

Admissions Exceptions Committee
Mission Statement and Bylaws
Kutztown University of Pennsylvania
Kutztown, PA 19530

Mission:

The Undergraduate Admissions Exception Committee reports to the Academic Standards and Policies Committee which reports to the University Senate. The committee is responsible for reviewing letters of reconsideration for acceptance to the university.

Bylaws:

I. Composition and Terms of Appointment

A. Composition

- The Director of Admissions as standing chair.
- Four (4) faculty representatives, one from each of the four colleges.
- Director of Disability Services.
- A faculty representative from Academic Enrichment.
- A representative from the Admissions Professional Staff.

B. Terms of Appointment

- Elected faculty are appointed by the Committee on Committees for staggered two-year terms.
- The Director of Disability Services and the faculty representative from Academic Enrichment serve indefinite terms of office.

II. Duties

The primary responsibility for providing relevant documentation supporting the appeal lies with the student.

A. Committee members are responsible for:

- Reviewing letters of appeal and supporting documentation for

reconsideration of admission into the University.

B. The Chair is responsible for:

- Calling meetings as needed and preparing the agenda for these meetings.
- Calling for an e-mail vote under special circumstances to expedite the process.
- Providing committee members with letters of reconsideration and supporting documentation provided by the student.
- Notifying students of the decision.
- Recognizing the service of committee members by providing an end-of-year letter to each member.
- Informing University Senate if proposing any changes in structure, membership, or mission.
- Presenting a written annual report to the University Senate outlining accomplishments and activities.

III. Meetings

- A. The committee will meet as needed during the fall semester, bimonthly in the spring semester, and as needed throughout the summer months.
- B. Committee members who have missed more than three meetings will be assumed to have withdrawn from the committee.

IV. Agenda

- A. The files to be reviewed will be put forward by the Office of Admissions and can be viewed in SharePoint prior to the meeting.
- B. The agenda shall consist of the following order of priority:
- Call to Order
 - Approval of Minutes
 - Announcements
 - Old Business
 - New Business
 - Adjournment
- C. A call for agenda items will be sent out to all members of the committee with a copy of the minutes and a draft agenda at least a week prior to the meeting.

- D. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.
- V. Rules of Order
- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.
 - B. A quorum will consist of a simple majority of the members of the full committee.
 - C. All members of the committee have full voting privileges.

Revised: April 2017