

University Standing Committee on Admissions (Undergraduate)

Thursday, December 8, 2022

Zoom meeting

Minutes

Call to Order: 11:04 am

- Members Present: Melissa Merrill (chair), Charles Clift, Tameka Whitaker, Traci Lamar, Carrie Zeln, Jordie Batts, Neal Parker, Cynthia Zuckerman Hyman, Cathy Crossland, Tameshia Baldwin, Antonio Planchart, Katie Cartmell
- Meeting Adjourned: 12:26 pm

Approval of minutes from 10/6/22 moved by Cathy Crossland, seconded and approved by members.

Subcommittee members presented the draft of the evaluation rubric and the Appeal Resource Guide. Members discussed the criteria that should be used to evaluate each student's appeal and some wording was updated to more clearly convey what the committee would be looking for in student responses. Jordie explained the process and what students are told when they are suspended and members suggested adding the "grade exclusion" information to the Appeal Resource Guide. After a lengthy discussion, members agreed to release the Guide to suspended students and use the rubric to evaluate appeals submitted after December 19<sup>th</sup>, when current students are notified of their suspension. The group decided that in early Spring 2023 we will get back together to reflect on the process and the rubric and make adjustments if needed before the May 2023 suspension notifications get released.

Melissa then reminded the members about which review teams each was on, the timeline for reviewing appeals and then walked through the MyPack Appeal screens to be sure all members knew where to find the appeals, had access to supporting documents, and how to vote on cases. Melissa will send emails throughout the Winter Break to remind members to review cases and make decisions as soon as possible so students could make Spring 2023 plans. The group discussed this timing and the issue with a student being able to contact an academic advisor while the University is closed. Charles acknowledged that this is an issue but said that data clearly indicates that if students are required to sit out a semester, they are less likely to return to NC State. Jordie reminded the committee that students will be notified on 12/19 if they have been suspended and that they have until January 4, 2023 to submit an appeal and we need to have notified them of the decision by COB on January 5, 2023.

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**Important Dates:**

<b>Term</b>	<b>Appeal Available</b>	<b>Appeal Deadline*</b>	<b>Notification Date</b>
Summer II 2022**	September 13, 2021	June 23, 2022	June 24, 2022
Fall 2022	January 31, 2022	August 15, 2022	August 16, 2022
Spring 2023	September 12, 2022	January 4, 2023	January 5, 2023
Summer I 2023	September 12, 2022	May 15, 2023	May 16, 2023

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.