



Santa Fe College Rules Manual

Title: **Disciplinary Admissions** **Procedure 7.1P**

Based on Rule 7.1

Effective Date: October 13, 2015

Purpose: To provide explanation of the Disciplinary Admissions process, including the right to appeal decisions made by the Disciplinary Admissions Committee.

Disciplinary Disclosures are made as part of the online application or using the Disciplinary Disclosure form found on the Records Office website. Disciplinary Disclosures are reviewed by the Disciplinary Admissions Committee (DAC), which is charged with deciding whether or not to allow applicants to enroll, re-enroll, or continue their enrollment at Santa Fe College, based on what is determined to be in the best interest of the College.

The DAC may elect to approve petitioners, table the petition for a specific reason, or deny the petition. When tabled, the petitioner will be provided the specific reason for the action. The DAC may require additional documentation or may require a meeting with the petitioner. The DAC communicates with petitioners using the eSantaFe notification system.

Membership of the DAC is up to eight college employees from Academic Affairs, Student Affairs, and the Santa Fe College Police Department. The Vice President for Student Affairs determines the committee's membership.

Appeal Process

Petitioners may appeal a decision made by the Disciplinary Admissions Committee. Appeals must be submitted in writing to the Office of the Vice President for Students Affairs. The Vice President for Students Affairs may elect to meet with the appellant prior to making a decision. The decision of the Vice President is final, and will be communicated to the appellant via the eSantaFe notification system.