approval to the Board of Undergraduate Studies modification of the program and specializations(s) for which it is responsible;
- striking an Academic Review Subcommittee;
- striking an Admissions Subcommittee.

6.2. Membership

The Associate Diploma Program Committee shall consist of:

- Associate Dean Academic, OAC (Chair)
- Associate Director, Academic Quality and Student Success, Ridgetown Campus
- Program Manager, Associate Diploma in Turfgrass Management program (Guelph Campus)
- Two (2) instructors teaching in any associate diploma program
- A minimum of one (1) second year associate diploma student from any program
- Two (2) Academic Advisors, one (1) from the Guelph Campus and one (1) from the Ridgetown Campus
- Two (2) members from the Office of Registrarial Services, one (1) from the Guelph Campus and one (1) from the Ridgetown Campus (non-voting)
- Committee secretary (non-voting)

6.2.1. Selection of members

Members shall be selected by the Associate Dean(s) Academic, OAC for their ability to contribute to the Committee, bearing in mind the following provisions:

- 6.2.1.1. The external representative shall be a member external to the program, but from within the university community.
- 6.2.1.2. Normally the student members shall be selected on the recommendation of Student Council at Ridgetown or Turf Club at Guelph.
- 6.2.1.3. The chairs of Program and Curriculum Committee meetings shall conduct meeting proceedings in accordance with relevant Senate bylaws, policies, and procedures.

6.3. Associate Diploma Academic Review Subcommittee

The Associate Diploma Program Committee shall establish an Associate Diploma Academic Review Subcommittee.

6.3.1. Mandate

The ARC shall:

- review and decide upon students' status pertaining to continuation of study regulations (e.g. probationary status; "required to withdraw");
- review and decide upon student requests regarding the fulfilment of graduation requirements;
- decide upon requests for academic consideration of final grade results based on medical, psychological, or compassionate grounds (e.g. late drop of a course(s) with or without failure, deferred or supplemental assessments and credit status).

At the discretion of the Chair of the Academic Review Subcommittee, the review of incomplete course results and application of Continuation of Study regulations, as well as requests for deferred assessments based on appropriate supporting documentation may be delegated to the Academic Advisor(s).

6.3.2. Membership

Associate Diploma Academic Review Subcommittee Membership will consist of:

- Associate Dean Academic or designate (Chair)
- Two (2) instructors and one alternate (appointed by the Chair of the Associate Diploma Program Committee, normally for a three-year term, renewable once)
- One (1) Academic Advisor (non-voting) who shall bring cases forward and communicate decisions to relevant instructors as necessary
- One (1) representative from the Office of Registrarial Services who shall record the decisions on the student information system (non-voting)

6.4. Associate Diploma Admissions Subcommittees

The Associate Diploma Program Committee shall establish Admissions Subcommittees, one for each campus.

6.4.1. Mandate

The Admissions Subcommittee shall:

- recommend admissions policies and procedures for the program(s) to the Program Committee for recommendation to the Board;
- review and make recommendations regarding the admissibility of applicants according to information provided in the Supplementary Information Form;

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- review and make recommendations for the re-admission of students who were formerly Required to Withdraw.

6.4.2. Membership

At each campus membership will consist of:

- Associate Dean Academic or designate (Chair)
- One (1) instructor (appointed by the Chair of the Associate Diploma Program Committee, normally for a three-year term, renewable once)
- One (1) Academic Advisor (non-voting)
- One (1) representative from Admission Services who shall record the decisions on the student information system (non-voting)

6.5. Associate Diploma Curriculum Committee

Curriculum Committees are subcommittees of the Program Committees. The Diploma in Turfgrass Management is the responsibility of the Department of Plant Agriculture Curriculum Committee, and the Associate Diplomas offered at the Ridgetown Campus are the responsibility of the Ridgetown Campus Curriculum Committee.

6.5.1. Mandate

Each department or campus shall establish a Curriculum Committee responsible for keeping under review the curriculum which it provides for programs.

The Curriculum Committee shall:

- assess the degree of achievement of its academic goals and outcomes for the Associate Diploma programs;
- initiate and respond to proposals for change in the curriculum;
- advise the Chair/ Director/ Coordinator therein;
- submit proposals for modifications through the Associate Diploma Program Committee to the Board of Undergraduate Studies for approval or recommendation to Senate.

6.5.2. Membership

Curriculum Committee membership will consist of:

- Program Manager of Diploma in Turfgrass Management (chair) or Associate Director, Academic, Ridgetown Campus (chair)
- A minimum of one (1) instructor from each associate diploma program from the relevant campus, selected by the Chair of the department (Guelph campus), or Associate Director, Academic (Ridgetown campus)
- A minimum of one (1) associate diploma student (selected according to the process below)
- One (1) Academic Advisor (non-voting) from the relevant campus
- One (1) secretary (non-voting) from the relevant campus

Selection of Members

6.5.2.1. Associate Diploma student members shall be selected according to the following process:

- Prior to October 1st, the Chair of the relevant Associate Diploma Curriculum Committee shall be responsible for inviting the most appropriate student association to name the student representatives

Associate Diploma student members shall be permitted to send voting alternates if they are unable to attend. In such circumstances, the student member must notify the committee secretary in advance of the name and affiliation of the student alternate.

