

Terms of Reference Entrance Award Adjudication Committee

Membership

The members of the Entrance Award Adjudication Committee are appointed by the President and Vice Chancellor as follows:

Members	Number	Term of service
Faculty members	2	1 year - renewable
Alternate Faculty members	2	1 year - renewable
Registrar's Office representative	1	1 year - renewable
Admissions Coordinator (or designate)	1	Ex-officio - secretary (non-voting)

Purpose

The purpose of the Entrance Award Adjudication Committee is to review and adjudicate student applications for entrance scholarships, awards, grants, bursaries and prizes in accordance with the terms of reference for the specific award.

Terms of Reference

1. To adjudicate all entrance awards.
2. To recommend changes or additions to the award programs to the President.
3. To ensure the confidentiality of award applicants and the deliberations of the Committee.
4. To confirm decisions of the Committee by individual signature on each scholarship application.

The Admissions Coordinator also maintains liaison with enrolment staff to address issues arising from award adjudication deliberations.

Quorum

Quorum is 50% of voting members.

Alternate Faculty Representative will be invited to attend when the primary Faculty Representative is unavailable.

Meetings

Meetings are held on campus regularly during the admission cycle as scheduled by the Admissions Coordinator.

Members may participate through technology if appropriate.