

University Standing Committee on Admissions (Undergraduate)
Monday, April 17, 2023
Zoom meeting
Minutes

Call to Order: 10:05 am

- Members Present: Melissa Merrill (chair), Charles Clift, Tameka Whitaker, Cathy Crossland, Antonio Planchart, Daniel Monek, Dave Provost, Erin Dixon, Krista Ringler, Cynthia Zuckerman Hyman, Tushar Ghosh, Jon Westover
- Meeting Adjourned: 10:29 am

Approval of minutes from 2/13/23 moved by Cathy Crossland, seconded and approved by members.

After the last meeting, Erin Dixon and Melissa Merrill worked together to revise the two prompts and presented the draft language to the committee for feedback. One member suggested that the University try to limit what students upload or post a disclaimer about submitted inappropriate information, such as mugshots and police records. Charles Clift indicated that the system cannot limit what is uploaded but that the Supporting Documentation instructions in the Resource Guide indicate what is appropriate to submit for different situations.

Then Melissa and Erin presented their suggested revisions and format of the Suspension Appeal window in MyPack. After a brief discussion, the following language approved by the committee:

IMPORTANT: The Committee will be using the following rubric to review your Appeal (add LINK to the rubric).

Prompt #1: Explain to the Committee, what specific circumstances led to your academic situation. You should reflect upon your self-assessment and utilize the Appeal Resource Guide (add LINK to the Resource Guide).

Prompt #2: Explain to the Committee, what has changed and what plans you have in place that will prevent this from happening in the future and allow you to be successful. This should include what resources you will utilize to be successful.

The Committee agreed that these changes should be in place if possible by the time students are notified they have been suspended in May after Spring 2023 grades post.

Erin indicated that some appeals were pending for summer and fall and asked members to review those appeals so students could be notified as soon as possible. The term for summer is 2236 and the term for fall is 2238. The meeting ended by Melissa reminding everyone that members who were rolling off this committee for the academic year were still officially on the committee until June 30th and would still have access to review appeals until then.

Important Appeal Dates

Term	Appeal Available	Appeal Deadline*	Notification Date
Summer I 2023	September 12, 2022	May 15, 2023	May 16, 2023
Summer 2 2023	September 12, 2022	June 22, 2023	June 23, 2023
Fall 2023	January 30, 2023	August 14, 2023	August 16, 2023
Spring 2024	September 11, 2023	January 4, 2024	January 5, 2024

These dates are subject to change. Decisions may be returned prior to the final Notification Date.

*Deadline for students appealing for continuation eligibility. Students appealing for financial aid eligibility **only** are encouraged to submit the appeal prior to the first day of class for the appeal term.

International Students appealing for Fall eligibility should submit appeals by the Summer II deadline.

****Summer Appeals:** Students may only submit one appeal for Summer. Students who appeal by the Summer I deadline may enroll in any Summer term.