

Lawson State Community College  
Admissions Appeals / Grievance Committee Meeting  
(A Subcommittee of the Student Services Committee)  
August 15, 2008, 9:00 a.m.  
Director of Admissions Office, Building A, Bessemer Campus

Committee Members:

Jeff Shelley-Co-Chairperson, Dr. Shelia Marable-Co-Chairperson, Venita Tubbs, Dr. Rebecca Ephriam, Deborah Turner, Elijah Anthony, Dr. Cynthia Anthony, Sandra Henderson, Francesca Hitchcock, Eula Todd, Regina Doriety, Darren Allen, Sharon Williams, Jim Lakey, Angela Croskey, Charlsie Cook.

Selection of Recorder

Jeff Shelley recorded the minutes.

Welcome and Introductions

Jeff Shelley introduced the concepts to be covered in the meeting as noted below.

Purpose of Committee

The Purpose of the Admissions / Appeals / Grievance Committee is to recommend and evaluate admission policies and to review all selective admission to the institution. The committee serves as a hearing committee for special admission cases such as students who have been suspended from another institution but who seek admission to LSCC while they are still under academic suspension.

Admission Policy Review

*SACS- Commission on Colleges – Comprehensive Standard 3.4.3* - The institution publishes admissions policies that are consistent with its mission. (Admissions policies) Mr. Shelley noted that this committee will serve as the catalyst for distributing the admissions policies to institutional interested parties for SACS as required in standard 3.4.3.

*New State Board of Education Policy Directive- High School graduate from State of Alabama – Mr. Shelley gave some examples of how current admissions policy changes and how the changes are disseminated. The policy changes are funneled down from DPE to the Dean of Students.* The Dean of Students then forwards the policy statements, in the form of a memorandum, to the Director of Admissions and to the Assistant Dean of Students.

Website for Admissions Policies

*<http://www.acs.cc.al.us/board/brdpolicies.cfm>*

Example of Committee Action

*Student leaves Auburn University under a 1 year suspension and sometime after leaving Auburn but before the year has lapsed, the student appeals for entry into LSCC. A letter of appeal is written by the student and submitted to the Director of Admissions for review by the Committee or to the Dean of Students.*

*Mr. Shelley provided some questions we may use as guidelines for the review. See below.*

- What conditions leading to the academic suspension have now changed to improve academic performance at LSCC?
- What factors should be considered if admission is granted?

Fall Semester Appeals Cases – see case documentation- Several cases were considered using the noted review questions.

Final Remarks / Next Meeting

*Committee actions / meetings occur as needed to meet the students' needs.  
Minutes of meeting will be distributed to members and Dr. Crawford.*