

Admission Denial Appeal

1. PURPOSE

This procedure establishes the guidelines for the appeals process when a student's application is denied for reasons related to inaccurate or fraudulent materials submitted as part of the admissions packet at Northern Pennsylvania Regional College ("NPRC" or the "College").

2. APPLICABILITY

This procedure applies to all academic applicants.

3. ASSOCIATED POLICIES AND DOCUMENTS

3.1 NPRC-9315: Academic Standards and Guidelines for Admission

4. DEFINITIONS

4.1 Not applicable

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

5.1 Students identified and denied for submission of inaccurate or fraudulent materials at any stage of the student journey has the ability to appeal this admission decision.

5.2 The admission decision may be appealed within five (5) business days to the Vice President of Strategic Initiatives via email.

5.3 If the admission decision is not appealed within five (5) business days, the decision is final.

5.4 The Vice President of Enrollment Management has ten (10) business days from the date of document submission to process, investigate, and verify the information submitted by the student.

5.5 As process of appeal, students may be asked to provide additional documentation including, but not limited to:

5.5.1 Valid photo ID

5.5.2 Verification of address

5.5.3 Social Security card

5.6 If the additional information cannot be verified, or is not submitted within the five (5) business days following their notification of appeal, the appeal will be denied, and the admission decision deemed final.

5.7 Students denied an appeal for inaccurate or fraudulent materials will be not be eligible to reapply in future terms.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with its five-year review cycle.

Revision Notes: Procedure in Origination