

ADMINISTRATIVE POLICY: Students

ADMISSIONS CRITERIA

Last Reviewed: April 2017

Responsible University Officer: Associate Dean of Admissions and Financial Aid

Policy Owner: Director of Admissions

Policy Contact: Director of Admissions



**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 conditions of acceptance.
2. Disclose violations of law and college disciplinary sanctions. Upstate Medical University requires background checks of all accepted students. At the point of application, prospective students must answer the following questions on either the primary or secondary application:
  - a. Have you been expelled and/or dismissed from a college for disciplinary reasons?
  - b. Have you ever been convicted of, or pleaded guilty or no contest to, a violation or crime? Do not report:
    - i. Any offense for which you were adjudicated as a juvenile or;
    - ii. Any convictions which have been expunged or sealed by a court, or;
    - iii. Any convictions that have been subsequently adjourned.
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When the above conditions are not met, student admission may be denied or rescinded. If discovery of unmet conditions happens after a student matriculates into one of our academic programs, admission could be rescinded or the student could be dismissed from the institution.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.

Violations of Law/Disciplinary Sanctions\*:

Applicants who meet the academic criteria for admission into an academic program and answer “Yes” to the above questions will be prompted to submit further information about their legal history and its context. Criminal and/or disciplinary history will never be used as an automatic bar to admission. The entire academic record and legal history will be reviewed by the Admissions Review Committee (ARC) and that entity may admit, admit with restrictions, defer or deny admission based on the nature and circumstances of the infractions. In some cases, applicants may be asked to provide their entire civil/criminal record so that admissions decisions are well informed.

**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. If admission is rescinded, the accepted 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.

#### Violations of Law/Disciplinary Sanctions\*:

If law or 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 academic record and legal history 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. In some cases, applicants may be asked to provide their entire criminal record so that admissions decisions are well informed. If admission is rescinded, the accepted 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.

#### **Enrolled Students:**

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

If an enrolled student fails 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.

#### Violations of Law/Disciplinary Sanctions\*:

If law or 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 about their legal history and its context. The entire academic record and legal history 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 and 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, the case will be referred to the University Judicial Officer for adjudication via the Code of Student Conduct. In some cases, applicants may be asked to provide their entire civil/criminal record so that decisions are well informed. If admission is rescinded, the accepted 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 membership includes the Associate Dean of Admissions & Financial Aid, the Director of Admissions, and two representatives of 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.

\*Upstate Medical University is unable to guarantee eligibility for professional licensure. Applicants will need to contact the Division of Licensing Services to confirm their eligibility to obtain a license in their program of interest, based on their violation.