

**TERMS OF REFERENCE FOR  
SENATE COMMITTEE ON  
ADMISSIONS, RE-REGISTRATION AND TRANSFER**

**1. Composition**

The Committee shall consist of the following voting members appointed by the Senate on the recommendation of the Senate Committee on Nominations and Committee Governance:

- a regular faculty member who shall serve as Chair of the Committee
- the President or nominee
- five (5) regular faculty members
- one (1) of the Senators elected by the Convocation
- two (2) student Senators
- one (1) student appointed upon nomination by the UVSS

The Committee shall have the following *ex-officio* (non-voting) members:

- the Director of the Academic Advising Centre for the Faculties of Humanities, Science and Social Sciences, or designate
- the Director or equivalent of an Advising Centre from a faculty other than Humanities, Science and Social Sciences, or designate
- the Director of Counselling Services or designate
- the University Registrar
- the Associate Registrar
- the University representative to the B.C. Council on Admission and Transfer, Transfer and Articulation Committee

The Senate Committee on Nominations and Committee Governance shall designate a Vice-Chair from among the voting faculty members on the committee. The Vice-Chair shall chair the Committee in the event the Chair is absent or has a conflict of interest with an appellant.

For each appeal, an individual from the Office of the Registrar who is familiar with the specifics of the appeal shall be present to provide information of record to the Committee.

The Committee has the right to co-opt additional non-voting members to the Committee for the purpose of advice.

The Office of the Registrar shall provide secretarial support to the Committee including the taking of the minutes of meetings and the recording of decisions of the Committee.

A quorum for a meeting of the Committee shall be four of the voting members with at least half the voting members present being faculty members.

## **2. Mandate**

The Committee shall:

- a. Inform itself about the work of the Office of the Registrar and advise on the granting of admission, re-registration and transfer of credit in such a way that consistency of policies is maintained and the office is enabled to carry out its duties fairly and expeditiously.
- b. Rule on applications for admission, re-registration and transfer of credit which are made under exceptional circumstances or special access categories as defined in the Calendar regulations adopted by the Senate from time to time. The Committee may delegate its authority to approve an admission or re-registration in such circumstances to the Office of the Registrar, but shall consider all cases which that Office does not find clearly acceptable.
- c. Rule on appeals regarding decisions made and the application of calendar regulations in the Office of the Registrar regarding admission, re-registration and transfer of credit.
- d. After consultation with the Senate Committee on Academic Standards, recommend to the Senate regarding the appropriate policies and procedures to be used in granting admission, re-registration and transfer of credit to students.
- e. Advise the Senate on any university regulation, procedure or practice related to admission, re-registration or transfer that in the view of the Committee needs review and revision.

## **3. Committee Procedures**

- a. At each meeting, the Committee shall deal with any pending appeals prior to considering other business.
- b. The Committee may defer an appeal decision pending receipt of more information and may request additional documentation from the appellant.
- c. The Committee shall determine its decision regarding an appeal by voting. A simple majority of the voting members present must be in favour for an appeal to be granted (a tie vote fails).
- d. A record of the minutes of meetings and decisions made by the Committee shall be kept in the Office of the Registrar as well as a record of policy decisions to support consistency in its decisions.

## **4. Annual Report to Senate**

The Chair of the Committee shall make an annual report to Senate in December containing the following information:

- a. a summary of the number of appeals heard by general category together with the number of appeals accepted and the number rejected,
- b. a summary of any other business conducted by the Committee including matters that may have been

referred to the Committee for opinion or recommendations that the Committee may have made regarding University policy and procedures.

## 5. Appeal Procedures

- a. A student or applicant wishing to appeal a decision to the Committee shall complete a Notice of Appeal Form and provide supporting documentation. Should the Office of the Registrar deem that the appeal lacks sufficient supporting documentation, the appellant will be notified and provided the opportunity to supplement the appeal before it goes to the Committee.
- b. Normally, grounds for appeal are limited to:
  - i. significant physical affliction or psychological distress documented by a physician or other Health care professional;
  - ii. evidence of incorrect advice or errors of administration by authorized University personnel, with evidence that the appellant's studies were adversely affected;
  - iii. documented significant distress, or documented significant responsibility as a caregiver, as a result of an immediate member of the family suffering from serious trauma or illness.
- c. Dissatisfaction with University regulations, or disagreements concerning the evaluation of admissibility (e.g. calculation of g.p.a., questions regarding English proficiency) or failure to meet published deadlines will not constitute grounds for appeal.
- d. An appeal is decided based on the written documentation provided and the appellant's academic record. There is no personal appearance by the appellant before the Committee.
- e. The Committee will consider all the documentation presented and will make a final decision on the application. The decision may be appealed to the Senate Committee on Appeals only on the grounds of specific procedural error.

\*Approved by Senate 1 December 1976

Revised: 01 April 1992; 04 November 1992; 05 October 1994; 04 February 2011.