

ADMINISTRATIVE POLICY: Students

Conditions of Acceptance & Prior College Disciplinary Sanctions

Last Reviewed: May 2018

Responsible University Officer: Associate Dean of Admissions & Financial Aid

Policy Owner: Associate Dean of Admissions & Financial Aid

Policy Contact: Associate Dean of Admissions & Financial Aid



**POLICY STATEMENT**

As a health professions institution, Upstate Medical University has high standards for academic performance, professionalism and integrity, the safety and security of our community and the patients we serve. Because of these high standards, applicants to any of our academic programs are expected to:

1. Meet all academic requirements and/or other conditions of acceptance.
2. Applicants are asked at the point of application if they have ever been dismissed from an institution of higher education for disciplinary reasons. Applicants must disclose previous college disciplinary violations and sanctions.
3. Provide information that is current and truthful. Falsification or omission of information may result in the denial of admission, the rescinding of admission or dismissal from the University.

When the above conditions are not met, admission may be denied or rescinded. If discovery of unmet conditions or undisclosed prior college disciplinary violations happens after a student matriculates into one of our academic programs, admission could be rescinded or the student could be dismissed from the institution.

**PROCEDURES**

**Prior to Acceptance:**

Unmet Academic Requirements and/or Conditions of Admissions:

If an applicant does not meet the academic criteria defined by the faculty for a program of study, their application will not be accepted when screened by Admissions.

Prior College Disciplinary Sanctions:

If prior college disciplinary violations are discovered prior to admission, the applicant will be asked to submit further information. The entire prior college disciplinary record will be reviewed by the Admissions Review Committee (ARC) and that entity may allow the student's application to continue with restrictions, or deny admission based on the nature and circumstances of the infractions.

**Accepted Students:**

Unmet Academic Requirements and/or Conditions of Admission:

If an accepted student fails to meet the academic requirements or other conditions of admission, as outlined in the acceptance letter, rescission of admission will be considered. Accepted students will be informed of this fact, in writing, and will be given three business days to provide a written explanation of applicable circumstances. Upon receipt, the Admissions Review Committee (ARC) will consider the written statement and render a decision about admission. The ARC may allow the student's admission to continue with restrictions or additional conditions, defer admission, or rescind admission.

Prior College Disciplinary Sanctions:

If prior college disciplinary violations are discovered after the point of admission—either due to an applicant's failure to initially provide the information or due to new circumstances—the student will be informed of the discovery, in writing, and prompted to submit further information. The entire prior college disciplinary record will be reviewed by the Admissions Review Committee (ARC) and that entity may allow the student's admission to continue with restrictions, defer admission, or rescind admission based on the nature and circumstances of the infractions.

## **Enrolled Students:**

### **Unmet Academic Requirements and/or Conditions of Admission:**

If an enrolled student failed to meet the academic requirements or other conditions of admission, as outlined in the acceptance letter, rescission of admission will be considered. Enrolled students will be informed of this fact, in writing, and will be given three business days to provide a written explanation of applicable circumstances. Upon receipt, the Admissions Review Committee (ARC) will consider the written statement and render a decision about the student's status. If still in the first semester of study, the student may be allowed to continue in the academic program with restrictions and conditions, admission could be deferred or admission could be rescinded. If admission is rescinded by the ARC, the enrolled student can appeal the decision, in writing, to the Dean of Student Affairs. The written appeal must be received by the Dean within three business days of the ARC's decision. In considering the appeal and prior to making a decision, the Dean will consult with legal counsel, the appropriate College Dean and the VP for Academic Affairs. The Dean will communicate the results of the appeal within a reasonable timeframe.

### **Prior College Disciplinary Sanctions:**

If prior college disciplinary violations are discovered after a student has enrolled in an academic program at Upstate—either due to a student's failure to initially provide the information or due to new circumstances—the student will be informed of the discovery, in writing, and prompted to submit further information. The entire prior college disciplinary record will be reviewed by the Admissions Review Committee (ARC). If still in the first semester of study, the ARC may allow the student to continue with restrictions or conditions or rescind admission based on the nature and circumstances of the infractions. If the student has been enrolled long enough to earn final grades in courses at Upstate, the case will be referred to the University Judicial Officer for adjudication via the Code of Student Conduct. If admission is rescinded, the student can appeal the ARC decision, in writing, to the Dean of Student Affairs. The written appeal must be received by the Dean within three business days of the ARC's decision. In considering the appeal and prior to making a decision, the Dean will consult with legal counsel, the appropriate College Dean and the VP for Academic Affairs. The Dean will communicate the results of the appeal within a reasonable timeframe.

Instances in which admission is rescinded, the student shall not receive academic credit for the term in which the rescission occurred and will be liable for all tuition and fees for that term.

Admissions Review Committee (ARC) membership includes the Associate Dean of Admissions & Financial Aid, another admissions representative, and two representatives from faculty governance: the appropriate academic program chair and a faculty member from a different academic program. In addition, University Police and the Office of University Counsel may be consulted or asked to provide information. Rescission of admission results from majority vote of committee.