

Admissions Committee

TERMS OF REFERENCE

October 16, 2015

Mandate

The **SLIS Admissions Committee** interprets, applies and administers Faculty of Graduate Study and Research and SLIS admission requirements, regulations and policies. The Committee also reviews and evaluates applications from prospective students and selects from those applications candidates to be admitted for Master's level programs.

Process

The Admissions Committee serves the SLIS Academic Council. Major regulatory or policy decisions identified by the Admissions Committee will be recommended for approval to the Academic Council.

Composition

The SLIS Admissions Committee shall be composed of the Chair (ex officio), the Associate Chair and Graduate Coordinator (who is Chair) and SLIS faculty members drawn from Academic Council as necessary. The Graduate Program Administrator supports the work of the Admissions Committee.

Responsibilities

The Chair is responsible for:

- Calling meetings of the Admissions Committee as necessary;
- Conducting Committee meetings and arranging for Committee decisions to be communicated to the appropriate person(s) or authority(ies);
- Conveying information about student admissions to members of the School and to School Council;
- Answering questions regarding the information professions, and employment opportunities therein; and
- Answering questions about the programs posed by potential applicants (this may involve correspondence, telephone calls, or meetings with potential applicants).

The Graduate Program Administrator acts as Secretary to the Admissions Committee and is responsible for:

- Determining readiness of a file for consideration;
- Academic status evaluation and distribution of completed files to Committee members for assessment;
- Answering questions posed by potential applicants;

- Referring unusual queries to the Admissions Chair; and
- Modifying form letters as necessary, in consultation with the Chair.

Admissions Policies

These are subject to FGSR Policy, and are stated on the SLIS web page for each program:
<http://www.slis.ualberta.ca/ProgramsAdmissions.aspx>.

Admissions Committee Procedures

1. Decisions

Possible decisions include:

- a) Admit
- b) Admit with a condition, e.g., satisfactory completion of a degree
- c) Alternate (wait list)
- d) Deny

Only the decision to admit or deny is communicated to applicants, not the reasons for any decisions, although the Admissions Committee may advise applicants who have been denied about how they may improve their chances for admission. Decisions of the Admissions Committee may not be appealed.

2. Schedule

The Admission Committee normally begins formal consideration of applications following the application deadline of February 1st of the academic year in which an applicant seeks to be admitted. Unless notice of deferral is submitted by successful applicants, in no case may a decision to admit be carried from one year to another. If interest is indicated in a timely manner, students placed on the waiting list need not reapply for the next academic year.