

A61.1 Admissions and Registration Committee

(Placed in new policy format and revised to address Council Structure)

Approved By: Faculty Senate

Approved: **Draft 10/7/19**

Responsible Faculty Committee: Admissions and Registration Committee

Office Responsible for Administration: Office of University Secretary

Legend Proposed Additions are highlighted in **red** and proposed deletions are in ~~strikeout~~.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

POLICY RATIONALE

The Admissions and Registration Committee is one of four (4) committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues.

POLICY STATEMENT

The Admissions and Registration Committee makes recommendations to the Faculty Senate for the establishment of policies and regulations governing admissions, registration, the grading system, university-wide academic regulations, transference and validation of credits, and university-wide graduation requirements. Additionally, the Committee monitors the implementation of these policies and regulations. Through subcommittees, the Committee rules on individual cases involving falsification of records, grade changes, petitions for waiver of university-wide graduation requirements and special admissions.

Committee membership includes:

- Ten (10) faculty members, including the chairperson, appointed by the Faculty Senate from at least four (4) colleges or schools on the Albuquerque campus and one from a branch community college;
- two (2) student members appointed by the Associated Students of UNM (ASUNM) and the Graduate and Professional Student Association (GPSA), respectively;
- the Director of Institutional Research;
- one (1) dean (or designated representative) of a college or school to be elected by the Council of Deans;
- the Dean of Students;
- the Vice Provost for Extended University and Dean of Continuing Education and Community Services;
- the Vice President for Student Affairs or designee;

- the Director of Undergraduate Admissions; and
- the Registrar.

The terms of office for faculty members shall be for three (3) ~~two (2)~~ years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. ~~the terms of five (5) members will expire each year.~~ Student terms are usually one (1) year. The chairperson is elected by the Committee.

APPLICABILITY

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

DEFINITIONS

There are no specific definitions required by this Policy.

WHO SHOULD READ THIS POLICY

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

RELATED DOCUMENTS

Faculty Handbook:

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A61](#) "Academic Council"

CONTACTS

Direct any questions about this policy to Office of the University Secretary.

PROCEDURES

The Admission and Registration Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.

HISTORY
