

SIMON FRASER UNIVERSITY
MEMORANDUM

To: Alison Watt
Director, University Secretariat

From: C. MacKenzie, Chair
Senate Committee on Undergraduate Studies

Subject: Terms of Reference

Date: 28 September 2006



As requested, SCUS reviewed the committee's membership and terms of reference. The committee is recommending no change to its composition but has reviewed the terms of reference and recommends the changes highlighted below:

1. Taking into consideration the need for coordination and development of undergraduate programs within the University, SCUS shall:
 - a) review and make recommendations to Senate on curriculum changes of a major nature and general matters affecting the curriculum;
 - b) under delegated authority, review and approve, where appropriate, all proposed new courses, course deletions, course changes and program revisions of a minor nature. These changes shall be reported in summary form to Senate.
 - c) review and make recommendations to SCUP regarding new programs and credentials.
2. To recommend to Senate grading, examination, standing and continuance policies.
3. To recommend to Senate policies on undergraduate admissions, re-admissions, and credit transfer and where necessary, to provide general direction to the Registrar's Office in the interpretation of such policies.
4. To consider and decide on policy recommendations concerning undergraduate course registration and ~~course withdrawal procedures and on the administration of undergraduate student records.~~
5. To consider and recommend to Senate policy recommendations from the Committee to Review University Admissions.
6. To consider and recommend to Senate policy recommendations from the Diverse Qualifications Adjudication Committee.
7. To consider and recommend to Senate policy recommendations regarding the WOB requirements.

Meetings convened at the call of the Chair.

Quorum - 5 members

SCUS reports to Senate in September of each year (SCAP 87-4, Sept. 16, 1987).

MOTION: "that Senate approve the additions to the terms of reference of the Senate Committee on Undergraduate Studies, effective immediately"