

## **Undergraduate Admissions Committee Standing Rules**

*Standing Rules, as of April 9, 2020*

The Undergraduate Admissions Committee decides whether to admit any potential undergraduate applicant not meeting the stated admission requirements as established by the Oregon State Board of Higher Education and who requests consideration by the Committee. Previous academic experience, test scores, recommendations, and other criteria are reviewed in the process of determining which requests for exemptions should be approved. The Committee also serves as the focal point for discussion and review of policy changes related to undergraduate admissions and makes recommendations to the Assistant Provost for Academic Programs or Faculty Senate, as appropriate.

The Committee consists of ten Faculty and one Student. Of the ten faculty members, there shall be at least five Teaching faculty, one college head advisor, one representative from International Programs, and up to two retired faculty on 1039-hour appointments. All members should be available to serve during the summer since most of the committee activity, in fact, takes place during the summer. In addition, a representative from the Office of Admissions shall be ex-officio, voting.

(05/05)

### *Revisions*

The Undergraduate Admissions Committee decides whether to admit any potential undergraduate applicant not meeting the stated admission requirements as established by the ~~Oregon State Board of Higher Education~~ **University** and who requests consideration by the Committee. Previous academic experience, test scores, recommendations and other criteria are reviewed in the process of determining which requests for exemptions should be approved. The Committee also serves as the focal point for discussion and review of policy changes related to undergraduate admissions and makes recommendations to the ~~Assistant Provost for Academic Programs~~ **Assistant Provost for Undergraduate Education** or Faculty Senate, as appropriate.

The Committee consists of **a minimum of eight and up to** ten Faculty and one Student. Of the ~~ten~~ faculty members, there shall be at least ~~five~~ **four** Teaching faculty, ~~one college head advisor~~ **two undergraduate academic advisors**, one representative from ~~Ecampus International Programs~~, **one representative from the Educational Opportunities Program**, and up to one retired faculty on a 1039-hour appointment. ~~All members should be available to serve during the summer since most of the committee activity, in fact, takes place during the summer.~~ **Members should be prepared to meet during the summer as needed.** In addition, a representative from the Office of Admissions shall be ex-officio, **non**-voting.

(05/05; 04/20)

### *Rationale*

- Per Becca Gose, General Counsel, change Oregon State Board of Higher Education to 'University'.
- Recruiting ten faculty to serve on the committee has proven difficult.
- There are a limited number of college head advisors and this requirement has proven difficult to implement. Changing this to two academic advisors, of any level, continues representation of the advising perspective while drawing committee members from a larger group. The number of teaching faculty is decreased to allow for more advisor representation.
- The committee does not review appeals from international applicants.

- The committee does frequently review appeals from Ecampus applicants and would benefit from the Ecampus perspective.
- The committee takes into consideration if students qualify for support from the Educational Opportunities Program. The committee would benefit from having a member from Educational Opportunities Program to provide their perspective. The Educational Opportunities director says that they will always have someone that can serve on the committee.
- Only a limited amount of committee activity occurs during summer.
- The representative from the Office of Admissions is non-voting.