



MEMORANDUM

TO: Dr. Keith Koons, 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 2014 - 2015

Date: July 20, 2015

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 annual training for all current and new committee members. The training provided the following workshops and presentations:
 - Admissions and Standards Orientation: This orientation included an overview and presentation of the Admissions & Standards Committee Operating Guidelines, the 2013-2014 Annual Report, the committee membership list, and the meeting calendar for the 2013-2014 academic year.
 - Appeal Process Review: This training session included Introductions to office representatives and an overview of the appeals process for each office (Academic Services, Registrar's Office, College of Graduate Studies, and Undergraduate Admissions).
 - FERPA training: This training session included an in-depth and detailed explanation from the Registrar's Office on FERPA policies and procedures and how to go about situations that involve FERPA-related materials.
 - CAPS and Academic Services: This collaborative presentation by the Office of Counseling and Psychological Services and Academic Services focused on understanding mental illness, pre-existing conditions, and the medical withdrawal policy.
 - Financial Aid and Student Accounts: Financial Aid and Student Accounts worked together to develop a joint presentation that included timelines, information on financial aid disbursement, and information on when students are dropped for non-payment.
 - Registrar's Office: A presentation by the Registrar's Office provided further insight into the wait list process and grade forgiveness policies.
 - Student Disability Services: This session included a presentation from Student Disability Services and a shortened version of their "Examining the Real Disability Barriers" workshop.
 - Academic Services: This final presentation by Heath from Academic Services included a wrap-up for the semester, some suggestions for the Admissions & Standards committee moving forward, and information on late drop, medical withdrawal, and late add policies.
 - An evaluation was conducted on the training that was developed and all of the committee members who participated in the evaluation rated the training as either "outstanding" or "good"! According to the evaluation that was conducted, no committee member had a negative perception of the training program.

Report of Activity:

For the academic year ending April 30, 2015 the Admissions and Standards committee heard **270 cases** (8% decrease; 295 cases in 2013-2014).

Admission Appeals – 137 (Admitted 0; 0%) / (12% decrease; 156 cases in 2013-2014; Admitted 4; 1.9%)

Admission Appeals			
Admission Type	Total Appeals	Approved	Denied
First Time In College	100	0	100
Transfer	37	0	37

Readmission Appeals – 62 (Approved 3; 4.8%) / (19% increase; 52 cases in 2013-2014; Approved 3; 5.8%)

Readmission Appeals			
Type of Readmission	Total Appeals	Approved	Denied
Early Readmit	12	1	11
Immediate Readmit	5	1	4
Served Full Academic Suspension	45	1	44

Of the four students readmitted following disqualification; one is no longer enrolled, Three are off probation and in good academic standing (UCF GPA above a 2.0), and one was excluded.

Readmission under Academic Amnesty – 4 Cases (Approved 4; 100%)
(43% decrease: 7 cases in 2013-2014; Approved 7; 100%)

Of the four students readmitted under the Academic Amnesty program, 1 student completed the program in Spring 2015 with a cumulative GPA for the two terms of coursework with a 2.5 or greater. 2 students started in Spring 2015 are making satisfactory progress within the program with grades of “C” or better, while 1 student withdrew from courses and was dismissed from the program.

Administrative Record Changes – 67 Appeals (Graduate 7, Approved 1 = 14.2%; Undergraduate 60, Approved 23 = 38%) / (16% decrease; 80 cases in 2013-2014; Graduate 11, Approved 6 = 54.5%; Undergraduate 69, Approved 24 = 34.8%)

Administrative Appeals				
Student Type	Action	Total Appeals	Approved	Denied
Graduate	Late Drop	1	0	1
Graduate	Late Swap	0	0	0
Graduate	Late Withdrawal	2	0	2
Graduate	Medical Withdrawal	4	1	3
Undergraduate	Late Add	5	4	1
Undergraduate	Late Drop	28	11	17
Undergraduate	Late Grade Forgiveness	9	1	8
Undergraduate	Late Withdrawal	5	1	4
Undergraduate	Medical Withdrawal	11	6	5
Undergraduate	Reinstatement	2	0	2

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