

FSU-5.003 University Undergraduate Admission Committee Procedures.

~~(1) General.~~

~~(a) Members of the University Admissions Committee are appointed by the Executive Vice President and admissions policy recommendations originating with the Committee are reported to the Executive Vice President. The Committee is reported to the Executive Vice President. The Committee membership is as follows: 6 Faculty members with 3-year terms, 2 Student members with variable terms, and 4 Ex-officio members — University Registrar, Director of Admissions, Director of Horizons Unlimited, and Director of Articulation Affairs with continuing membership. The Committee is concerned with ruling on appeal cases relating to undergraduate admission and recommending policy regarding University admission, subject to the ultimate authority and discretion of the President.~~

~~(b) The Committee will regularly meet during the fourth and eighth weeks of each quarter, with the date, time and location to be determined and announced by the Committee Chairperson. Additional meetings may be called by the Chairperson as needed. At each meeting the Committee will consider appeal cases which have occurred, with the remainder of the meeting periods being used to address other Committee business.~~

~~(c) The Director of Admissions will serve as Executive Secretary to the Admissions Committee. The Executive Secretary is responsible for: preparing appeal cases, making the full academic record for each appeal case available in the Admissions Office to the Committee membership at least one full day prior to the committee meeting in which the case is to be considered, interceding on behalf of the Committee when direct contact between the student and the Committee is requested, and recording and distributing the minutes of each Committee meeting. The voting record for each meeting will become a part of the minutes for that meeting. The Executive Secretary will prepare in advance of each Committee meeting a file on each applicant appealing to the Committee. The file will contain the appellant's application, supporting documentation, and a completed Appeal Worksheet. An Attendance and Voting Record will be prepared by the Executive Secretary and executed by: entering each~~

~~applicant's name and status on the Record and recording the vote by the Committee membership. The Committee may not take action on any application the Committee believes to be incomplete.~~

~~(d) The Committee complies with the Florida "government in the sunshine" ruling. Students making appeal must submit a detailed letter to the committee carefully describing and documenting~~

~~special circumstances constituting the basis for the appeal. Students may discuss their appeal with individual Committee members prior to regular Committee meetings. Requests for Committee member contact must be made through the Executive Secretary of the Committee.~~

~~(2) Voting Procedures.~~

~~(a) All members of the Committee, except the Director of Admissions and Committee Chairperson, are eligible to vote on appeal cases. All members of the Committee, except the Committee Chairperson, are eligible to vote on policy recommendations and other business of the Committee. The Committee Chairperson may vote in order to break a tie vote.~~

~~(b) Appeal cases and policy recommendations cannot be considered if a voting quorum is not present. A voting quorum consists of six voting-eligible Committee members. The Chairperson may be counted as a voting member in order to establish a quorum.~~

~~(c) A Committee motion regarding an admission appeal will be carried by a simple majority of the voting-eligible members present. A motion concerning admissions policy recommendations will be carried by a 2/3 majority vote of the voting-eligible members present. Voting is to be "for" or "against" the motion or "abstain" by voice or hand-raised acknowledgement. The Executive Secretary for the Committee will record the vote of each voting member and the complete voting record will become a part of the minutes of the meeting.~~

~~(d) Each applicant for admission is to be considered individually on his or her own merit. Motions to "move the list" or any portion of the list, are prohibited.~~

~~(3) Presentation of Appeal Cases.~~

~~(a) The Executive Secretary is responsible for insuring that a prescribed data record~~

is prepared for each admission appeal case and seeing that data from each record are abstracted on the appropriate Appeal Worksheet.

~~(b) The Executive Secretary will make completed appeal records available to Committee members at least one full day in advance of the meeting date on which the cases are to be reviewed. Committee members are urged to review each case at the Admissions Office prior to the Committee meeting and then bring to the Committee meeting their tentative recommendations regarding admission or questions to be raised about each case.~~

~~(c) Case presentation proceeds by:~~

~~1. Random assignment of individual cases to committee members for presentation to the full committee;~~

~~2. A courtesy motion by the committee member case presenter for admission;~~

~~3. Courtesy second to the motion;~~

~~4. Discussion of the case by the committee member case presenter followed by a general discussion by the membership; and~~

~~5. A call for the question.~~

~~Specific Authority BOG Regulation 1.001(3)(j), Reg. Procedure July 21, 2005 Law Implemented 240.227(8), 240.233 FS., 6C-6.001(1), F.A.C. History New 9-30-75, Amended 7-21-76, Formerly 6C2-5.03.~~