

Policy on Faculty Readmissions Review Committees



UNIVERSITY OF CAPE

Faculty Readmission Review Committees

TOWN

PC06/99; PC07/99, PC09/99

1. **The Higher Education Act, 1997** (section 37) provides that the Council may with the approval of Senate, "determine the minimum requirements for admission to study" and "refuse readmission to a student who fails to satisfy such minimum requirements for admission".
2. **Senate policy on readmission, the role of programme committees and the role of Faculty Boards or Faculty Examination Committees in the readmission process is that:**
 - a. Each programme must have uniform (or standard) readmission requirements for all students;
 - b. Readmission requirements may make no distinction for prior educational disadvantage;
 - c. Faculty Boards, Faculty Examinations Committees and the Readmission Review Committee may consider prior disadvantage when examining reasons for poor academic performance before making a decision to refuse readmission to a candidate who has failed to meet the minimum readmission requirements;
 - d. Each Programme Committee must review the performance of candidates registered for the programme. This must be done regularly (so that programme convenors are better informed of the progress of students, and will become aware of any personal or other circumstances which might have affected performance);
 - e. Each Programme Committee must consider the performance of all students registered for the programme and make recommendations, including recommendations about readmission and the refusal of readmission, for the consideration of the Faculty Examinations Committee or Faculty Board.
3. Each Faculty Examinations Committee or Faculty Board has the authority to refuse readmission to students who fail to meet the minimum requirements for admission (and to allocate readmission status codes, including REN (refused readmission) or SUP (refused readmission unless supplementary examinations completed); or to readmit students who fail to meet the minimum criteria for readmission with (REP) or without (CON) conditions.
4. Each Faculty must appoint a Readmission Review Committee to consider and deal with appeals from students who are refused readmission by the Faculty Examinations Committee or Faculty Board (i.e. any student with the readmission status code REN or SUP), on the basis that:-
 - a. each student coded REN or SUP has the right to appeal to the Readmission Review Committee for the faculty to which he or she seeks admission or readmission (i.e. if the student wished to be readmitted to the same faculty his/her appeal is directed to the Readmission Review Committee for his/her

faculty; if the student wished to transfer to another faculty, the appeal will be directed to the Readmission Review Committee for that faculty);

- b. the Readmission Review Committee for a given faculty is to be constituted as follows:
 - the Dean or nominee;
 - a member of the CHED staff nominated by the Dean of HED;
 - Dean of Students or nominee;
 - a member of the academic staff of the faculty nominated by the faculty's Student Council;
 - a member of staff not of the faculty, appointed by Senate;
 - three members of the academic staff of the faculty, but not Programme Convenors, appointed by the Faculty Board.
- c. No member of a Faculty Examinations Committee or Faculty Board may be a member of the Readmission Review Committee hearing an appeal against its decision;
- d. the Readmission Review Committee for the Faculty must assess disadvantage on objective grounds on the information available to it, and may take this into account when making decisions;
- e. A students must submit his or her appeal to the Student Records Office who will collate the departmental course forms, (signed by the course convenor or person nominated by the convenor but not a secretary), academic and matriculation records and appeal documents and forward these to the Readmission Review Committee for the Faculty.
- f. The Readmission Review Committee for each Faculty must submit a report, including a statistical report, on the decisions of the FEC to refuse readmission, on the appeals lodged and how it has dealt with these, after each examination cycle, to the Dean of Students, whose responsibility it will be to review policy, to review the application of the policy, and to report to the General Purposes Committee on the readmissions process in each cycle.

5. The following progress codes are to be used by Faculty Boards, Faculty Examination Committees and Faculty Readmission Review Committees when readmitting students:

CON	may continue in the programme (readmit without further process, whether requirements met or not).
REP	repeat (permitted to continue in the same programme with conditions which must be met, which may include follow-up consultations with SDSD).
RET	Transfer (used for students permitted to transfer to a different programme in another faculty with or without conditions)
REF	transfer (used for students permitted to transfer (by a Faculty Examinations Committee or a Faculty RRC) to a different programme in that faculty with or without conditions.
REN	readmission refused (used by Faculty Board, FEC or RRC) (If a student in this category is subsequently readmitted, the progress code changes to: <ul style="list-style-type: none">RET if transferred to another programme or faculty with or without conditions; or

REP if conditions are attached; or

CON if allowed to continue;

SUP progress depends on the outcome of supplementary/deferred examinations. (This is an interim code).

Concession codes are not required.

Note: REP, RET, and REF are only used in cases where repeat or transfer is allowed when published readmission criteria for the programme have not been met. A student in good standing has the CON status even where he or she elects to, and is allowed to, transfer to another programme or another faculty.

6. Deans are responsible for ensuring that complete records are kept for students and that staff in departments in their faculties provide the various committees (the programme committees, the Board/FEC and the Readmission Review Committees) with the necessary information at each stage.

The Faculty Examination Committee or Board (or the Faculty Readmission Review Committee) acts in terms of authority delegated by Council. Appeals against FEC/Board decisions lie to the Faculty Readmission Review Committee; there is no appeal against decisions of the Faculty Readmission Review Committee.