

Student Re-admission SOP

2019-06-29

Tasks	Steps and Descriptions	Person in charge
Announcement (Mid March)	<ul style="list-style-type: none"> • Send an email to all students (including non-residents), informing them to submit an online application for the upcoming academic year • In the email, explain the criteria for re-admission: <ul style="list-style-type: none"> ○ Total days spent in college in the current semester ○ Participation in college activities and contribution to college life ○ Positive energy 	College Office
Preliminary Waiting list formation (End of March)	<ul style="list-style-type: none"> • Note: returning exchange students are generally NOT put in the preliminary waiting list. Non-residents are generally INCLUDED in the preliminary waiting list. • Put all graduating class students who delay their graduation on the preliminary waiting list • Put the applicants who spent less than 30% of the total days on the preliminary waiting list. • For each class of students (year 1, 2, 3), find the bottom 10% of students based on their combined scores. Include such applicants in the preliminary waiting list. • One may include applicants with negative energy in the preliminary waiting list. • One may exclude applicants with contribution points or positive energy from the waiting list. • Send the preliminary waiting list to College academic members and office staff. They may recommend some to be re-admitted. If needed, notify such students and arrange a meeting with College Office (such as College Master). • Notify students on the preliminary waiting list. Some of them may request a meeting with College Office (including College Master) to explain their cases. • In order to be removed from the waiting list, a student must provide convincing reasons about their absence from college and make up some college requirements (ePortfolio and activities) 	College Office
Final Waiting list (April to June)	<ul style="list-style-type: none"> • In late April, check the recent records of students on the preliminary waiting list. Remove those who make up some college requirements and inform them that they have been removed from the preliminary waiting list because of their recent action. • Students who request a meeting with College Office (including College Master) may enter the final waiting list, depending on their individual reasons for staying in the College • The students in the final waiting list will be informed in the second half of August (after mass check-in) whether they can move in. 	College Office

Wrap up (May)	<ul style="list-style-type: none">• Send the list of approved application residents to UM's Financial Office• Inform students on the move-in date in August	College Office
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