ACADEMIC ALERT #2011-01

DATE: **January 2011**

DECISION: **National-Louis University (NLU)**

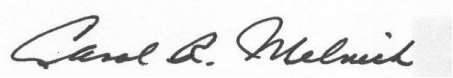
Revised Policy: Decision to Deny Admission Cannot be Appealed

APPROVAL(S): President's Leadership Team; November 9, 2010

IMPLEMENTATION DATE: All applicants denied admission to any NLU program on or after April 1, 2011.

CONTACT(S): Ken Kasprzak, Director of Admissions; kkasprzak@nl.edu; 847-947-5575

SIGNATURE:



Carol R. Melnick, Ph.D.
Vice Provost

Revised University Policy
Applicants who are denied admission to any program at National-Louis University are not permitted to appeal the decision. *The decision to deny admission cannot be appealed.*

Implementation
This change in policy must be publicized in multiple places:

- The denial of admission letter must have the following statement included: *The decision to deny admission cannot be appealed.*
- The Policy on Academic Appeals in the catalog and the student guidebook must have the following statement included: *The decision to deny admission cannot be appealed.* Vice Provost Carol Melnick is responsible for ensuring this statement is included.
- Students who take courses at large and have not yet applied for admission must be informed that denial of admission cannot be appealed. All places in the catalog regarding courses at large must have this information. *The decision to deny admission cannot be appealed.*
- All relevant sections in the catalog—University, College of Arts and Sciences, College of Management and Business, and National College of Education—must have the statement: *The decision to deny admission cannot be appealed.* The catalog coordinators in each college must work closely with Ken Kasprzak, Director of Admissions for ensuring this statement is included in the catalog.
- NLU's website must also have the statement: *The decision to deny admission cannot be appealed.* Ken Kasprzak, Director of Admissions is responsible for ensuring this statement is included in relevant web pages.
- College, department and program handbooks containing any reference to admission decisions being appealed must update those handbooks and/or other materials. This academic alert supersedes any handbook or materials regarding admission appeals.

Going forward, applicants registering prior to admission can only register for one term. They cannot register for a second term until they are admitted. This policy went into effect Winter 2011. College, department and program practices must conform to this policy.

Admissions will run a registered/not admitted report to identify students completing courses prior to admission. Ken Kasprzak, Director of Admissions will review the report to determine whether there are any red flags that indicate a student could be denied admission.

Staff in the Registrar's Office, Admissions, Enrollment Management, Marketing, as well as professional advisors and faculty need to be knowledgeable about the changes. Enrollment representatives will be instrumental in communicating this policy change to potential students.

Faculty and professional advisors, and faculty who serve on councils/committees in the College of Arts and Sciences, College of Management and Business and National College of Education that review and make decisions on student appeals need to be aware of this revised policy. No admission decision appeals can come forward for students denied admission effective April 1, 2011.

The revised catalog copy will be written by the Assistant Registrar for Schedules and Catalogs and submitted to the Vice Provost for review and approval for the next catalog, 2011-2012.