

## **BY-LAW #2**

# **NON-STANDARD ADMISSIONS AND PROGRAMS COMMITTEE**

### **(NSA&P Committee)**

#### **TERMS OF REFERENCE**

1. The SGS Non-Standard Admissions and Programs Committee is a standing committee of the Graduate Education Council.
2. The Committee will have the power to waive or modify in individual student cases the application of:
  - (a) a General Regulation of the School, where it concerns admissions standards and procedures, registration policies and procedures, enrolment policies and procedures, and policies on good academic standing and satisfactory academic progress;
  - (b) a Degree Regulation of the School; or
  - (c) a program requirement governing a graduate program.

In addition, the Committee will consider requests from graduate units on other cases requiring exemptions, including, but not limited to:

- (d) non-standard admissions;
- (e) leaves of absence that do not fall within the provisions of the School's leave policy;
- (f) the School's deadlines for course extensions;
- (g) grade revisions and grade reporting procedures;
- (h) the School's time limits for the completion of program requirements; the School's time limits for the completion of degrees; and
- (i) posthumous degrees.

The Committee will consider requests for individual student exemptions only when submitted by the Chair or Director or designate of the relevant graduate unit.

3. The Committee will consist of eight members, plus an alternate student member, the secretary (non-voting), and the Director of SGS Student Academic Services (non-voting), as follows (members listed below having voting privileges unless otherwise noted):
  - a) SGS Vice-Dean, Students, *ex officio* (Chair);
  - b) SGS Vice-Dean, Research and Program Innovation, *ex officio*;

- c) One Graduate Faculty representative from each of the four divisions of SGS;
- d) One graduate student representative and one alternate graduate student representative;
- e) Dean of the School of Graduate Studies, *ex officio*;
- f) The Manager, Front-line Student Academic Services will serve as secretary to the Committee (non-voting) for the purpose of annually establishing the committee and its schedule of meetings and any other general business.

Five voting members shall be a quorum. Meetings will be chaired by the Vice-Dean, Students. The Vice-Dean, Research and Program Innovation, shall serve as Chair in the absence of the Vice-Dean, Students. Decisions will be made by a majority of those voting members present at the meeting.

4. The four Graduate Faculty representatives, one from each of the four SGS Divisions, shall be appointed by the Council upon the recommendation of the Dean. Faculty representatives will serve for a three-year term. An appointment may be renewed by the Dean for further one-year periods indefinitely.

The graduate student member and alternate shall be appointed by the Dean from among the elected student members of Council, or appointed by the Dean upon the recommendation of the elected student members of Council. The alternate graduate student member will be invited to attend meetings in the absence of the regular graduate student member. The graduate student member (and alternate) will serve for a one-year term. An appointment may be renewed by the Dean for a further one-year period.

5. The Committee normally shall meet monthly, as required, but not normally in July or August. The Committee normally shall meet at least once a year.
6. The Committee will grant exemptions to the School's regulations, as in clause #2 above, only in exceptional cases and only on the recommendation of the Chair or Director of the relevant graduate unit. The onus will be on the graduate unit applying for the exemption to show that waiving or modifying the requirement in the individual student case under consideration would be reasonable in the circumstances, would be in the best interests of the student or applicant concerned, would not give an unfair academic advantage to the student or applicant concerned, and would not undermine the integrity of the School's regulations or degree requirements.
7. The Committee will decide each case on its merits, in a reasonable and fair manner. An exception to a regulation will be granted only with a majority affirmative vote of voting members present. Decisions of the Committee, and of any of its sub-committees, shall be final. In cases where new information, which was not reasonably available at the time of the application becomes available

following the original decision, a graduate unit may request that the Committee reconsider its decision.

8. The Vice-Dean, Students or the Vice-Dean, Research and Program Innovation may act on behalf of the Committee, and may delegate such authority to the Manager, as appropriate. A graduate unit may appeal to the full Committee an adverse decision made by the Vice-Dean (or delegate) acting on behalf of the Committee. Decisions made by the Vice-Dean, including those made by the delegate, on behalf of the Committee, shall be reported to the Committee at a subsequent meeting of the Committee.
9. Sub-committees of the Committee may be struck, at the discretion of the Chair, to review such commonly occurring exemptions as non-standard admissions and deadline extensions, insofar as such subcommittees are able to maintain consistency of decisions as per clause #6 above. A list of sub-committees will be maintained as an appendix to this bylaw; the appendix may be updated by the Dean on behalf of the Graduate Education Council. The sub-committee will report annually to the full Committee.
10. The Non-Standard Admissions and Programs Committee, including reports of any subcommittees or delegated decision-making, shall report annually to the Graduate Education Council.

#### **ENTRY INTO FORCE**

11. The Terms of Reference for the Non-Standard Admissions and Programs Committee enter into force when enacted by Council. Prior to its existence as the Admission and Program Committee, the A&P Committee was preceded by four committees named the "Degree Committees", one for each SGS Division. The Degree Committees were restructured into one committee that was named the Admissions and Programs Committee at the February 27, 1996 meeting of the SGS Council effective summer 1996. The Terms of Reference of the Admissions and Programs Committee were amended on May 9, 2006 and January 27, 2004. This by-law of the Graduate Education Council was created on May 6, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. The revised by-law was approved by the SGS Graduate Education Council on October 19, 2010 and is effective immediately. This by-law is further revised and approved by the SGS Graduate Education Council on April 20, 2021, and is effective immediately.