
ADMISSIONS COMMITTEE

Terms of Reference

Reports to: Faculty Council

Membership: Vice President for Academic Administration (chair)
Admissions Officer (secretary)
Registrar
Vice President for Student Services
Director of Student Finance
Two other staff or faculty

Appointment: By position; other staff or faculty by appointment of Faculty Council for three-year terms on recommendation of the Nominating Committee

Term: Standing

Purpose: To support the Admissions Officer in managing the admissions process

Terms of Reference:

Responsibility	Power
To consider for acceptance all applications for admission according to the policies published in the <i>Academic Calendar</i>	To act
To determine and adopt changes in application forms	To act
To revise admission policies	To recommend to Faculty Council

Agenda and Minutes: Agenda and minutes by secretary, in consultation with the chair

Frequency and Venue: Meetings convene as often as necessary at the call of the chair

Approved by: Cabinet

Date: Handbook 2004
Revised Spring 2009