

## **TERMS OF REFERENCE**

### Graduation Advisory Committee

#### Standing Committee

Graduation Advisory Committee

#### Purpose

The Graduation Advisory Committee is a standing committee of Education Council that acts in an advisory capacity to the Dean and Registrar. The Committee is responsible for reviewing and advising on: curricular course and program exemptions and substitutions and program time limit exemptions (see appendix A).

#### Duties

The Graduation Advisory Committee will:

- Review requests for course exemptions and substitutions for required program completion requirements.
- Recommend a decision for course exemptions and substitutions to the Dean of the Faculty that delivers the credential.
- Recommend that the Division Chair of the Corresponding Faculty ensure that curriculum change is addressed and submitted if required.
- Review requests for program time limit exemptions.
- Recommend a decision for program time limit exemptions to the Dean of the Faculty that delivers the credential.

#### Reporting and Timelines

- The Graduation Advisory Committee will normally meet once a month.
- The Graduation Advisory Committee will report to EDCO, via the Registrar, on a semester basis.

#### Composition

The Graduation Advisory Committee will consist of:

- Division Chairs from each Division (voting)
- Registrar and Enrolment Services staff (non-voting)

**Appendix A**  
**Guidelines for Graduation Advisory Committee**

**Course Exemptions**

- Course exemptions will only be considered if
  - The student/instructor/staff can demonstrate how the learning outcomes for the particular course were sufficiently met, or,
  - The student/instructor/staff can demonstrate how the learning outcomes for the course are not a required part of the curriculum, in which case a curriculum change must be submitted for EDCO approval.
- A course exemption does not mean a credit requirement exemption.

**Course Substitutions**

- Course substitutions will only be considered if
  - The student/instructor/staff can demonstrate how the learning outcomes for one course match the learning outcomes for the program required course, and,
  - A curriculum change is submitted for EDCO approval to allow the substituted course as part of the future curriculum, unless a reasonable explanation can be made as to why this is not possible.
- A course substitution does not mean a credit requirement exemption.

**Program Time Limit Exemptions**

- Program time limit exemptions will only be considered if
  - The student/instructor/staff can demonstrate how the program requirements were met, even though the student exceeded the time limit, and,
- A curriculum change is submitted for EDCO approval to allow the additional time to complete a curriculum, unless a reasonable explanation can be made as to why this is not possible.

## Procedures to manage the work of the Graduation Advisory Committee

- A student submits a request to Registrar and Enrolment Services (RES) for curricular or program time limit exemptions. CGPA/PGPA requirements and residency requirements are not appealable.
- Graduation staff in RES review the request and consult with relevant Department Chair(s), Assistant Department Chair(s), or Coordinator(s). If the course is a program support course both the program department and support course department would be consulted.
- If a curriculum change is required, the Department Chair, Assistant Department Chair, or Coordinator will provide the required curriculum change documentation to RES along with support for the GAC request. If a curriculum change is not going to be provided, then (when applicable) an explanation as to why this is not required will be provided by the Department Chair, Assistant Department Chair, or Coordinator.
- The Graduation Advisory Committee meets once a month, if required, to review the documentation for student exemption requests compiled by RES and reach a recommendation and rationale.
- RES staff collate the information and will forward to the appropriate Dean (with a copy to the Division Chair).
- The Dean of a particular Faculty denies or approves request and submits decision to Registrar.
- Any approvals for exemptions need to have curriculum change documentation included in the request, or a rationale as to why one is not needed, in order to be approved by the Registrar.
- Registrar only reviews appeals that are approved by the Dean, and the Registrar has a final approval for the request.
- The student is informed of approval or denial by Graduation staff in RES.
- The Registrar presents all approvals and rationale at EDCO on a semester basis.