

Academic Policy Committee (APC): Terms of Reference

1. Mandate and Role

The Academic Policy Committee is responsible 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. Reviews and recommends policies and procedures for admission and registration.
- b. Reviews and recommends policies relating to academic standards and course management.
- c. Reviews and recommends Student Conduct Policy and Procedure.
- d. Reviews and recommends student academic policies and procedures.

3. Composition

Voting Members (7)

- Chair: Registrar
- Dean, Academic Programs
- 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. Absence of the Chair

In the event that the Chair is unable to attend a specific meeting, then the Chair may either designate a voting member to chair the meeting or cancel the meeting.

5. Quorum

At least 50% of the voting members of the committee, plus one.

6. 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.

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

The Committee shall report decisions made or actions taken under these terms of reference to GFC.

Approved by General Faculties Council:

May 27, 2020

September 15, 2021

May 18, 2022

November 22, 2023

March 20, 2024

September 28, 2025