

ANNUAL REPORT

Undergraduate Readmissions Committee

**University of North Alabama
Florence, Alabama**

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Committee Chair

Date submitted

Submitted to: Dr. Lauren Killen
Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA

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2025-2026

I. Executive Summary

During the 2025-2026 academic year, the Undergraduate Readmissions Committee fulfilled its responsibility to review undergraduate academic-standing appeals and advise the University on readmission-related policies and procedures. The committee reviewed student appeals, discussed the consistency and clarity of its policies and procedures, and considered concerns regarding the committee's student representative positions. Following discussion with student representatives and input from Ms. Amber Morgan, the committee developed and refined a proposal to remove the student representative positions and add a representative from the University Success Center. The recommendation was approved through the shared governance process and by the University President. The committee's work supported consistent, student-centered, and policy-aligned decisions while maintaining academic standards.

II. The Committee's Charge (from the Shared Governance Document)

1. To serve as an advisory committee on undergraduate readmissions and allied issues
2. To serve as a board of appeal on undergraduate readmissions
3. To gather information on undergraduate readmissions and allied issues and assess university performance in these areas in light of the information obtained
4. To propose changes in university policy and procedures on undergraduate readmissions and allied issues
5. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

1. August 18, 2025, at 10:00 a.m. via Teams
2. January 5, 2026 – via Teams
3. March 3, 2026 – via Teams
4. March 5, 2026 – via Teams
5. March 17, 2026 – via e-business
6. June 26, 2026 – via e-business

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

1. Reviewed undergraduate readmission appeals and supporting documentation in accordance with University academic-standing and suspension policies.
2. Reviewed one student appeal on January 5, 2026, and reviewed two additional student appeals on the reported August 18, 2026 meeting date.
3. Applied committee standards consistently while considering each student's individual circumstances.
4. Communicated appeal decisions and any conditions of readmission through the appropriate University offices.
5. Reviewed the committee's membership structure and identified the need for representation from a unit directly involved in undergraduate student success and academic support.
6. Met with the student representatives on March 5, 2026, and received input from Ms. Amber Morgan regarding concerns related to student representation on the committee.
7. Developed and advanced a proposal to remove the two Student Government Association representative positions and add one University Success Center staff representative.
8. Received approval of the membership revision through the Shared Governance Executive Committee and the University President.
9. Continued collaboration with the Office of the Registrar, Admissions, academic units, and student-support offices regarding readmission procedures and student needs.
10. Continued proposal development as new business on March 17, 2026, and revised and reworded the proposal on June 26, 2026, before advancing it through shared governance.
11. Discussed and developed a plan to remove the student representative positions and replace them with representation from the University Success Center.
12. Reviewed and discussed committee policies and procedures to improve clarity and consistency in the readmission appeal process.

V. What were the Committee's formal recommendations?

After discussing concerns with the student representatives and receiving input from Ms. Amber Morgan on March 5, 2026, the committee formally recommended revising its membership by removing the student representative positions and adding one staff representative from the University Success Center. The proposal was further discussed as new business on March 17, 2026, and revised and reworded on June 26, 2026. The recommendation was intended to strengthen the committee's access to student-success expertise, improve continuity of membership, and better support students returning after academic suspension. The recommendation was approved through the shared governance process and by the President.

VI. What does the Committee plan to accomplish?

A. In the coming year?

1. Implement the revised committee membership structure and orient the University Success Center representative to the committee's charge and appeal procedures.
2. Continue reviewing undergraduate readmission appeals in a timely, fair, and consistent manner.
3. Review the appeal form, instructions, and communication templates for clarity and accessibility.
4. Strengthen coordination with the Registrar, Admissions, advising, and student-success personnel.
5. Elect a vice chair during fall 2026 to support leadership continuity and prepare to assume the committee chair role in January 2027.

B. In future years?

1. Use aggregate appeal and readmission data to evaluate trends, outcomes, and the effectiveness of conditions placed on readmission.
2. Recommend policy or procedural revisions when data indicate a need for improved consistency, transparency, or student support.
3. Develop a more standardized orientation and reference guide for new committee members.
4. Explore appropriate follow-up mechanisms for students readmitted through appeal, while preserving confidentiality and respecting the roles of academic and student-support offices.

VII. What are the Committee's weaknesses?

1. The committee's workload is concentrated around the beginning of academic terms, creating short review timelines.
2. Appeal documentation may vary in completeness, which can make consistent review more difficult.
3. Changes in membership can require repeated orientation regarding policy, confidentiality, and decision-making standards.
4. The committee has limited access to longitudinal outcome data on students who are readmitted following an appeal.

A. What can the Shared Governance Committee help you do to address the weaknesses?

Continued support as was shown during this academic year.

VIII. Comments

The committee appreciates the support of the Office of the Registrar, Admissions, academic advisors, and student-success personnel in gathering information and communicating decisions. The addition of a University Success Center representative should further strengthen the committee's ability to connect readmission decisions with available academic support resources. The planned election of a vice chair in fall 2026 will also promote leadership continuity and allow for an orderly transition to a new chair in January 2027. Because student appeals contain confidential educational and personal information, all committee activities must continue to be conducted with careful attention to FERPA, privacy, consistency, and fairness.