



## **COURSEWORK STUDIES COMMITTEE**

The Coursework Studies Committee is a Standing Committee of the Academic Senate

### **Terms of Reference**

1. To give any approval, or make any recommendation, decision, or determination, pursuant to the provisions of the Undergraduate Rules, and Postgraduate Rules (the latter only as they affect coursework programs), as determined by the Academic Senate from time to time.
2. To consider and report to Academic Senate on
  - the conduct of programs of undergraduate study and postgraduate coursework study
  - the provision of academic advice to students and
  - such other matters as may be referred to the Committee by the Academic Senate.

### **Membership**

- a) Deputy Vice-Chancellor (Academic) (chair)
- b) Ex-officio members:
  - Vice-Chancellor
  - Vice-President of Academic Senate
  - Dean of Students
- c) One member appointed by and from each Division, usually the Director of Undergraduate Studies or Postgraduate Studies or Chair of the Teaching and Learning Committee, or a similar office holder  
An alternative member should also be appointed by each Division.
- d) Two members appointed by and not necessarily members of Academic Senate
- e) Two student members, one of whom should, if possible, be an Honours student or a postgraduate student, to be selected by the Chair from nominations by the Heads of Division
- f) Power to coopt additional members as required, e.g. to assist with postgraduate coursework matters in Divisions with large programs

Staff from sections of the Registrar's Office and the International Office are in attendance.

### **Term of office**

For categories c. and d.: 3 years; for category e.: 1 year.

### **Sub-committees**

Individual Cases Committee

Ranking Committee