

**Academic Policy and Awards (SCAPA)**

**Effective Date:** July 2014

**Revised:** \*

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**TERMS OF REFERENCE**

To formulate, and recommend to Senate:

policy concerning admission to, registration in, and curriculum of undergraduate academic programs offered by the Faculties and Schools and Affiliated University Colleges of the University;

any other general academic policy affecting all students at the University, whether undergraduate or graduate.

To examine, for recommendation to Senate, proposals for the establishment of new programs and/or modules and the discontinuation of existing programs and/or modules. \*

To review proposals for the introduction or discontinuation of undergraduate courses, or changes to undergraduate courses, programs or modules which have been made to the Deans' Academic Programs (DAP) "virtual" subcommittee of SCAPA, if a proposal has been challenged by a Faculty, School, Affiliated University College, the Registrar, or the University Librarian, the Associate Secretary of Senate, or the Director of Continuing Studies and to rule on the proposals and report to DAP. \*

To examine policies concerning scholarships and/or awards and to make recommendations to Senate.

On behalf of the Senate, to approve the establishment of terms of reference for scholarships and/or awards not involving changes in the scholarship policy of the University, for recommendation to the Board of Governors through the President & Vice-Chancellor.

To receive and forward to Senate, the annual report of award recipients selected by the Subcommittee on Teaching Awards and to consider, for recommendation to Senate, changes in the policies, procedures and criteria governing the awards.

To receive and forward to Senate annual reports from the Subcommittee on Program Review – Graduate and Subcommittee on Program Review – Undergraduate.

\* The appropriate Dean(s), Principal(s) and/or Chair(s) of Department(s) shall be invited to attend a meeting at which these issues are to be considered.

**COMPOSITION**

Ten members elected by Senate:

- eight members, at least five of whom are members of Senate at the time elected. At least one member shall be a faculty member from each of the Faculties of Arts and Humanities, Science, and Social Science and the School of Graduate and Postdoctoral Studies. No more than one of the members of faculty may be a Dean. Up to one of these members may be a Senator from the General Community.
- two students: one graduate and one undergraduate

One representative of the Affiliated University Colleges, appointed in consultation with the Principal concerned on a rotational basis (two year cycles).

Ex Officio:

President & Vice-Chancellor  
Provost & Vice-President (Academic)  
Vice-Provost (Academic Programs)  
Vice-Provost (Graduate & Postdoctoral Studies)  
Vice-Provost and Chief Librarian  
USC Vice-President  
SOGS Vice-President Academic

Secretary of Senate (non-voting)  
Registrar (non-voting)  
Director, Undergraduate Recruitment and Admissions, Office of the Registrar (non-voting)

Observers:

Two representatives, one from each of the Affiliated University Colleges not currently represented in the voting membership, appointed in consultation with the Principals concerned on a rotational basis (two year cycles).  
One Academic Counsellor (and an Alternate) selected on a rotational basis (one year cycles) by and from the Academic Counsellors of their respective Faculty (Arts and Humanities, Health Sciences, Science and Social Science) (non-voting)  
Director, Continuing Studies (non-voting)

***ADMINISTRATIVE NOTES***

Membership Cycle: July 1 - June 30

New Members: Elected by Senate in April

Officers: Chair and Vice-Chair elected in May

Meetings: Monthly, normally at 2:30 p.m. on the Wednesday preceding a Senate meeting (September to June).

**[Current Members](#)**