6.5.2.2. Curriculum committees shall meet at least once per semester in Fall and Winter, after polling the members for available times.

6.6. Other Regulations

Proposals for modifications to courses or Schedules of Study to be submitted to the Associate Diploma Program Committee must include documentation of consultation with those programs, or departments affected by the change.

7. GUELPH-HUMBER ACADEMIC MANAGEMENT AND PROGRAMS COMMITTEE

The University of Guelph-Humber Academic Management and Programs Committee (AMAP) functions as the Program Committee for programs offered through the University of Guelph-Humber.

7.1. Membership

7.1.1. The voting membership shall consist of:

- Vice-Provost and Chief Academic Officer (Vice-Provost) of University of Guelph-Humber (Chair)
- each Program Head of a program offered on the University of Guelph-Humber campus
- four undergraduate students (selected according to the process outlined below)
- Manager, Library Services (University of Guelph faculty position)

7.1.2. The non-voting membership shall consist of:

- University of Guelph-Humber Campus Registrar
- Department Head, Student Services
- Department Head, Academic Services
- Department Head, Finance & Administration
- a committee secretary to be appointed by the Office of the Vice-Provost
- Vice-President, Guelph-Humber, IGNITE Student Union

7.1.3. Normally the chair of the Academic Management and Programs Committee shall be the Vice-Provost of University of Guelph-Humber.

- 7.1.4. Undergraduate student members shall be permitted to send voting alternates if they are unable to attend. In such circumstances, the student member must notify the committee secretary in advance with the name and affiliation of the student alternate.
- 7.1.5. Any Dean, Associate Dean Academic, or Department Chair at the University of Guelph, or any Dean of a School, or their designate, at Humber College, contributing to University of Guelph–Humber programs; shall have the right to attend and speak at Committee meetings and to receive the meeting materials and minutes upon request, as will the Chair of the Board of Undergraduate Studies.
- 7.1.6. Speaking privileges are granted to non-members only through a motion duly made and seconded by voting committee members, following advance notification to the secretary of their desire to speak to an item(s) on the Agenda. All other guests must have speaking rights extended to them by the committee.
- 7.1.7. Meetings shall be scheduled each semester after polling the members for available times.
- 7.1.8. Selection of Members

Members shall be selected by the Vice–Provost for their ability to contribute to the Committee, bearing in mind the following provisions:

- 7.1.8.1. University of Guelph–Humber Program Heads are appointed in consultation with appropriate departments and Colleges at University of Guelph and Schools at Humber College
- 7.1.8.2. Normally the four student members shall be selected from the University of Guelph–Humber undergraduate student senators. In the case where there are not four student senators willing and able to serve on the committee:
- Prior to October 1st, the Vice–Provost shall be responsible for inviting the University of Guelph–Humber student representatives on IGNITE Student Union to name the student representatives
 - Should the University of Guelph–Humber student representatives on IGNITE Student Union not respond by November 1st (either with the names of the representatives or with an indication of when they will be named) the Vice– Provost will consult with Student Senate Caucus who, in collaboration with the current elected Guelph–Humber Student Senators, shall name the student representatives.

- 7.1.9. It is recognized that, for some programs involving a large number of academic units, not every constituency can be represented if the committee is to remain effective. Members of program committees are appointed with the expectation

that they will be required to represent and be familiar with more areas than their own. Additional effort will be made to consult interdisciplinary groups when appropriate.

7.2. University of Guelph–Humber Curriculum Committee

Each University of Guelph–Humber program shall establish a Curriculum Committee.

7.2.1. Membership

7.2.1.1. The voting membership shall consist of:

- Program Head
- at least three instructors from the University of Guelph with teaching responsibility in the program, selected by the Program Head
- at least three instructors from Humber College with teaching responsibility in the program, selected by the Program Head
- at least two undergraduate students, selected according to the process below

7.2.1.2. The non-voting membership shall consist of:

- Academic Advisor for the program
- Faculty Support Officer who will act as the secretary for the committee
- A University of Guelph-Humber Librarian

7.2.1.3. Normally, the Chair of the Curriculum Committee shall be the Program Head.

7.2.2. Selection of Members

In selecting instructors to serve on the Curriculum Committees, the Program Head shall consult with the Vice-Provost, and with appropriate departments at the University of Guelph and Schools at Humber College.

