Extraordinary Admissions Protocol

Protocol for Committee on Extraordinary Admissions
The University of North Carolina at Greensboro
(Last reviewed August 8, 2013)

1. Purpose

The University strives to evaluate fairly and accurately applications for admission in order to ensure equality of educational opportunity while fostering an environment that promotes education, research and service. The development and safety of all members of the University community are also important objectives. On occasion the Admissions Officer {1} a need for advice from, or consultation with, knowledgeable professionals on legal, psychological, behavioral or other issues arising during admissions decision making. The purposes of this protocol are to establish an advisory body to assist the Admissions Officer in providing a procedural framework for evaluation of extraordinary admissions cases, or to review any denied admissions appeals, including a decision to rescind an admission that has already been granted.

2. Committee on Extraordinary Admissions

Accordingly, a Committee on Extraordinary Admissions will be constituted, to be composed of the following members:

a. In cases of either undergraduate or graduate applicants
   1. The Vice Chancellor for Student Affairs or his {2} designee;
   2. The Associate Director of the Counseling Center
   3. Associate Vice Chancellor for Human Resources
   4. General Counsel
   5. Admissions Officer or designee

b. In cases of undergraduate applicants (in addition to the members listed in (a).)
   1. A representative of the Faculty Enrollment Management Committee to be appointed by the Chair of that Committee

c. In cases of graduate applicants (in addition to the members listed in (a).)
   1. A representative of the Graduate School to be appointed by the Dean of the Graduate School
   2. A representative of the Graduate Studies Committee to be appointed by the Chair of that Committee

The Vice Chancellor for Student Affairs or his designee shall act as Committee Chair.
3. Authority of the Admissions Officer

The Admissions Officer or designee is the final decision-maker on admissions, subject only to review on appeal as set out in The Code of the Board of Governors of the University of North Carolina.

The Admissions Officer may (but is not required to) refer any admissions case to the Committee on Extraordinary Admissions for the purpose of seeking advice and consultation in the decision making process or to review any denied admissions appeals, including a decision to rescind an admission that has already been granted. Normally referrals will occur in those cases presenting difficult or unusual legal, emotional, behavioral, or other issues which, in the judgment of the Admissions Officer, may result in the admission of a person who, while otherwise meeting objective admissions criteria, might jeopardize the safety of the University community or the educational interests of the University or for whom the stress of the academic environment may be destructive to the person's physical or mental health.

4. Authority of the Committee of Extraordinary Admissions

The Committee is advisory. It will review and evaluate any admissions case referred to it by the Admissions Officer. The scope of that review and evaluation will be jointly decided by the Committee and the Admissions Officer or Dean of Students. The Committee may obtain and review any records deemed necessary to carry out the evaluation including, but not limited to, application documents, records pertaining to the applicant's behavior (for example, court documents in the case of a criminal conviction, or a statement from the student's previous school in a case involving academic dishonesty or violation of a disciplinary rule), and medical or psychological records with consent of the applicant. The Committee may also interview the applicant or any other person having relevant knowledge.

The Committee may, in its discretion, seek to have the applicant's present condition evaluated, at University expense, by a mental health professional of the Committee's choice, with notice to the applicant that the results of such an evaluation will be communicated to the Committee and the Director of Admissions, but neither the Committee nor the Director will be bound by the recommendations contained in such an evaluation.

5. Appeal Procedures

The decision of the Admissions Officer may be appealed to the Extraordinary Admissions Committee only if it is contended that: (a) a provision set forth in the Admissions Policy has been violated; or (b) the decision not to admit the individual or to rescind admission resulted from a material procedural error in the admissions or appeal process. Such an appeal shall be lodged by the applicant-appellant with the Admissions Officer within three (3) days after the appellant has received the letter communicating the
University’s decision. The appeal shall be in writing and shall set forth the grounds for the appeal.

The Extraordinary Admissions Committee does not conduct hearings. An applicant for admission has no right to appear before the Committee either in person or through counsel.

When the Admissions Officer refers a case to the Committee, the request will be forwarded in writing, along with pertinent documentation, to the Committee Chair who will convene the Committee.

The Committee should consider all of the information presented by the Admissions Officer and any other information that it believes is relevant, e.g., interviews, psychological evaluations, and criminal records.

The Committee will make a record of any interviews it conducts, either by taped recording, or written notes.

When the Committee has completed its review and evaluation of a case, it will prepare a written assessment, including its recommendations, for submission to the Admissions Officer. The assessment need not contain detailed findings and conclusions, but should provide the rationale for the Committee's recommendations agreed upon by a majority vote. A dissenting opinion, if any, may also be submitted. The assessment (and dissenting opinion, if any), along with the record of any interviews which were conducted and any documents which were considered, shall be made a part of the applicant's files in the Admissions Office. The decision of the Committee is final.

FOOTNOTES

{1} Throughout this document the term "Admissions Officer" shall be understood to refer to the Director of Undergraduate Admissions, the Dean of Continuing Learning in his capacity as decision maker concerning admission of undergraduates or other programs under his division, and the Dean of the Graduate School.

{2} Throughout this document, the masculine pronoun shall be understood to refer to the feminine and the plural as appropriate.