

**B.Eng./BSENG Student Programs Committee**  
(Approved May 16, 2006)

**1 Status**

The B.Eng./BSENG Student Programs Committee is a Standing Committee of the Faculty of Engineering.

**2 Mandate**

1. To determine the academic standing of B.Eng./BSENG students.
2. To consider requests for supplemental exams submitted by B.Eng./BSENG students.
3. To consider B.Eng./BSENG students' requests for exemptions from academic regulations and make suitable recommendations to the Associate Dean Undergraduate Programs.
4. To consider applications for readmission to the B.Eng./BSENG Programs made by students previously required to withdraw.
5. To recommend changes in program regulations based on dealing with issues under (1)-(4) above. Such recommendations will be forwarded to the Departments, the Undergraduate Programs Coordination Committee, the Software Engineering Program Board, the Faculty Curriculum Committee and the B.Eng./BSENG Co-op Committee for information or action as appropriate.
6. To report periodically to the Faculty of Engineering on the activities of the Committee.
7. To meet at least annually with the executives of stream A and stream B of the Engineering Students' Society to provide an overview of the decisions made by the Committee and to seek feedback on issues related to its mandate.

**3 Composition**

1. The Associate Dean Undergraduate Programs, as Chair.
2. The Undergraduate Advisor/Director (or his/her alternate) from each B.Eng. Program and the BSENG Program.
3. A student elected by the Engineering Students' Society.
4. The Engineering and Computer Science/Math Co-op Programs Manager.
5. The Faculty of Engineering Administrative Officer as a participating, nonvoting member.

**4 Operation**

The quorum of the Committee shall be the Chair plus 2/3 of the voting members.

In conducting its business, the Committee may invite to its meetings any person whose advice may advance its objectives.

## **5 Submission of Agenda Items**

The secretary to the Associate Dean Undergraduate Programs will inform the committee members of the deadline for submitting agenda items for each forthcoming meeting. The agenda items are to be submitted to the Associate Dean Undergraduate Programs.

## **6 Minutes of Meetings**

The minutes of meetings are to be recorded by the Faculty of Engineering Administrative Officer.

## **7 Action Items**

The action items of the minutes will be reviewed by the Committee Chair. The B.Eng. and BSENG Offices will be informed of action items dealing with students in their particular programs.