

**Department of Biomedical Engineering, Faculty of Medicine
M.Eng. Extra-Ordinary Meeting
Policy and Procedures**

Goal of the Extra-Ordinary Meeting:

This is used for addressing issues outside normal scheduled meetings and can occur at any time during the student's program.

Note these meetings should only be scheduled in extenuating circumstances and can be initiated by anyone on the committee including the student.

Timing & Organization

- The person initiating the meeting should write to the GPD addressing the issues underlying the need for the extraordinary meeting, and request an Extra-Ordinary meeting.
- If approved by the GPD, the Extra-Ordinary meeting will be scheduled by the Graduate Program Coordinator.
- All committee members and student must be present at the meeting.

Outcome

- The meeting outcome will have the same repercussions as any other meeting and will be part of the student file.