

## **ANNUAL REPORT**

Undergraduate Readmissions Committee

**University of North Alabama  
Florence, Alabama**

Dr. Whitney Paige Martin

Committee Chair

August 21, 2025

Date submitted

Submitted to: Dr. Becky Smith  
Chair, Shared Governance Executive Committee

# UNIVERSITY OF NORTH ALABAMA

## ANNUAL REPORT 2024-2025

### I. Executive Summary

During the 2024–2025 academic year, the Readmissions Committee convened once to review student requests for reinstatement. The Fall 2024 meeting was held via Zoom on August 20, 2024, during which the committee evaluated three student applications for readmission. Committee members engaged applicants in dialogue to expand upon the information provided in their written submissions, ensuring a thorough review of each case.

The scheduled Spring 2025 meeting on January 7, 2025, was cancelled, as no applications for readmission were received.

Overall, the committee effectively fulfilled its responsibilities by providing a fair, consistent, and student-centered process for evaluating readmission requests during the academic year. Committee members asked the students questions that encouraged them to elaborate on the responses given on the readmission application.

### II. The Committee's Charge (from the Shared Governance Document)

1. To serve as an advisory committee on undergraduate readmissions and allied issues
2. To serve as a board of appeal on undergraduate readmissions
3. To gather information on undergraduate readmissions and allied issues and assess university performance in these areas in light of the information obtained
4. To propose changes in university policy and procedures on undergraduate readmissions and allied issues
5. To handle any proposals the committee may make affecting university policy according to the section C.2 "Shared Governance Procedure for Policy Change Recommendations"
6. To submit a final written report electronically by the first day of fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

The committee met on August 20, 2024, via Zoom.

The meeting for January 6, 2025 was cancelled.

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

The Readmissions Committee served as a board of appeal for undergraduate readmissions as outlined in the committee charge. In keeping with items 1–3, the committee acted in an advisory capacity to students, offering guidance on matters such as credit hour enrollments, participation in counseling, and the use of other University resources.

During the Fall 2024 meeting, held on August 20, 2024, three students submitted appeals for readmission. Two students attended the meeting, and both were readmitted to the university. Each candidate was invited to meet with the committee to provide additional context and respond to questions regarding their applications. Following a thorough review and discussion, decisions were rendered on each case. Consistent with practice from prior years, the committee continued to conduct short interviews with candidates, a process that provides students an opportunity to expand on their written applications. The committee intends to continue this approach going forward.

No appeals were submitted for the Spring 2025 semester, and the scheduled January 6, 2025, meeting was cancelled. The committee did not make proposals that would affect items 4 and 5 of the charge during this academic year. Submission of this report fulfills item 6 of the committee charge.

The committee did not make proposals related to items 4 and 5 of the charge during this academic year. Submission of this report fulfills item 6 of the committee charge.

V. What were the Committee's formal recommendations?

The committee has no formal recommendations

VI. What does the Committee plan to accomplish?

A. In the coming year?

The committee will review applications of students wishing to be readmitted to the university after academic suspension and will conduct interviews with those students to aid in the decision-making process.

B. In future years?

The committee will continue to review student appeals and conduct interviews with students who are seeking readmissions to the university.

VII. What are the Committee's weaknesses?

While the committee did not identify any weaknesses in the application process, having access to the student's appeal documents at an earlier date would aid the committee in making informed decisions about students.

A. What can the Shared Governance Committee help you do to address the weaknesses?

N/A

VIII. Comments

Committee leadership transitioned during the academic year. Dr. Terri Garrison, Chair, retired on August 1, 2024, and was succeeded by Ron Davis, who volunteered and was approved by the committee to complete the remainder of her term and continue into the next academic year. In April 2025, following communication from the Dean's office regarding the need to appoint a new Chair and Vice Chair, Dr. Paige Martin stepped in on behalf of Ron Davis to serve as Chair. This transition ensured continuity of leadership and alignment with the recommended term structure through December 2026.