

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD1023S
Date of Senate Approval 02/02/2023

Statement of Faculty Senate Action:

EC 2/FWDC 12: Revise Responsibilities of the Enrollment Services Advisory Committee
Faculty Handbook [Section 10.4.7](#)

Effective Date: Immediately

Summary: This document updates the handbook to utilize the Enrollment Services Advisory Committee to consider and make recommendations regarding applicants who require special consideration or exception to UNC System minimum eligibility requirements for undergraduate admission.

Rationale:

As permitted by UNC System regulation, UNC Asheville may, in exceptional cases, grant admission to applicants for undergraduate admission who do not meet minimum eligibility requirements established in Section 700.1.1 of the UNC Policy Manual. The UNC System Policy requires UNCA to have a policy and process for reviewing potential exceptions to the System's Minimum Course Requirements (MCR) and Minimum Admissibility Requirements (MAR) for first-year student admissions. The process must include faculty participation within the review. This document proposes that the Enrollment Services Advisory Committee's reviews potential applicant exceptions and makes recommendations to the Chancellor and the Vice Chancellor for Admissions and Financial Aid. While this responsibility is within the committee's duties, "advises on other enrollment issues, as needed," this document codifies the process.

After committee review, exceptions to UNC System Minimum Course Requirements (MCR) are approved by the Vice Chancellor for Admissions and Financial Aid. Exceptions to UNC System Minimum Admissibility Requirements (MAR) are approved by the Chancellor and may not surpass one percent (1%) of the total number of first-time undergraduate applicants accepted in the academic year of admittance.

Revise Section 10.4.7 as follows:

10.4.7 Enrollment Services Advisory ([SD2515S](#)) ([SD1898S](#))

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. makes recommendations to the Chancellor regarding prospective exceptions to Minimum Admissibility Requirements (MAR) and makes recommendations to the Vice Chancellor for Admissions and Financial Aid regarding prospective exceptions to Minimum Course Requirements (MCR), and
5. advises 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. For decisions on recommendations regarding applicants who require special consideration or exception to MAR and/or MCR, the following members must be present: two faculty members, Director of Student Success, Registrar, Associate Director of Admission. 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;
- ~~Senior~~ Director of Student Success, Dean of Students, Registrar, Director of Advising, Director of Health and Counseling Services, ~~Senior–Associate~~ Director of Admission ~~and Financial Aid~~, and Director of Student Accounts.

Recommendations to -- ~~Senior~~ Director of Student Success

Reports to: the Provost