



1. Mandate and Role of the Committee

The GFC Programs Committee is a standing committee of General Faculties Council (GFC) charged with oversight on matters related to programs of study and courses.

2. Areas of Responsibility

- a. Introduction, Modification and Termination of Programs and Courses
- b. Admission, Transfer and Academic Standing Regulations
- c. Physical Testing and Immunization of Students
- d. Non-Credit Programs and Courses

All proposals for consideration of the Committee are first submitted to the Provost and Vice-President (Academic) and/or the Faculty of Graduate Studies and Research who will assist with consultation including consideration by the undergraduate or graduate Program Support Team (PST). PST is an administrative committee with a mandate to review proposals and advise the Programs Committee. The Programs Committee will not consider proposals until they have been reviewed by PST and strongly recommends that proposals are considered by the undergraduate or graduate PST before Faculty Council approval.

3. Composition

Voting Members (18)

Ex-officio (5)

- Provost and Vice-President (Academic), Chair
- Vice-Provost and University Registrar
- Vice-Provost and Dean, Faculty of Graduate Studies and Research
- Vice-President (Academic), Graduate Students' Association
- Vice-President (Academic), Students' Union

Elected by GFC (9)

- 5 academic staff elected by GFC (A1.1, 1.5, 1.6, 1.7), at least three of which are members of GFC, at least one of which will have graduate program administration experience. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.
- 2 staff members at-large (A1.0, A2.0 and/or S1.0, S2.0)
- 1 graduate student, preferably from GFC
- 1 undergraduate student, preferably from GFC

Appointed (4)

- Vice-Provost Indigenous Programming and Research, appointed by the Chair
- Academic staff (A1.1, 1.5, 1.6, 1.7) from Faculté Saint-Jean, appointed by the Dean
- Academic staff (A1.1, 1.5, 1.6, 1.7) from Augustana Faculty, appointed by the Dean
- Academic staff (A1.1, 1.5, 1.6, 1.7) from Faculty of Native Studies, appointed by the Dean

Non-voting Members

- GFC Secretary
- University Secretary

- Associate Dean of Students
- Director Student Ombuds
- Director of Continuing and Professional Education Unit, Faculty of Extension

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

- 4.1 Introduction, modification and termination of programs and courses
 - a. Approve the introduction and modification of academic programs
 - b. Approve the termination of academic programs and report to GFC and APC for information.
 - c. Approve the introduction, modification, and termination of programs from the Centre collegial de l'Alberta (including all admission/transfer, academic standing/graduation, and related matters)
 - d. Approve the introduction, modification and termination of embedded certificates
 - e. Approve the introduction, modification and deletion of courses
 - f. Approve new course designators

- 4.2 Admission, Transfer and Academic Standing Regulations
 - a. Approve routine changes to admission/transfer and academic standing regulations
 - b. Approve changes to International Baccalaureate (IB) and Advanced Placement (AP) regulations
 - c. Approve (for inclusion in the Alberta Transfer Guide) and deny courses for transfer credit to the University of Alberta which are offered by Alberta Council on Admissions and Transfer (ACAT) member institutions and institutions within the Alberta Postsecondary Six-Sector Model with specific exceptions outlined in the [Transfer Credit Articulation Procedure](#).
 - d. Approve routine changes to Physical Testing and Immunization of Students

- 4.3 Non-Credit Programs and Courses
 - a. Approve the establishment of non-credit programs and associated courses
 - b. Decide on any challenge made to non-credit courses which the Provost and Vice-President (Academic) has been unable to resolve.

5. Responsibilities Additional to Delegated Authority

- 5.1 Introduction, modification or termination of programs and courses
 - a. Review and recommend program suspensions to APC

- 5.2 Admissions, Transfer, and Academic Standing Regulations
 - a. Recommend to GFC on policies regarding admission, registration, academic standing
 - b. Recommend to GFC on changes to admissions, transfer and/or academic standing regulations with institutional scope
 - c. Receive and discuss the Report of the Senate Committee of Lay Observers of the Admissions Process in Quota Programs

6. Sub-delegations from the GFC Programs Committee

Should be reviewed at least every three years and reported to GFC.

6.1 Introduction, modification or termination of programs and courses

- a. *Academic Programs – Graduate Degree Specializations* - All proposals for establishment, suspension and termination of graduate degree second level specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these on an annual basis to the Programs Committee.

6.2 Non-Credit Programs and Courses

- a. Approval of modification, suspension, or termination of non-credit programs and courses is sub-delegated to the Provost and Vice-President (Academic) who will report these on an annual basis to the Programs Committee.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to the Programs Committee:

7.1 Academic Programs

- a. In cases where a new program represents a new credential for the university, final approval resides with GFC and the Board of Governors
- b. Proposals which involve new space or resources or affect long-range planning shall be referred to the GFC Academic Planning Committee

7.2 Admission, Transfer and Academic Standing Regulations

- a. Substantial changes and those with institutional scope are recommended to GFC

8. Reporting

- 8.1 The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

Program - refers to all credit programs that result in a government approved credential including: degrees, diplomas and certificates

Non-Credit Program – refers to stand-alone programs for professional development and continuing education.

Embedded Certificate – refers to a credit program with a specific area of focus that is completed during the course of an undergraduate or graduate degree program

Routine - refers to proposals which do not involve or affect other Faculties or units and do not form part of a proposal for a new program. Routine changes include any and all changes to the wording of faculty or program specific admissions or academic standing regulations.

Substantial - refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.

Dispute - If there is any dispute or question as to which of the above categories a proposal falls under, the Provost and Vice-President (Academic) (or delegate) will decide.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

10. Links

[Admissions Policy](#)

[Transfer Credit Articulation Procedure](#)

[Undergraduate Admissions Procedure](#)

[Academic Standing Policy](#)

[Academic Standing Regulations Procedure](#)

Approved by General Faculties Council: May 25, 2020