THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE FACULTY SENATE

Senate Document Number	<u>2515S</u>
Date of Senate Approval	<u>01/22/15</u>
Statement of Faculty Senate Action:	

FWDC 8Updates the Responsibilities and Membership of
the Enrollment Services Advisory Committee
(Faculty Handbook 10.4.7 (SD1898S)

Effective Date: Immediately

Summary: This document updates the responsibilities and membership of the Enrollment Services Advisory Committee (<u>Faculty Handbook 10.4.7</u> (<u>SD1898S</u>)

Rationale: Student appeals and petitions have been reviewed by two groups of faculty and staff with overlapping membership; however, the appeals and petitions often include multiple issues. Additionally, it has become increasingly necessary to obtain advice on student statements from staff members with expertise in health and mental health issues. The revised and expanded committee provides one committee with necessary expertise for all enrollment related appeals.

New Committee Description and Membership:

10.4.7 Enrollment Services Advisory Committee (SD XXXXX)

Purpose

The Enrollment Services Advisory committee hears student appeals and petitions related to enrollment. The committee:

1. reviews student appeals relative to admission decisions, academic actions (i.e., suspension and dismissal), and scholarships,

2. reviews student petitions for special enrollment considerations, such as tuition refunds, waiver of tuition-surcharges, and late drops/withdrawals,

3. makes recommendations to APC regarding university academic regulations, and

4. advises the Assistant Provost on other enrollment issues, as needed.

The committee, or subgroup of the committee *which must include at least one member of the faculty*, normally meets bi-weekly when classes are in session. Special meetings are called at the conclusion of each semester to review appeals of suspension and dismissal.

Membership

- Three faculty, serving staggered, two-year terms,
- Assistant Provost for Academic Administration, Dean of Students, Registrar, Director of Advising, Director of Health and Counseling Services, Associate Vice-Chancellor for Finance, and Director of Student Accounts.

Recommendations to: Assistant Provost for Academic Administration **Reports to:** the Provost