

Academic Standards Committee Transition Manual

Last updated: May 2018

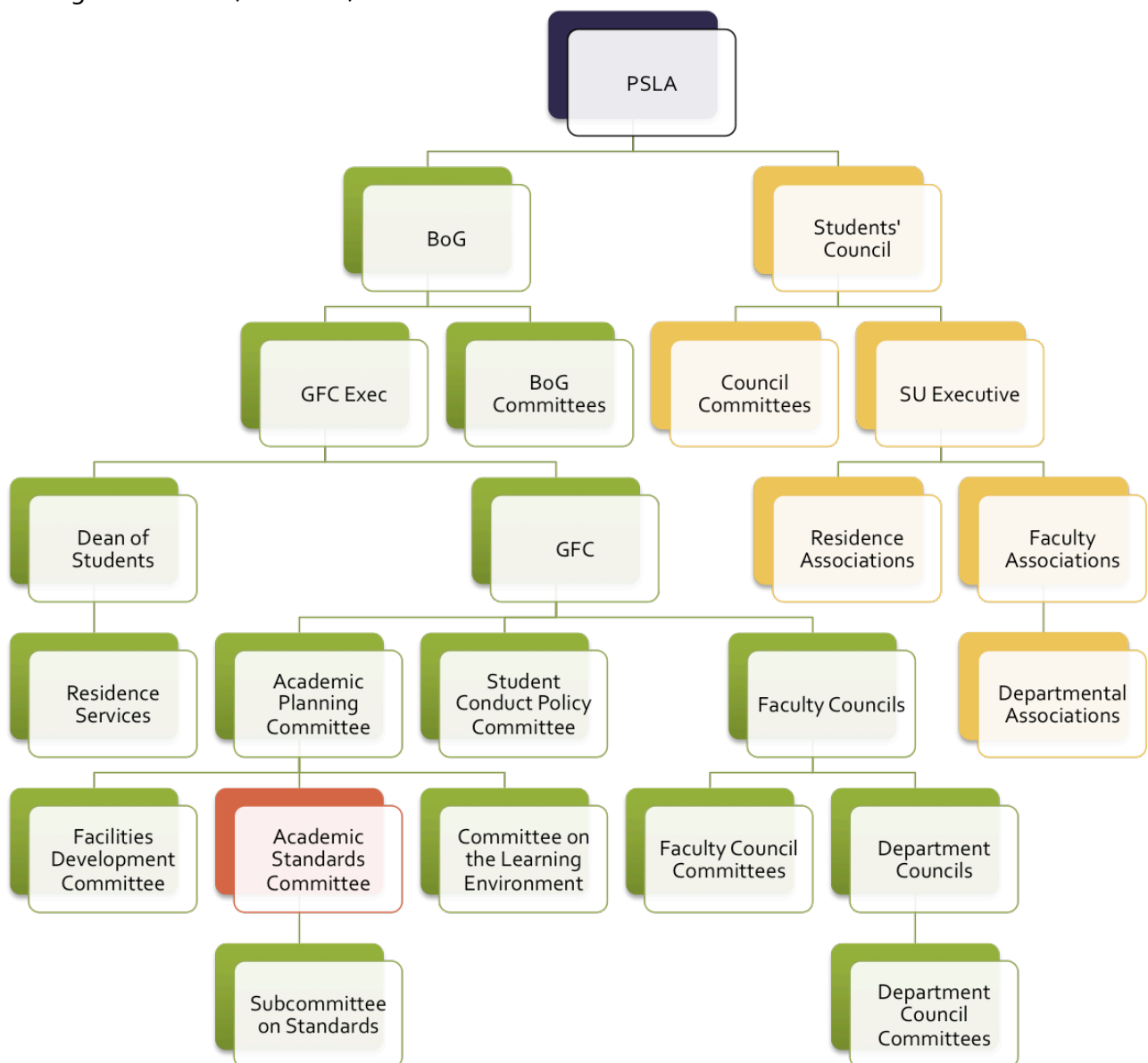
Where this transition manual deviates from University legislation, the University legislation will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Academic Standards Committee?

The Academic Standards Committee (ASC) is responsible for making recommendations on a variety of academic issues, including admissions, transferring, and grading policies. ASC may also be consulted on matters of academic advisement, academic record-keeping, discipline, student services, and the University Calendar.

Role in Governance Structures

ASC makes recommendations to GFC, the GFC Executive Committee, and the GFC Academic Planning Committee (GFC APC).



Who Sits on this Committee?

