MEMORANDUM

March 14, 2016

TO: Veronica Ogata  
Faculty Senate Chair

FROM: Leon Richards  
Chancellor

SUBJECT: Response to Concerns regarding AR #1415021

In response to Concern #1, I agree to change Step 5 of the “Selective Admissions Program Decision Appeal Process”. See the revisions to Step 5 in bold below:

5. If the student wants to appeal the Department Chairperson’s decision, the student may contact the Academic Program Dean within five (5) business days of the date of the letter affirming the Department Chair’s decision. The student must submit a letter to the Dean confirming request to appeal the Department Chairperson’s decision. The Dean will reach a decision on the student’s appeal. If the student chooses to submit an additional letter of appeal, the Vice Chancellor for Student Affairs will respond to the student’s appeal within five (5) business days of receiving the student’s appeal. The decision by the Vice Chancellor for Student Affairs is final and cannot be appealed.”

In response to Concern #2, an external review committee will add an unnecessary layer of bureaucracy to the process. It is the responsibility of the Vice Chancellor for Student Affairs to make final decisions in other admission cases such as medical withdrawals and late admissions, and her authority would extend to this situation as well.

In response to Concern #3, I agree that the information will be included in the next catalog, 2016-2017, once all concerns are addressed.

Mahalo.

C: Louise Pagotto, Vice Chancellor for Academic Affairs  
Brenda Ivelisse, Vice Chancellor for Student Affairs