

**STUDIES, SCHOLARSHIPS & ADMISSIONS COMMITTEE TERMS OF REFERENCE
– September 2006**Purpose

The Studies, Scholarships & Admissions Committee oversees matters concerning undergraduate student admissions, studies in the Faculty's undergraduate programs, and undergraduate scholarships.

Membership and Conduct of Meetings

1. The committee consists of five voting members elected by Faculty Council, broadly representing the Faculty, the Associate Dean, Operations and International Programs (ex-officio), and the Faculty Administrator (ex-officio). Elected members serve a two-year term, with two to three members being elected each year.
2. The chair of the committee is the Associate Dean, Operations and International Programs. Meetings are at the call of the chair.
3. The chair serves as the Faculty's representative to the University of Regina's Council Committee on Undergraduate Admissions and Studies (CCUAS).
4. Any member of the Faculty may make arrangements with the committee chair to participate in committee meetings.
5. Notice of meetings is normally circulated to all committee members at least seven days in advance.
6. Minutes of meetings are the responsibility of the chair and are made available to Faculty members through the Dean's Office.

Duties and Responsibilities

The committee makes recommendations to Faculty Council on the following matters:

1. Admission requirements of undergraduate programs of the Faculty.
2. Policies concerning student academic performance requirements.
3. Nominations for university scholarships.
4. Terms of reference for new scholarships.
5. Any other matters related to studies, scholarships & admissions referred to the committee.
6. Revisions to the Studies, Scholarships & Admissions Committee's terms of reference as necessary. Terms of reference are reviewed at least bi-annually and revisions developed when required, in consultation with the Associate Dean, Research and Academic

The committee provides advice to the Associate Dean, Operations and International Programs on:

1. Student appeals when requested to do so by the Associate Dean, Operations and International Programs.
2. Issues relating to academic or interpersonal problems that have arisen between students and Faculty members in their academic roles.
3. Any other matter relating to studies, scholarships or admissions, as required.

The committee makes decisions on recipients of Faculty scholarships (and reports to Faculty Council for information).