

ADDENDUM 1

RULE FOR RECONSIDERATION OF DENIAL OF ADMISSION TO A GRADUATE PROGRAM

Applicants to graduate programs who meet minimum standards of admission for the state university system and who are denied admission or readmission to a graduate program may request reconsideration of their applications. The following procedures shall apply for all applicants who seek review of an admissions decision.

- (a) Timely notice of denial of admission shall be sent to the applicant by the graduate admissions office and a copy of the notice shall be sent to the appropriate academic department. Notice to the applicant shall include: (1) a statement of the reasons(s) for denial based on the academic department's response on the admission "action form," (2) a reminder that departmental criteria may be above Board of Regents' minimal requirements, and (3) instructions to the student concerning reconsideration procedures.
- (b) Instructions to the applicant concerning a request for reconsideration shall include the following information:
 1. Written requests for review of denial of admissions must be received by the Office of Graduate Studies within thirty days of the date of the letter of denial. Specific reasons for the request must be included and supporting evidence, in writing, should be included with the request.
 2. The Office of Graduate Studies shall forward the request for reconsideration to the appropriate academic department within three working days.
 3. The request for reconsideration shall be reviewed by a standing committee of the appropriate academic department. This committee shall be composed of members of the graduate faculty and at least one graduate student. The committee shall review the request for reconsideration within thirty days of receipt of the request by the academic department. Decisions by the committee shall be immediately forwarded to the Office of Graduate Studies and the Office of Graduate Studies shall notify the applicant of the decision within seven days of the committee's decision. **This decision shall be final and there shall be no further appeals.**