



**Policy Series #: 2000 - Students  
Policy Manager: Dean of Students  
Admission Appeal Policy**

**PURPOSE:** The purpose of this policy and procedure is to denote the process for appealing a denial of admission to the college or a program of study.

**APPLICABILITY:**

If an applicant disagrees with a decision for admission to the college or to a program of study with special admission requirements, they have a right to appeal the decision.

If an applicant believes that an admission decision is based upon discrimination or sexual harassment as defined in the student handbook/college policy, they should proceed under the procedures for harassment and contact the college's Human Resources Office immediately.

**DEFINITIONS:** N/A

**DOES THIS POLICY HAVE A PROCEDURE?** Yes

**The Admission Appeal Process**

If an applicant believes they have grounds for appealing admission, then the following procedures must be followed:

**Step One -**

**Program Admission**

The applicant must submit a letter of appeal to the Academic Dean or Director of the program of study for an appeal of admission to a program with special admission requirements.

**College Admission**

A student may be denied admission to the college for multiple reasons.

**1. Satisfactory Academic Progress Appeal Related to Suspension from Another Minnesota State System College**

The applicant must follow the college policy for Satisfactory Academic Progress Appeals. Financial aid eligibility will all be determined through the appeal process. The appeal will be reviewed by the Satisfactory Academic Progress Appeal Committee and the student notified of the decision.

## 2. Conduct-Related Suspension from Another Minnesota State System College

The applicant must submit a letter of appeal to the Dean of Student Affairs concerning their desire for an appeal of admission to the college.

3. For all other admission denials, the applicant must submit a letter of appeal to notify the Admission Director concerning their desire for an appeal of admission to the college.

An appeal must be submitted to the appropriate department or college official in writing within ten (10) business days of receipt of the admissions determination. The appeal should state the reasons why the admission decision should be reconsidered.

Upon receiving the appeal, the appropriate official may schedule a meeting for the applicant to review their request to reconsider an admission decision. Applicants appealing admissions decisions may enlist an advocate to attend this meeting but the advocate may not participate except to provide advice. The applicant appealing an admissions decision will be notified in writing of a decision in writing within ten (10) business days of the meeting.

**Step Two** - Following the decision in Step One of the appeal, an applicant may request an appeal review before the Dean of Student Affairs (proceed to Step Three if the appeal was submitted for a conduct suspension appeal). The request for an appeal review must be submitted in writing to the Dean of Student Affairs within ten (10) business days of the date of notification of the appeal decision in Step One. Failure to file for an appeal review in a timely manner constitutes a waiver of the right to an appeal review.

The Dean of Student Affairs will review the request for appeal review letter and will determine if the request has merit. In addition, the Dean of Student Affairs may schedule a meeting with the applicant. An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original admission decision in Step One, the Dean of Student Affairs has the discretion to request a meeting that includes the admitting staff and the applicant appealing the decision. The Dean of Student Affairs will render a decision in writing within ten (10) business days of the appeal review meeting.

**Step Three** - Following the decision of the appeal review, an applicant may request a ~~third~~ review before the Vice President of Academic and Student Affairs. The request for an ~~third~~ appeal must be submitted in writing to the Vice President of Academic and Student Affairs within ten (10) business days of the date of the appeal review decision completed in Step Two. Failure to file an appeal in a timely manner constitutes a waiver of the right to a third appeal.

The Vice President of Academic and Student Affairs will review the original appeal letter, the appeal review letter, and the third appeal request, and will determine if the third-level appeal has merit. The Vice President of Academic and Student Affairs may schedule a meeting with the student. An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original admission decision or the appeal review decision, the Vice President of Academic and Student Affairs has the discretion to request a meeting of the admitting staff, the Dean of Student Affairs and the applicant appealing admission. The Vice President of Academic and Student Affairs will render a third-level appeal decision in writing within ten

(10) business days of the third-level appeal meeting. The decision of the Vice President is final and binding.

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:** Minnesota State Colleges and Universities Board Policy 3.4 Procedure 3.41, Part 9

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Riverland Council Initial Review: 12/11/2014; 2/9/2017

AASC Review (if applicable):

FSGC Review (if applicable): 3/11/2015; 2/15/2017

Riverland Council Final Approval/Policy Adoption: 3/12/2015; 4/13/2017

Date & Subject of Revisions: 2017 Revisions made post-SALT