

## MEMORANDUM

TO: CAP

FROM: Steering Committee

RE: Revised Readmission-Conditional Policy

DATE: February 6, 2019

**Background:** According to TCNJ policy (the [Policy Framework](#)), all campus policies should be reviewed every five years. [The Readmission-Conditional Policy](#) was last reviewed in 2011. In September 2018, Steering charged CAP with review of the aforementioned policy.

Based on its initial work reviewing the Readmission-Conditional policy, in a memo dated December 4, 2018, CAP recommended that Steering change the scope of the initial charge to include the creation of a more comprehensive readmission policy that addresses multiple readmission categories to TCNJ. Such a policy should consolidate, clarify, and increase transparency for the campus community. In addition, the Readmission-Conditional Policy should recognize that some schools and programs have their own dismissal and readmission policies, often in response to accreditation or licensure issues.

**Charge:** Steering asks CAP to review this policy according to the timeline below. In doing so, CAP should:

1. Maintain or create procedures to ensure that a student is being monitored in meeting all requirements for graduation.
2. Identify multiple categories of readmission, which consider the former student's standing upon departure from the college, length of separation, and time to degree. Determine whether existing policies are sufficient to ensure student coursework remains current. The Undergraduate Bulletin Year of Record policy states that "Students returning to the College after an absence of two consecutive semesters (not including summer) follow the requirements in effect at the time of their return." Yet there is no policy limiting time to degree. If necessary, CAP should articulate processes for considering the relevance of much older courses (in the case of a student who has been separated from the College for a substantial period of time), and changes to a curriculum that may render moot some previous coursework.
3. Identify the decision-making authorities with respect to readmission, stipulate required process elements for considering readmission, and recommend procedures for

resolving differences in readmission criteria between those authorities.

CAP should seek testimony from Council of Deans, Academic Leaders, Department Chairs, Records and Registration, Student Affairs, Student Government, and Center for Student Success. In its review, CAP is asked to carefully consider the current language of the policy and any new language that may be written to ensure that the policy is clear.

**Testimony Tier:** Tier III from Faculty, Staff, and Students

The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

**Timeline:** CAP should begin work immediately on the charge, with the goal of completing a preliminary recommendation by October 2019 and a Final Recommendation to Steering by the end of of the Fall 2019 semester.

### **TCNJ Governance Processes**

*Step 1–Steering issues a charge*

*Step 2–Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

*Step 3–The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

*Step 4—Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

*Step 5—Steering considers the Final Recommendation*

*Step 6—The Provost and/or President and Board consider the Final Recommendation*

*Step 7—Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.*