



Admissions and Standards Committee Annual Report Memorandum

To: Dr. Joseph Harrington, 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 2019 - 2020

Date: August 12, 2020

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: Paul Desmarais, Shellene Mazany, Karisa Workman, Tingting Zhang, Kelly Jennings and Patricia Farless.

Student Representatives: Deyenira Gonzalez and John Tuley (Fall and Spring semesters), Erving Rodriguez (started in the Summer Semester)

Professional Staff: Meena Datta (started in spring 2020 replacing Traci Milbuta), Kimberly Foy started in spring 2020 replacing Pamela Rea), Germaine Graham, Ana Mack, 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 for new members:
 - Meets with the chair for an introductory welcome and discussion
 - Provided a copy of the Admissions & Standards Committee Operating Guidelines



Admissions and Standards Committee Annual Report Memorandum

- Provided a copy of the 2018-2019 Annual Report
 - Provided a copy of the 2019-2020 Committee Membership List
 - Provided with information on Microsoft Teams
 - Receives and submits a Confidentiality Agreement form
- Admissions and Standards Training for members:
 - Family Educational Rights and Privacy Act (FERPA)
 - Overview of the FERPA regulations – Registrar’s Office
 - Provided updates on enrollment strategies from Gordon Chavis, Associate VP for Enrollment Services
 - 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
 - Communication:
 - Chair met with John Sacher, Interim Director of Academic Services, to review A&S trends and discussed recommendations to standard operating procedures between Academic Services and the A&S Committee.
 - Chair provided A&S updates to the Academic Advising Committee (AAC) and introduced new Interim Director of Academic Services for overview and updates
 - Chair met with John Sacher, Interim Director Academic Services and Brian Boyd, University Registrars to continue discussion on updates for the UCF Undergraduate Catalog for with recommended policy changes for 2020.
 - Chair provided recommendations of policy changes to Melody Bowdon, Associate Vice Provost, Academic Administration and Associate Dean, College of Undergraduate Studies

Report of Activity:

With notification in February 2020 of the passage of Resolution 2019-2020-18 Faculty Senate Bylaw Change – Joint Committees and Councils Annual Report, the annual reporting cycle for the A&S Committee has changed. This committee will now operate on the annual year encompassing fall, spring, and summer semesters. All past annual reports have operated on a summer, fall and spring reporting schedule. Due to this change, the summer 2019 semester case numbers are not included in any annual report but will be mentioned here for historic purposes and to reflect the entirety of this committees’ work.

For the Summer 2019, starting on May 1, 2019 and ending on August 20, 2019, the Admissions and Standards committee heard **125 cases** (10.6% increase; 113 cases in Summer 2018).

Admissions – 88 cases, Readmission – 13 cases and Administrative Changes – 24 cases.

For the Annual Year 2019-2020, starting on August 21, 2019 and ending on August 4, 2020, the Admissions and Standards committee heard **276 cases** (7% increase, 258 cases in Annual Year 2018-2019 – fall, spring and summer)



Admissions and Standards Committee Annual Report Memorandum

Admission Appeals –

206 cases (Admitted 1; < 1%) / (15% increase; 179 cases in 2018-2019)

Admission Appeals			
Admission Type	Total Appeals	Approved	Denied
First Time In College	167	1	166
Transfer	39	0	39

Readmission Appeals –

10 (Approved 1; 1%) / (78.7% decrease; 25 cases in 2018-2019)

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

Of the one student readmitted following disqualification; one student had a UCF GPA above a 2.0

Readmission under Academic Amnesty – 1 Case (Approved 1; 100.0%) (50% decrease; 2 cases in 2018-2019)

The one student is still active in the program.

Administrative Record Changes –

59 Cases (Graduate 0, Undergraduate 59, Approved 20 = 33%) / (21.5% increase; 51 cases in 2018-2019)

Administrative Appeals				
Student Type	Action	Total Appeals	Approved	Denied
Graduate	Late Drop	0	0	0
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	15	4	11
Undergraduate	Late Grade Forgiveness	0	0	0
Undergraduate	Late Withdrawal	1	0	1
Undergraduate	Medical Withdrawal	43	16	27
Undergraduate	Reinstatement	0	0	0



Admissions and Standards Committee Annual Report Memorandum

Policy and Procedure Recommendations:

- A&S committee has forwarded recommendation for various policy and procedural changes to the Registrar's Office and the Division of Student Learning and Academic Success during the 2019-20 academic year. They include:
 - Undergraduate students who have been academically disqualified from UCF cannot appeal to the A&S committee for readmission prior to completing a full year suspension (spring, summer, and fall) and without prior approval from their respective college;
 - To clarify the language in the UCF catalog that undergraduate students who are academically disqualified with a grade point deficiency of thirty (30) grade points or greater, or who have been excluded are not eligible for readmission to the university and cannot appeal to the Admissions and Standards Committee for readmission;
 - Students who have been denied a full medical withdrawal by Academic Services because they have completed course(s) are not eligible to appeal to the Admission and Standards committee. This is in adherence to BOG regulation 7.002.10.c.1 1. (Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s));
 - Academic Services petition paperwork students are required to fill out for medical withdrawals is updated to be reflective of information needed to make a sound decision, and to reduce barriers of petitioning and or appeals by the student (Example; Release of Information for the UCF Counseling and Psychological Services (CAPS) is updated so students only need to seek a release one time for the academic petition and appeal process;
 - The Reconnect Policy and Procedure option contained within the Admissions and Standards guidelines is excluded as a means for students to seek readmission to the university. The successful UCF Direct Connect program serves as a means readily available for students to gain admissions to UCF who were previously academically disqualified from UCF;
 - Students seeking a late add to a course at UCF is not eligible for appeal to the Admissions and Standards committee if not approved by the respective college offering the course. There is no reference to a late add policy in the UCF catalog.
- Recommend annual training for 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