



Undergraduate Admissions Appeal and Request for Consideration	
Responsible Official: <b>Vice President for Student Life and Enrollment</b>	Responsible Office: <b>The Office of Undergraduate Admissions</b>

### Policy Purpose

This policy specifies how a prospective undergraduate student may file an appeal after denial of admission or a request for consideration.

### Policy Statement

#### I. Appeal of Denial of Admission.

If a prospective undergraduate student is denied admission to ETSU, the student may file one (1) Appeal. The student must follow the procedures outlined in the Notice of Decision for filing an Appeal and the requirements of what must be included in an Appeal. A prospective undergraduate student's Appeal must be submitted in writing by the latter of seven (7) or more business days before the start of the semester to which the individual is applying for admission; or two (2) business days after the Notice of Decision is sent to the student.

The Admissions and Readmission Appeals Committee will consider an Appeal that meets all the requirements of this policy. The Admissions and Readmission Appeals Committee will make a recommendation to the Provost. The Provost or designee will make the final decision to approve or deny an Appeal. The Office of Admissions will provide a Notice of Decision to the prospective student.

#### II. Request for Consideration.

If due to extraordinary circumstances a prospective undergraduate student misses the deadlines for submission of the admission application and/or required documentation, the student may file one (1) Request for Consideration of admission. The Request for Consideration:

- A. Must be sent via email by the prospective student to [admissions@etsu.edu](mailto:admissions@etsu.edu); and
- B. Must state in detail the circumstances that prevented timely submission; and

- C. Must be submitted on or before 4:30 pm on the seventh calendar day after the first day of the term to which admission is requested. If the seventh calendar day falls on a weekend or holiday, the deadline will be 4:30 pm on the next business day.

The Provost or designee may grant or deny the request in the Provost's sole discretion. The decision of the Provost is final. If the Provost grants the appeal, the student must submit a completed application and all required documentation within two (2) business days after the Provost's decision. All documents must be received by 4:30 pm on the second business day.

Authority: Focus Act, TCA 49-8-101

### Defined Term

*A defined term has a special meaning within the context of this policy.*

Appeal	a written request appealing a denial of undergraduate admission.
Notice of Decision	a written communication from the Office of Undergraduate Admissions to a prospective student notifying of admission or denial to ETSU.
Request for Consideration	a written request for consideration of admission after the application deadline when the prospective student has experienced extraordinary circumstances.

### Policy History

Effective Date:	March 24, 2017
Revision Date:	February 23, 2018 June 30, 2021

### Procedure

#### I. Appeals.

##### A. Appeals Received 7 or More Business Days before the start of the Term.

The procedure for review of an Appeal received 7 or more business days before the start of the term to which admission is requested is as follows:

1. The Admissions and Readmission Appeals Committee reviews an appeal that meets the requirements of this policy and makes a recommendation to the Provost within five (5) business days of receipt of the appeal.
2. The Provost or designee will inform the Office of Admissions of the final decision within two (2) business days of receipt of the committee's decision.
3. The Office of Admissions will notify the prospective student in writing of the decision within one (1) business day of the decision.

B. Other Appeals.

The procedure for review of an Appeal received after 7 or more business days before the start of the term to which admission is requested is as follows:

1. The Admissions and Readmission Appeals Committee reviews an appeal that meets the requirements of this policy and makes a recommendation to the Provost within two (2) business days of receipt of the appeal.
2. The Provost or designee will inform the Office of Admissions of the final decision within one (1) business day of receipt of the committee's decision.
3. The Office of Admissions will notify the prospective student in writing of the decision within one (1) business day.

C. Request for Reconsideration.

The Office of Admissions will forward a written Request for Consideration to the Provost within one (1) business day of receipt of the request. The Provost will make a decision within one (1) business day of receipt of the request. The Office of Admissions will notify the prospective student of the Provost's decision within one (1) business day.

## Procedure History

Effective Date: March 24, 2017

Revision Date: January 25, 2018  
June 30, 2021

## Related Form(s)

## Scope and Applicability

Primary:

Secondary: