

**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)*

**A. GENERAL CHARGE**

The Committee on Undergraduate Admission and Financial Aid, 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 admissions and financial aids are being executed.

**B. SPECIFIC DUTIES**

1. With respect to the implementation of policy on admission, the Committee shall receive the recommendations of the H&S Associate Dean representing undergraduates and shall make the following determinations:
  - a. The content and form of all application blanks;
  - b. The proportion of freshman and transfer students to be admitted each year, within the range of numbers established in accordance with the policy and budgetary decisions of the President;
  - c. The criteria for admission, including desirable courses of study in secondary school; and the basic skills to be attained prior to matriculation at Stanford;
  - d. The establishment of standards for admission and an appropriate administrative system to be used to determine which applicants should be admitted under those standards;
  - e. The 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.
  - f. The degree of preference to be given to applicants in special consideration categories.
2. With respect to policy on financial aid, the Committee shall receive the recommendations of the Dean of Admission and Financial Aid and shall make the following determinations:
  - a. The standards by which applicants are assigned priorities for receipt of financial aid;
  - b. The types of aid to be made available to applicants in accordance with these standards and priorities.

**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.

**D. MEMBERSHIP**

The Committee shall consist of ten voting members, including seven 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.

**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.