

# Appeal Process for Denial of College Admission

Applicants who meet minimum requirements and are denied admission to the College may appeal the denial. The decision to admit or uphold denial of admission will be based upon the individual merits of the appeal. Appeals submitted with insufficient time to complete the appeal process (eight working days) by the first day of class will be reviewed for the following semester. The appeal process shall consist of the following steps:

## 1. Admissions Staff Member

If an Admissions staff member denies admission to an applicant, the Admissions staff member shall provide the applicant with a copy of the appeal process. If the applicant wishes to appeal the denial, the staff member shall arrange an appeal meeting or conference call with the Director of Admissions/Registrar or his/her designee, within two working days of the request from the student. If the Director of Admissions/Registrar originally denied admission, the applicant may move directly to Step 3 of the appeal process.

## 2. Director of Admissions/Registrar

The applicant must submit his or her appeal in writing to the Director of Admissions/Registrar at least one working day prior to the appeal meeting. A decision shall be communicated to the applicant within two working days of the appeal meeting/conference call and provide the applicant with a written copy of the decision. If the appeal is denied, the Director of Admissions/Registrar shall discuss Step 3 of the appeal process with the applicant. If the applicant wishes to appeal the denial, the Director of Admissions/Registrar shall assist the applicant in contacting the Appeals Coordinator.

## 3. The Board of Appeals

The Appeals Coordinator shall convene the Board of Appeals within three working days of the applicant's appeal to the Board and advise the applicant of the date, time, and location of the appeal meeting. The Board of Appeals Chairperson shall notify the applicant of the Board's decision within three working days from the date of the applicant's appeal meeting and shall provide the applicant with a written copy of the decision. The Board of Appeals shall consist of the following members:

- a. Dean of the Student Affairs Division (or his/her designee)
- b. A member of the teaching faculty
- c. A counselor
- d. Appeals Coordinator or his/her designee (as recorder and nonvoting member)
- e.

The appeals process for international students shall have the following modification in membership:

1. Global Student Services Specialist or his or her designee
2. Director of Admissions/Registrar
3. Board of Appeals consisting of the following members:
  - a. The Dean of Student Affairs (Chairperson) or his/her designee
  - b. A member of the teaching faculty

- c. Global Student Services Coordinator
- d. Appeals Coordinator or his/her designee (as recorder and nonvoting member)

The decision of the Admissions Board of Appeals is final and will be reached by simple majority vote. A copy of the Board of Appeals decision shall be maintained in the Admissions Office for two years.