

Communications, Records and Approval

1. The chair of the GAB will be responsible for ensuring that administrative staff keep accurate records of all meetings.
2. The Chair of the GAB will send notifications of the students recommended for graduation to the Registrar's office.
3. The Chair of the GAB will send a summary every 4 months to the dean of the School of Medicine detailing the meeting dates and list of students recommended or refused recommendation for a diploma.
4. All decisions and recommendations made by the GAB will be held on file in the Office of the dean of the School of Medicine.