

**York University**  
**Schulich School of Business**  
**MASTER'S ADMISSIONS COMMITTEE**

**Purpose and Responsibilities**

The primary mandate of the Master's Admissions Committee is to review files of applicants to Masters Programs (except for EMBA applicants) who do not meet standard Schulich admission requirements and to decide whether to admit, admit on probation, or reject the applications.

The Committee reviews the files of candidates who, while not meeting all Schulich admission requirements, have filed a petition appealing a rejection, are weak in one area (e.g., low GMAT or low academic GPA) but excel in other areas or are non-degree applicants with exceptional managerial experience (8+ years). Members of the Committee deliberate on whether there are sufficient merits in some areas to overcome the deficiencies in others. It also considers extenuating circumstances (e.g., health or family issues) that may explain certain aspects of the file such as a short-term deterioration in academic performance. For each file, a vote is taken as to whether to admit, admit on probation, or reject the application.

**Membership**

Voting members' responsibilities for committee participation normally begin in September and run through to the last Faculty Council of the following year.

**Chair**

- Elected by Faculty Council

**Elected Voting Members**

- 9 Faculty Members including the Chair

**Ex Officio Voting Members**

- Associate Dean Students (non-voting if the chair) or Assistant Dean Students and,
- President of the Graduate Business Council (GBC) or representative who must also be a member of GBC

**Nonvoting members**

- Assistant Director of Admissions

**Quorum**

2 Faculty voting representatives and 1 Student representative

**Meeting Schedule/Typical frequency of meetings**

Once a month throughout the year, as required; additional meetings may be added as necessary.

**Decision-Making:** In general, the Committee seeks consensus in the development of its recommendations. When this is not feasible or when a formal vote is required by school or university policy, motions are carried on the basis of a majority of the Committee's voting members present.