



**Policy: 04-09-00**

## **Student Admissions Committee**

OFFICE OF RECORD: Academic Affairs

ISSUED BY: Vice President for Academic Affairs

APPROVED BY: 04-09-00

EFFECTIVE DATE: 12/16/98 Revised 8/6/09

### **Policy**

It is the policy of Dakota State University to allow students to appeal their academic status (See DSU policy 03-30-00 Appealing Academic and Administrative Decisions). These appeals are reviewed, decided and documented by the Student Admissions Committee.

### **Procedure**

The composition of the Student Admissions Committee is made up of one faculty representative from each of the colleges, the Student Development Faculty Associate, the Director of Student Development as an ex-officio member and the Director of Admissions as an ex-officio member. Faculty representatives are appointed by their colleges and serve for two-year terms. Each college will appoint an alternate representative also. The committee should select the chair from the faculty on the committee. The Enrollment Services Office will provide clerical assistance to the committee.

The Student Admissions Committee reviews all student applications for students who do not meet regular admission criteria, including:

1. Probationary admission for students with over 24 hours of college credit with former grade point averages of less than 2.0 who have not been academically suspended,
2. Readmission from academic suspension.

The Student Admissions Committee has two distinct functions:

1. Reviewing files for probationary admissions: The committee reviews petitions for admission along with the supporting documentation provided by the student as requested in the Application for Probational Admission let-

ter. The committee reviews these requests for completeness and for the determination of extenuation. (See DSU policy 03-30-00 Appealing Academic and Administrative Decisions). The committee may determine admissibility, set specific course requirements, recommend faculty advisor, limit academic programs and set limits for term registration.

2. Meeting with students seeking readmission: The Student Admissions Committee will review petitions for readmission along with the supporting documentation provided by the student as requested in their Petition for Readmission letter. In addition, the committee will meet to interview the student seeking readmission. The committee reviews these requests for completeness and for the determination of extenuation. (See DSU policy 03-30-00 Appealing Academic and Administrative Decisions). The committee may determine admissibility, set specific course requirements, recommend faculty advisor, limit academic programs and set limits for term registration.

Appeal of any decision by the Student Admissions Committee is made to the Vice President for Academic Affairs (see DSU policy 03-30-00 Appealing Academic and Administrative Decisions).

The Student Admissions Committee will develop operational guidelines to insure that specific requirements set for students as a basis for their admission or re-admission to Dakota State University are met by the student. If/when it comes to the attention of any DSU faculty or staff person that there has been any failure by the student to adhere to the set requirements, that faculty or staff person should contact the Director of Student Development, who may recommend immediate suspension to the Vice President for Academic Affairs or the Vice President for Student Affairs.

#### Operational Guidelines

1. The Enrollment Services Office will provide clerical assistance in sending appropriate letters and collecting materials for the application/reapplication file. The Enrollment Services Office will also send a letter to students whose status is pending.
2. The Enrollment Services Office is responsible for processing conditional admission student applications and probational admissions students with less than 24 hours of college credit completed.
3. Students must complete their file including the petition prior to making an appointment. Upon completion of the file, the Enrollment Services Office will request committee members to perform file reviews or make appoint-

ments for the student to meet with the committee.

4. The committee will establish a meeting schedule for the academic year. Student appointments will be scheduled for those meetings. Appearance before the committee may be in person or via conference telephone call.
5. Meetings will take place only with access to a networked computer and necessary authorization to assign advisors, register for classes, and flag/lock registrations.
6. Students seeking appointments with the Student Admissions Committee will be reminded of the admission/suspension policies and the need for extenuating circumstances. Before an immediate appeal the student must contact a designated faculty committee member to provide a brief explanation of extenuation.
7. The chair of the Student Admissions Committee will be selected at the beginning of each academic year and serve until selection of the successor.
8. The chair of the Student Admissions Committee is responsible for notes at the meetings and recorded decisions of the committee. There must be at least three faculty members of the Student Admission Committee present at meetings for decisions to be made. Decisions are made through consensus process.
9. The Student Admissions Committee will summarize recommendations for admission/readmission requirements for each of the students, such as recommended or required courses, suggested advisors, maximum number of credits, etc. to be provided to the student and e-mailed to the advisor immediately.
10. Decisions resulting in admission or readmission of a student along with committee recommendations are reported to the Academic Vice President. Letters regarding the decisions are sent to the student, with copies sent to the Enrollment Services Office, the Student Development Office, the Assessment Office, and the advisor. In addition, when a student is admitted or readmitted by the Student Admissions Committee the Senior Secretary of the college of the affected student's major field and the faculty teaching courses in which the student is enrolled are notified.