Note: some of the representatives listed below may be delegates of the position listed, and therefore don't necessarily formally occupy the position they are listed under, but do currently fill that seat on this committee.

Voting Members

- **Chair:** Provost & Vice-President (Academic)
 - Tammy Hopper - tammy.hopper@ualberta.ca
- Vice-Provost and University Registrar
 - Melissa Padfield - melissa.padfield@ualberta.ca
- Director of the Student Ombudservice
 - Natalie Sharpe - natalie.sharpe@ualberta.ca
- Students' Union Vice-President (Academic)
 - Akanksha Bhatnagar - vp.academic@su.ualberta.ca
- Graduate Students' Association Vice-President (Academic)
 - Masoud Aliramezani - gsa.vpacademic@ualberta.ca
- The Dean of each Faculty or School
 - Janice Causgrove Dunn - janice.causgrovedunn@ualberta.ca
 - Dion Brocks - dbrocks@ualberta.ca
 - Deborah Burshtyn - deborah.burshtyn@ualberta.ca
 - Jason Carey - jason.carey@ualberta.ca
 - Sandra Davidson - sandra.davidson@ualberta.ca
 - Gerda de Vries - gerda.devries@ualberta.ca
 - Fay Fletcher - fay.fletcher@ualberta.ca
 - Clive Hickson - clive.hickson@ualberta.ca
 - Scott Jeffrey - scott.jeffrey@ualberta.ca
 - Nathalie Kermoal - nathalie.kermoal@ualberta.ca
 - Andras Marosi - andras.marosi@ualberta.ca
 - Bernadette Martin - berni.martin@ualberta.ca
 - Paulin Mulatris - paulin.mulatris@ualberta.ca
 - Karsten Mundel - kmundel@ualberta.ca
 - Rebecca Nagel - rebecca.nagel@ualberta.ca
 - Kim Raine - kim.raine@ualberta.ca
 - Moin Yahya - myahya@ualberta.ca
- One academic staff member, elected by GFC
 - Carla Peck - carla.peck@ualberta.ca
- One representative of the Health Sciences Council, appointed by the Council
- One undergraduate student, elected by GFC

Non-Voting Members

- Advisor on International Educational Experiences
- Associate Registrar
 - Norma Rodenburg - norma.rodenburg@ualberta.ca

Duties and Responsibilities of the ASC

Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)

Advise the Academic Planning Committee (APC) on changes to admissions, transfers, and academic standing regulations, including issues regarding the IB and AP programs. ASC has the authority to make courses that were previously recommended for admission become required, or vice versa. Advise the GFC Executive Committee on grading policies and procedures. Monitor the implementation of the consolidated final examination policy.

Quotas

New quotas or revisions of quotas will be referred to the APC, but the ASC will generally be asked to advise on the admissions/transfer aspects of those proposals. ASC will also consider the Report of the Senate Committee of Lay Observers of the Admissions Process in Quota Programs each year, and conduct research on the effects of admission and transfer requirements. When that research involves quotas, the Provost and Vice-President (Academic) will also be consulted.

Alberta Transfer Guide

Determine which courses offered by non-University institutions in Alberta count for transfer credit. These courses, if approved, get included in the Alberta Transfer Guide, which is monitored by ASC.

Physical Testing and Immunization of Students

On behalf of the Board of Governors and GFC, ASC approves each Faculty's policy on physical testing and immunization of students and files a report to the GFC Executive Committee.

Faculty of Extension Courses and Programs: Approval Route

ASC has the authority to approve new non-credit programs and program expansions in the Faculty of Extension. If additional funding or space is required, ASC provides a recommendation to APC. In a situation where the Provost and Vice-President (Academic) is unable to resolve a challenge made to an Extension non-credit course, ASC is able to do so.

Certificates: Approval Route

Establish or terminate credit and non-credit certificates. When additional funding or space is required, ASC will provide recommendations to APC. The same process will apply if the Provost and Vice-President (Academic) determines that the certificate requires government approval.

How to Add Agenda Items

Members wishing to add items to the agenda should contact either the Chair of the committee (Tammy Hopper - tammy.hopper@ualberta.ca) or the GFC Secretary (Meg Brolley - meg.brolley@ualberta.ca) at least two weeks in advance.

ASC Timeline

The agenda items will largely vary each month based on changes that are brought forward.

Who to Ask Questions

The Students' Union representative on this committee (Akanksha Bhatnagar - vp.academic@su.ualberta.ca)

The Discover Governance office (governance@su.ualberta.ca)