



MEMORANDUM

TO: Dr. Robert Reed, Vice Chair, Faculty Senate
Dr. Maribeth Ehasz, Vice President, Student Development and Enrollment Services

From: Dr. Chanda Torres, Chair
Admissions and Standards Committee

Subject: Committee Action Report for Academic Year 2013 - 2014

Date: April 30, 2014

The following report is submitted in accordance with the Faculty Senate rules.

The Admissions and Standards Committee is a Joint Committee of Faculty Senate. Its membership includes faculty, non-faculty and student representatives from several academic colleges, the Division of Student Development and Enrollment Services, Undergraduate Studies, Student Government Association and Graduate Student Association.

The committee consists of six faculty members, three of whom are graduate faculty, selected by the Committee on Committees (in consultation with the vice president for Student Development and Enrollment Services), one undergraduate student nominated by the president of the Student Government, one graduate student nominated by the president of the Graduate Student Association (in consultation with vice provost and dean of the College of Graduate Studies), and six members from the professional staff selected by the vice president for Student Development and Enrollment Services.

Duties and Responsibilities:

1. To consider all undergraduate student admissions that do not meet the minimum university admissions standards and that are referred to it by the Office of Undergraduate Admissions.
2. To consider all undergraduate student appeals of readmission decisions or academic standing.

3. To consider undergraduate student appeals of decisions that have been made by the Office of Undergraduate Studies concerning late withdrawals, late drops, late adds, and medical withdrawals.
4. To consider graduate student appeals of decisions that have been made by the College of Graduate Studies concerning late withdrawals, late drops, late adds, and medical

Modifications and Implementations:

- Implemented fall training for all current and new committee members. The training provided the following information:
 - Admissions and Standards Committee Operating Guidelines which includes an overview, purpose, committee membership, meeting operating procedures, academic appeals descriptions, catalog policies and appeals procedures.
 - 2012-2013 Annual Report
 - Fall 2013 meeting calendar
 - Committee membership list
 - Introductions to office representatives (Academic Services, Registrar's Office, College of Graduate Studies, and Undergraduate Admissions)
- Relocated meetings to CSEL 115 starting in Fall 2013. The purpose of this relocation was to provide two doors for the safety of committee members and students. This location allows students to become familiar with Career Service's programs and services. Updated technology is also available in this location.
- Counseling and Psychology Services (CAPS) has been added as a university resource representative. They have been invited to specific committee meetings to provide expertise and support to the voting members as well as the students.
- Converted the appeal paperwork and review process to an electronic file system. The GradInfo system was vetted during the Fall 2013 semester and implemented for committee use in Spring 2014. Committee members were trained on FERPA and the GradInfo electronic file review process. The case files are now stored electronically within a secure drive.

Report of Activity:

For the academic year ending April 30, 2014 the Admissions and Standards committee heard **295 cases** (41.9% decrease; 508 cases in 2012-2013).

Admission Appeals – 156 (Admitted 3; 1.9%) / (48% decrease; 300 cases in 2012-2013; Admitted 4; 1.3%)

The decrease in cases for specifically for FTIC students might be caused by the increased number of students being placed on the waitlist instead of outright denying. Final waitlist decisions will be made by May 31st. The summer 2014 FTIC case load may increase after students receive the decision letter. All denied

students who contact Undergraduate Admissions are counseled on their options (e.g., appeal, DirectConnect, and others specific to the student).

Admission Appeals			
Admission Type	Total Appeals	Approved	Denied
First Time In College	106		106
Transfer	50	3	47

Readmission Appeals – 52 (Approved 3; 5.8%) / (49% decrease; 102 cases in 2012-2013; Approved 15; 14.7%)

Readmission Appeals			
Type of Readmission	Total Appeals	Approved	Denied
Early Readmit	8	2	6
Immediate Readmit	3		3
Served Full Academic Suspension	41	1	40

Of the three students readmitted following disqualification; two are off probation and in good academic standing (UCF GPA above a 2.0) and one was excluded.

Readmission under Academic Amnesty – 7 Cases (Approved 7; 100%)
(30% decrease: 10 cases in 2012-2013; Approved 9; 90%)

Of the seven students readmitted under the Academic Amnesty program, 5 students completed the program in Spring 2014 with a cumulative GPA for the two terms of coursework with a 2.5 or greater. The other 2 students started in Spring 2014 and are making satisfactory progress within the program with grades of “C” or better.

Administrative Record Changes – 80 Appeals (Graduate 11, Approved 6 = 54.5%; Undergraduate 69, Approved 24 = 34.8%) / (16% decrease; 96 cases in 2012-2013; Graduate 11, Approved 8 = 72.7%; Undergraduate 85, Approved 29 = 34%)

Administrative Appeals				
Student Type	Action	Total Appeals	Approved	Denied
Graduate	Late Drop	3		3
Graduate	Late Swap	1	1	
Graduate	Late Withdrawal	4	3	1
Graduate	Medical Withdrawal	3	2	1
Undergraduate	Late Add	5	3	2
Undergraduate	Late Drop	32	12	20
Undergraduate	Late Grade Forgiveness	9	1	8

Administrative Appeals				
Student Type	Action	Total Appeals	Approved	Denied
Undergraduate	Late Withdrawal	9	4	5
Undergraduate	Medical Withdrawal	13	5	8
Undergraduate	Reinstatement	1		1

Policy recommendations:

The committee has no policy recommendation at this time.

Please contact Dr. Torres at (407)823-5001 or chanda.torres@ucf.edu if you have any questions.

CC: Admissions and Standards Committee