



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: Mark Gumble, Chair
Admissions and Standards Committee Designee

Subject: Committee Action Report for Academic Year 2018 - 2019

Date: May 17th, 2019

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.

Voting committee members for this academic year include:

Faculty Representatives: Niels da Vitoria Lobo, Paul Desmarais, Shellene Mazany, Thomas Vitale, Karisa Workman, Tingting Zhang,

Student Representatives: Robert Hill, Raven Sansbury,

Professional Staff: Germaine Graham, Ana Mack, Traci Milbuta, Pam Rea, Angelia Smith, and Peter Wallace.

Committee Chair: Mark Gumble

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 withdrawals.

Trainings:

- Orientation and training for all current and new committee members.
 - Admissions and Standards Orientation:
 - Overview of the Admissions & Standards Committee Operating Guidelines
 - 2017-2018 Annual Report
 - Committee Membership List
 - 2018-2019 Meeting Calendar



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- Admissions and Standards Training:
 - Family Educational Rights and Privacy Act (FERPA)
 - Overview of the FERPA regulations – Registrar’s Office
 - Review of A&S Guidelines including requested feedback for modification
 - Review of BOG Regulations 7.002.10 (c) and 7.002.11
 - Review of 2014-2019 case load trends

Report of Activity:

For the 2018-2019 academic year, starting on May 15, 2018 and ending on April 30, 2019, the Admissions and Standards committee heard **217 cases** (12.4% increase; 193 cases in 2017-2018).

Admission Appeals –131 cases (Admitted 1; 1%) / (37.9% increase; 95 cases in 2017-2018; Admitted 0)

Admission Appeals			
Admission Type	Total Appeals	Approved	Denied
First Time In College	105	1	104
Transfer	26	0	26

Readmission Appeals – 47 (Approved 5; 10.6%) / (6.0 % decrease; 50 cases in 2017-2018; Approved 10; 20%)

Readmission Appeals			
Type of Readmission	Total Appeals	Approved	Denied
Amnesty	2	2	0
Early Readmit	5	1	4
Immediate Readmit	11	2	9
Served Full Academic Suspension	29	0	29

Of the three students readmitted following disqualification; 3 students had a UCF GPA above a 2.0

Readmission under Academic Amnesty – 2 Cases (Approved 2; 100.0%) (33.3% decrease; 3 cases in 2017-2018)

1 student has completed the program and 1 student did not maintain program requirements.

Administrative Record Changes –39 Cases (Graduate 2, Approved 0 = 0%; Undergraduate 37, Approved 9 = 24.3%) / (13.30% decrease; 45 cases in 2017-2018; Graduate 0, Approved 0 = 100%; Undergraduate 45, Approved 8 = 17.7%)



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Administrative Appeals					
Student Type	Action	Total Appeals	Approved	Denied	Tabled
Graduate	Late Drop	2	0	2	0
Graduate	Late Swap	0	0	0	0
Graduate	Late Withdrawal	0	0	0	0
Graduate	Medical Withdrawal	0	0	0	0
Undergraduate	Late Add	1	1	0	0
Undergraduate	Late Drop	8	2	6	0
Undergraduate	Late Grade Forgiveness	2	0	2	0
Undergraduate	Late Withdrawal	0	0	0	0
Undergraduate	Medical Withdrawal	26	6	18	2*
Undergraduate	Reinstatement	0	0	0	0

- * Two cases tabled are pending additional documentation from the student. Each case is expected to be finalized in May 2019.

Policy Recommendations:

- It is recommended that the A&S Guidelines are updated to best reflect its purpose in alignment with UCF Regulation 1.014 and faculty senate Bylaws.
- Update language about academic record change process and appeals on various UCF webpages to reflect any changes to the guidelines.
- Annual training of the UCF academic advising community about the academic record change and appeal process.

Please contact Mark Gumble at (407) 823-5897 or mark.gumble@ucf.edu if you have any questions.

CC: Admissions and Standards Committee