

**St. Thomas University  
Policy Statement**

**Policy Name:** Registrar's Warrant

**Classification:**

<b>General Administration</b>	_____
<b>Academic</b>	<u>  X  </u>
<b>Unit</b>	_____

**Issued by:** \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Title/Authority)

**Date of Issue:** August 2001 (Senate)

**Preamble:** Approval of new courses for the curriculum of established programmes at St. Thomas follows the normal protocol of departmental review, submission to the Senate Curriculum Committee, and subsequent submission to the Senate. There are exceptional circumstances when a department does not have a reasonable opportunity to follow the normal procedures for approval of a new course prior to the first meeting of the class; for example, when last minute staffing changes necessitate an adjustment to the department's course offerings. In these exceptional circumstances, a department chair needs some procedure to offer a new course in time for student registration.

**Policy:**

In exceptional circumstances when a department does not have a reasonable opportunity to follow the normal procedures for approval of a new course prior to the first meeting of the class, a Department Chair, or equivalent official, may seek approval to offer a course to students by "Registrar's warrant."

**Procedures:**

1. The Department Chair, or appropriate academic official, identifies the need to offer a new course within the established programmes at St. Thomas University.
2. The Department Chair submits to the Registrar the appropriate course information (subject, number, title, calendar description, and any related course information), together with the rationale for the need for exceptional approval.
3. The Registrar shall review the submission and consult, where possible, with the Chair of the Curriculum Committee and the Vice-President (Academic), and grant or deny a Registrar's warrant as appropriate. A Registrar's warrant may not be granted twice for the same course.

4. The registrar shall submit the appropriate material to the Senate Curriculum Committee and to Senate for its records.

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\*Policy Origin:

This policy was prepared by Richard Myers, Vice-President (Academic)

Date: August 29, 2001