University Committee on Admissions

1. Membership:
   (a) University Registrar or delegate, normally from the Academic Advising Center (Ron O’Neil)
   (b) An Assistant Registrar - Admissions, who will serve as convenor (Michelle Honeygold)
   (c) Senior Academic Advisor or Associate Dean, Faculty of Humanities and Social Sciences* (Renee Shute)
   (d) Senior Academic Advisor or Associate Dean, Faculty of Science* (Shannon Sullivan)
   (e) An appropriate number of faculty members; insofar as possible, the Committee shall have balanced representation from the faculties/schools that offer direct entry to applicants who are new to post-secondary studies (Anne-Marie Tracey, Jennifer Lokash (Senator), Jane Leibel (Senator)
   (f) At least one of the members from c, d or e shall be a senator
   (g) Director, Blundon Centre or delegate (Catherine Shortall)
   (h) Director, Counselling and Wellness Centre or delegate (Michael Doyle)
   (i) An undergraduate student appointed by the Memorial University Students’ Union (Renata Lang)

*one of the Senior Academic Advisors should hold an academic appointment

2. Terms of Reference
   (a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at a campus other than the Grenfell Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions. Requests from those seeking admission to study at the Grenfell Campus will be considered by the Grenfell Admissions Committee.
   (b) To review applications for admission under, but not limited to, the following situations:
      a. Special Circumstances. Current high school students or graduates providing evidence of special circumstances beyond the applicant’s control, including personal, family or health issues, which have interfered with the applicant’s academic performance in the final year of high school. Decisions will be based on an assessment of the applicant’s academic readiness for post-secondary studies.
      b. Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial’s admission requirement but have a slate of courses that adequately prepare them for their declared program.
      c. Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
      d. Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
      e. English Proficiency. Applicants not meeting the English proficiency requirements. Decisions of the Committee are final and no further appeal is possible.
   (c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances.
   (d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant.
   (e) To invite guests to meetings as appropriate to provide insight and expertise.