



### 3.4.0.1.1 Admission Appeals Procedure

The following are appeal processes for admission to the health/medical programs and the Post-Secondary Enrollment Options Program/Concurrent Enrollment Program.

**Health/Science Programs:** (R.N., Medical Imaging, Dental Hygiene, Orthotic Practitioner, Paramedic and Prosthetic Practitioner)

1. Applicant completes Student Services petition; attaches all transcripts.
2. Applicant submits petition to Dean of Student Services; petition is forwarded to Director of specific health/medical program for review and recommendation and returned to the Dean.
3. The Dean acts on petition and sends copies to Admissions and to the applicant.
4. Further appeals would be directed to the Vice President of Student Services.

**Post-Secondary Enrollment Options Program/Concurrent Enrollment Program:**

1. Applicant completes admission form, attaches the following:
  - high school transcript,
  - PSEOP form signed by high school counselor (for PSEOP students only)
  - Century assessment scores,
  - letter explaining reason for exception from high school principal or counselor (letter should indicate that the student could benefit from college course(s) and is recommended for admission)
2. Applicant submits application and attachments to the Director of Enrollment Services for action.
3. Further appeals would be directed to the Vice President of Student Services.

**References:**

Minnesota State Colleges and Universities Board Policy 3.4 Admissions

**Date Proposed:**

**Date Approved:**

**Date Implemented:**

**Date Last Reviewed:** Policy under review as of 2/1/2018

**Date Revised:**