

**Subcommittee on Admissions Review
Annual Report – 2010-2011**

Terms of Reference

The Subcommittee on Admissions Review is a subcommittee of the Senate Committee on Enrolment and Student Affairs.

The Subcommittee is mandated to ensure that all Admissions Offices have in place appropriate procedures for the review of admissions decisions and for the processing of Requests for Reconsideration (RFR)¹ of such decisions and that these procedures are clearly defined and easily accessible to applicants. The Subcommittee will review these procedures at least once every three years and, where appropriate, will make recommendations on changes in these procedures to the Committee on Enrolment and Student Affairs.

The Subcommittee is also mandated to receive requests to review denials by the Admissions Offices of Requests for Reconsideration and to deal with them according to an established protocol.

The Subcommittee will meet at least once per year and review the procedures for requests for reconsideration in selected Faculties and report back to the Committee on Enrolment and Student Affairs in an annual report.

Membership

Dean of Students (Chair)

Two Senators, one of whom must be a member of the academic staff (plus one alternate)

One Undergraduate Student Senator (plus one alternate)

One Graduate Student Senator (plus one alternate)

One member of the University community who is qualified to advise on diversity and equity matters

2010-2011

Membership

Jane Everett (Chair)

John Kurien (Arts Senator)

Kathryn Peterson (Science Senator)

Annie Ma (Undergraduate Student Senator)

Alexander Deguise (Graduate Student Senator)

Veronica Amberg (Manager, Social Equity and Diversity Education Office)

Meetings

The Subcommittee on Undergraduate Student Advising met on 28 April 2011 and 31 May 2011 to consider a request for reconsideration. This was the first case to be reviewed under the new mandate and terms of reference; the experience allowed us to test the procedures and to identify areas needing improvement. Overall, the process worked well. We now have a better idea of the types of information we need in order to make an informed decision.

Respectfully submitted,

Jane Everett (Chair)

15 September 2011

¹ Applicants may not appeal admissions decisions. Requests for reconsideration may be made on two grounds:

- (i) for reasons beyond an applicant's control, the Admissions Office had incomplete information when the application decision was made or
- (ii) the Admissions Office did not follow its own application evaluation procedure when making its decision about the application in question.