

CHARGE TO THE COMMITTEE ON UNDERGRADUATE ADMISSION AND FINANCIAL AID

*(As adopted by the Senate of the Academic Council on 10/16/69
and amended 4/29/71, 5/31/73, 5/29/86 and 11/13/97, 10/7/11)*

A. GENERAL CHARGE

The Committee on Undergraduate Admission and Financial Aid (C-UAFA), subject to the Charter and Rules of the Senate, shall establish the standards and policies by which applicants for admission and applicants for financial aid are to be selected, and shall assure itself that the University policies on undergraduate admission and financial aid are being executed.

B. SPECIFIC DUTIES

1. After receiving recommendations from the Dean of Admission and Financial Aid or other appropriate University officials, the Committee shall determine:
 - a. The general criteria under which applicants may be given special consideration because of distinctive characteristics: for example, those applicants whose parents graduated from Stanford or are on the Stanford faculty or staff, those with highly developed specific talents, members of ethnic minorities, or others who lend a desirable diversity to the class.
 - b. The general extent of preference to be given to applicants in special consideration categories.
 - c. The policies used by the admissions office in their recruitment and review of applicants, including, for example, whether alumni interviews are to be used, whether special procedures for home-schooled students are to be used, whether special outreach efforts to specific populations are to be undertaken (e.g., low socioeconomic status students, foreign students, etc.).
2. With respect to policy on financial aid, the committee shall receive the recommendations from the Dean of Admission and Financial Aid the Committee shall determine:
 - a. The policies governing the types of aid to be made available to applicants in accordance with these standards and priorities.
3. The Committee shall also play an advisory role in financial aid and shall be informed in advance of any major change in financial aid.
4. The Committee shall also review the implementation of these and other University policies concerning undergraduate admission and financial

aid and may study and offer advice to Administration on related topics.

C. REPORTING RESPONSIBILITIES

The Chair of the Committee is charged specifically with the following duties:

1. Keeping the Academic Secretary apprised of the substantive issues under consideration by the Committee, and reporting in writing to the Academic Secretary within seven days of the Committee action any policy decision or recommendation which may require Senate endorsement.
2. Submitting to the Academic Secretary no later than August 1, one copy of a written Annual Report of the work of the Committee during the year just completed. The Annual Report should observe the current Guidelines for the Preparation of Reports and Proposals to the Senate of the Academic Council.
3. Maintaining communication with the Dean of Admission about the work of the Committee.

D. MEMBERSHIP

The Committee shall consist of thirteen voting members, including ten Academic Council members and three undergraduate student members; a majority of the faculty members shall be from the School of Humanities and Sciences. At least one of the faculty members shall be from the School of Engineering. In addition, the Dean of Admission and Financial Aid and the Vice Provost for Undergraduate Education shall be *ex officio* members of the Committee without vote.

The term of service on the committee for faculty shall be three years. The term of service on the committee for undergraduate students shall be one year.

E. MINIMAL NUMBER OF MEETINGS

The Committee shall meet at least six times during the academic year.

F. STAFF SUPPORT

The Dean of Admission and Financial Aid shall be responsible for providing staff and secretarial assistance to the Committee. The Admissions Office shall provide training in undergraduate admission office procedures in the early fall for all new members of the Committee.