



## Admissions and Standards Committee Annual Report Memorandum

To: Dr. William Self, Vice Chair, Faculty Senate  
Dr. Maribeth Ehasz, Vice President, Student Development and Enrollment Services

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

Subject: Committee Action Report for Academic Year 2016 - 2017

Date: July 18, 2017

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 College 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

### Implementations:

- Orientation and training for all current and new committee members.
  - Admissions and Standards Orientation:
    - Overview of the Admissions & Standards Committee Operating Guidelines
    - 2015-2016 Annual Report
    - Committee Membership List
    - 2016-2017 Meeting Calendar
  - Admissions and Standards Training:
    - Family Educational Rights and Privacy Act (FERPA)
      - Overview of the FERPA regulations – Registrar's Office
    - Counseling and Psychological Services (CAPS)
      - Understanding Mental Illness and Pre-existing Conditions – Office of Counseling and Psychological Services



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- Student Accessibility Services
  - Overview of Student Accessibility Services – Office of Student Accessibility Services
- Title X
  - Introduction to Title IX - Office of Student Rights and Responsibilities
- Financial Aid
  - Financial Aid Disbursement vs Drop Dates for No Payments - Office of Student Financial Assistance
- A training assessment was completed on May 2, 2017, which will contribute to future training considerations stated:
  - 70% of participants strongly agreed that the learning objectives and outcomes pertaining to the following areas (Admission & Standards New Member Orientation, FERPA Rules & Regulations, Counseling and Psychological Services, Student Accessibility Services, Title IX and Student Financial Aid) were successfully achieved.
  - 57% of participants strongly agreed that the presenters of the training sessions were well prepared.
  - 86% of participants strongly agreed or agreed that the trainings assisted their roles as an A&S Committee member.
  - 71% of participants indicated that their overall rating for the 2016-2017 trainings were outstanding.
  - Financial Aid and Title XI were the top topics that participants felt was most important to learn about during the yearlong training.

### Report of Activity:

For the 2016-2017 academic year, starting on May 3, 2016 and ending on May 2, 2017, the Admissions and Standards committee heard **220 cases** (9.4 % decrease; 243 cases in 2015-2016).

**Admission Appeals – 54 cases (Admitted 2; 3.7%) / (50.46% decrease; 109 cases in 2015-2016; Admitted 0)**

Admission Appeals			
Admission Type	Total Appeals	Approved	Denied
First Time In College	39	0	39
Transfer	15	2	13

**Readmission Appeals – 85 (Approved 8; 9.4%) / (117.95% increase; 39 cases in 2015-2016; Approved 3; 4.8%)**

Readmission Appeals			
Type of Readmission	Total Appeals	Approved	Denied
Early Readmit	8	1	7
Immediate Readmit	21	6	15
Served Full Academic Suspension	56	1	55

Of the eight students readmitted following disqualification; 3 students currently have a UCF GPA above a 2.0



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**Readmission under Academic Amnesty – 3 Cases (Approved 2; 66.7%)** (85.7% decrease; 7 cases in 2015-2016)

3 students have completed the program and 1 is currently enrolled.

Of the three students readmitted under the Academic Amnesty program, 1 student completed the program in spring 2017 with a cumulative GPA for the two terms of coursework with a 2.4 or greater. 1 student is making satisfactory progress within the program.

**Administrative Record Changes – 78 Cases (Graduate 1, Approved 0 = 0%; Undergraduate 77, Approved 28 = 36.4%)** / (12.36% decrease; 89 cases in 2015-2016; Graduate 6, Approved 5 = 83%; Undergraduate 83, Approved 37 = 45%)

Administrative Appeals				
Student Type	Action	Total Appeals	Approved	Denied
Graduate	Late Drop	1	0	1
Graduate	Late Swap	0	0	0
Graduate	Late Withdrawal	0	0	0
Graduate	Medical Withdrawal	0	0	0
Undergraduate	Late Add	0	0	0
Undergraduate	Late Drop	35	7	28
Undergraduate	Late Grade Forgiveness	7	0	7
Undergraduate	Late Withdrawal	5	3	1
Undergraduate	Medical Withdrawal	27	17	10
Undergraduate	Reinstatement	3	1	3

### Policy Recommendations:

- **Medical Withdrawal Policy Changes**

The revised Medical Withdrawal policy has been approved and will appear in the 2017-2018 catalog. This policy not only meets federal and state requirements, but it is more student-friendly by providing parameters.

- **Late Grade Forgiveness Changes**

Late Grade Forgiveness processes will now be handled through the Registrar’s Office.

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

CC: Admissions and Standards Committee