

Allegany College of Maryland
Admissions Committee Bylaws

ARTICLE I

Name

The name of this committee shall be the Admissions Committee of Allegany College of Maryland.

ARTICLE II

Purpose

The Admissions Committee assists with, reviews, and evaluates the admission and readmission procedures of the College. The Committee also acts in unusual cases and makes decisions accordingly, as provided in the Academic Regulations.

ARTICLE III

Membership

The Membership of the Admissions Committee will consist of no fewer than seven (7) faculty/staff members, at least three (3) of who must be 12-month employees of the College and one (1) appointed Associate Support Staff member from the Office of Enrollment and Advising Services. The Admissions Counselor will serve as a permanent member of the Committee.

ARTICLE IV

Officers

Section A

The Admissions Counselor will serve as the Chair of the Committee and will keep accurate records which can be distributed as needed throughout the academic year. In the event the chairman cannot be present, a designated representative of the committee will conduct the meeting.

Section B

1. Chairman
 - a. The Chairman will call for and preside at all meetings of the Admissions Committee.
 - b. The Chairman will release a written notice of each regular meeting of the Admissions Committee to all members at least three working days in advance.
 - c. The Chairman will present to the Committee the admissions or readmission cases, which require Committee action.
 - d. The Chairman will submit an End-of-Semester Report to the Committee on Committees.
2. Associate Support Staff
 - a. The appointed Associate Support Staff member will record the minutes of all Admissions Committee meetings and forward a copy of said minutes to each member following the meeting.

ARTICLE V

Meetings

Section A

The Admissions Committee will meet at least once prior to the first day of classes of each semester and the summer session, as needed. The specific meeting date will be determined by the Chairman.

Section B

Special meetings may be held, in person or via email, any time during the academic year or during the summer, as needed.

Section C

Meetings will be scheduled in accordance with committee member's availability.

Section D

A quorum will consist of a minimum of three (3) members of the committee.

Section E

The minutes of each meeting of the Admissions Committee will be distributed to all members of the Committee.

ARTICLE VI

Period of Operation

The Admissions Committee will be an organized and operating Committee throughout the entire year. It is understood that Committee members holding other than 12-month contracts may not be available to meet during the periods not covered by their contracts.

ARTICLE VII

Amendments

These bylaws can be amended by two-thirds (2/3) majority vote of those present and voting, provided that written notice can be given to the members at least one (1) week prior to the meeting at which the amendment is to be considered.

ARTICLE VIII

Duties

The Admissions Committee meets to act on specific cases of admission or readmission, which fall outside the normal guidelines as set in the Academic Regulations. The Admissions Counselor acts on all routine cases of admissions and readmission, following guidelines set forth in the Academic Regulations.

The Admissions Committee assists with, reviews, and evaluates the readmissions and readmission procedures of the College as set forth in the Academic Regulations.

The Office of Enrollment and Advising Services will inform the applicants of the Committee's action as soon as possible following the meeting.

The Admissions Committee meets to act on specific cases in which students choose to appeal, in writing the decision of the Admissions Counselor.