

SM 4/10/66 (11)

302

To: Senate

From: C.L. Hamilton and  
D.P. Robertson

Subject: A proposal to establish a Committee  
on Graduate Admissions as a sub-Committee  
of the Senate Committee on Graduate Studies

Date: February 22, 1966.

*Grad Admissions*

TYPE: Continuing

- PURPOSE:
- 1) To interpret the Senate's policy on admission to graduate work.
  - 2) To review the graduate admission policy of the University and to make recommendations to the Committee on Graduate Studies as required.

MEMBERSHIP: Registrar (Chairman)

6 members elected by and from the Senate Committee on Graduate Studies.

Assistant Registrar - Admissions (non-voting Secretary)

TERMS OF APPOINTMENT: The six elected members will hold office for two years. (The first elections will be for three members for two years and three members for one year, in order to stagger the term.)

- OPERATION:
- 1) Applications for graduate study will be considered by the departments before being submitted to the Committee. All applications presented by the department will be considered by the Committee after recommendations have been received from the department concerned. The following rules will apply:
    - a) No application unacceptable to a department on academic grounds can be accepted by the Committee, although the Committee may request the department to review its decision.
    - b) <sup>Applicants</sup> Applications acceptable to the department on academic grounds, but which cannot be accepted because of space or financial limitations, may be sent a letter stating this. (It is embarrassing for a student to receive a formal rejection letter when the unstated reason is non-academic.)
    - c) Applications recommended by the department may be rejected by the Committee, but only after a request has been made of the department to review its decision.
  - 2) As instructed by the Committee the Registrar's Office will be responsible for administering the policies.
  - 3) The Secretary will be responsible for preparing the Agenda of meetings, sending out notices and conveying the decision of the Committee.