7.2.2.1. Undergraduate student members shall be selected according to the following process:

- Prior to October 1st, the Program Head shall be responsible for inviting the University of Guelph-Humber student representatives on IGNITE Student Union to name the student representatives
- Should the University of Guelph-Humber student representatives on IGNITE Student Union not respond by November 1st (either with the names of the representatives or with an indication of when they will be named) the Program Head will consult with Student Senate Caucus who, in collaboration with the current elected Guelph-Humber Student Senators, shall name the student representatives

7.2.2.2. Undergraduate student members shall be permitted to send voting alternates if they are unable to attend. In such circumstances, the student member must notify the committee secretary in advance with the name and affiliation of the student alternate.

7.2.2.3. Meetings of curriculum committees shall be scheduled each semester after polling the members for available times.

7.2.2.4. Proposals for modifications to courses or Schedules of Study submitted to the University of Guelph-Humber Academic Management and Programs Committee must include documentation of consultation with those degree programs, specializations, or academic units affected by the change.

7.3. University of Guelph–Humber Academic Review Subcommittee (ARC)

The Academic Management and Programs Committee shall establish an Academic Review Subcommittee.

7.3.1. Mandate

The Academic Review Subcommittee shall:

- review and decide upon students' status pertaining to continuation of study regulations (e.g. probationary status; "required to withdraw");
- review and decide upon student requests regarding the fulfilment of graduation requirements;
- decide on requests for academic consideration of final course grade results based on medical, psychological, or compassionate grounds (e.g. late drop of a course(s) with or without failure, deferred or supplemental assessments and credit status).

At the discretion of the Chair of the Academic Review Committee, the review of incomplete course results and application of Continuation of Study regulations, as well as requests for deferred assessments based on appropriate supporting documentation may be delegated to the program advisor(s).

7.3.2. Membership

The membership of the Academic Review Subcommittee at University of Guelph–Humber shall consist of:

- the Chair of the Academic Management and Programs Committee (AMAP) or designate
- at least two instructors and one alternate (appointed by the Chair of the Academic Management and Programs Committee, normally for a three-year term, renewable once)
- at least one Academic Advisor (non-voting)
- at least one representative from the Office of the Campus Registrar who shall record the decisions on the student information system (non-voting)

7.4. University of Guelph–Humber Admissions Subcommittee

The Academic Management and Programs Committee shall establish an Admissions Subcommittee.

7.4.1. Mandate

The Admissions Subcommittee shall:

- recommend admissions policies and procedures for the program(s) to the Program Committee for recommendation to the Board;
- review and make recommendations regarding the admissibility of applicants according to information provided in the Supplementary Information Form;
- review and make recommendations for the re-admission of students who were formerly Required to Withdraw.

7.4.2. Membership

The membership of the Admissions Subcommittee at University of Guelph-Humber shall consist of:

- the Chair of the Academic Management and Programs Committee (AMAP) or designate
- at least two instructors and one alternate (appointed by the Chair of the Academic Management and Programs Committee, normally for a three-year term, renewable once)
- at least one Academic Advisor (non-voting)
- at least one representative from the Office of the Campus Registrar who shall record the decisions on the student information system (non-voting)

8. CALENDAR REVIEW COMMITTEE

The Calendar Review Committee is a subcommittee of the Board of Undergraduate Studies.

8.1. Mandate

The Calendar Review Committee has the responsibility to:

8.1.1. Provide editorial oversight of proposals submitted from the Program Committees for the approval of the Calendar Review Committee, the Board, or for the Board's recommendation to Senate for approval, and subsequent inclusion in the Undergraduate Calendar.

8.1.1.1. Such proposals include the addition of new programs and courses, the discontinuation of programs and courses, and the modification of existing programs and courses.

8.1.2. Ensure all proposals provide evidence the appropriate consultation has been undertaken when such changes affect the Schedule of Studies for other programs, specializations, or academic units.

For undergraduate degree and associate diploma courses, acting on Senate's authority and subject to subsequent report to the Board and Senate, decide upon:

8.1.3. proposals for undergraduate and associate diploma course changes, additions and deletions, taking into consideration the academic philosophy of the institution, its planned directions, the program's Learning Outcomes, the coherence of proposed programming changes, and the relevant internal and external criteria for the evaluation of such programs.

8.1.4. In undertaking its responsibilities, the Calendar Review Committee ensures proposals align with the University's Strategic Plan; with institutional priorities; and adhere to academic policies and procedures.

8.1.5. The Director, Academic Programs and Policy has authority to approve calendar copy submissions of an editorial nature, consulting as necessary.

8.2. Membership

The CRC shall consist of:

- Director, Academic Programs and Policy (Chair), or designate
- Associate Registrar, Enrolment Services or designate

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- Assistant Registrar, Enrolment & Graduation, Enrolment Services
- One (1) Academic Advisor; three-year term
- a representative from the School of Continuing Studies
- CSA Vice-President Academic