



Admissions Process Standard Operating Procedure (SOP)

For the review of a candidate for admissions to NMMI.

Preface

The NMMI Governing Board of Regents has, via policy, directed the President/ Superintendent of NMMI to develop a method and standards for admissions to NMMI. This method and standards are based upon the key components of a candidate and reviewed by the BOR annually. This SOP represents the methodology and key components for the BOR policy directive for admission to NMMI. The content and matter of this SOP shall be subordinate to Federal and State law, the BOR policy, and the NMMI O&P. All revisions shall be approved by the President/ Superintendent.

Rationale

The Constitution of the State of New Mexico provides both statutory and suggested input as to the uniqueness of NMMI. The NMMI Governing Board of Regents is statutorily authorized to develop the standards of admission to NMMI. The BOR have developed their rationale of consideration of multiple key components of evidence as part of their policy and have directed the NMMI President/ Superintendent to develop the methodology as well as the standards as a proposal to the BOR for final approval. The BOR have further directed the President/ Superintendent to review the outcomes of the evidence annually and present to the BOR, if necessary any changes for consideration.

Methodology

The Admissions standards shall include a list of key components of evidence whereby each candidate shall be considered prior to full admission to NMMI. Additionally, there shall be an established list of “red flags” whereby each candidate shall be considered and reviewed with additional scrutiny or result in out-right rejection. There shall be a review of each candidate against the base standards set forth in the BOR policy and contained herein. Candidates who meet the minimum qualification standards, yet are missing key documents shall be conditionally accepted pending receipt of the missing documents by NMMI.

Each candidate shall be placed into the summary sheets and have meet either the minimum overall score for admissions with no “red flags” or have a documented waiver as allowed herein prior to full or final admission being allowed.

Each candidate shall be interviewed to determine their desire and background. A list of standardized questions shall be developed for which, as a minimum, each group of candidates shall be asked.



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Revision Control

Initial release – December 2017 as approved by the NMMI BOR

R10222018a – At the regularly scheduled BOR meeting held on the 19th of October, 2018, the BOR was presented and approved language which changed the ACT/SAT from being “required” to “recommended”. Additionally, the “red flag” currently placed on the assessment chart shall be removed.

R07182019a – The NMMI Governing Board of Regents did approve the addition of English proficiency test along with the associated scoring scenarios for evaluation purposes. Additionally, the Board did approve the termination of the SLEP test as of 1 August 2020.

R10252019a – The NMMI Governing Board of Regents did approve of the addition of the Medical standards and the revision of the Math Placement exam standards at their regularly scheduled meeting on 25 October, 2019.

R07152021a – Language changes/additions to SOP regarding math testing both domestic/international, admissions committee voting, methodology, red flags and use of DoDmerb/MEPS.

R051322a – BOR approved the addition of Preferred cadet waiver.

Standards

Key Qualification Standards

Grade Point Average (GPA)

- Will be measured against a 4.0 standard
- A circumstance where a GPA is not available shall result in a review by the Admissions Committee
- The GPA shall be weighted linearly as follows:
 - 2.0 = 2 points, to 3.5+ = 10 points

Academic Class Ranking

- Will be based on the students ranking as a % of the total class



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- The ranking shall have points allotted to their ranking as follows:
 - Top 10% - 5 points
 - Top 25% - 4 points
 - Top 50% - 3 points
 - Top 75% - 2 points
 - Top 90% - 1 point
- For candidates who are unable to produce a class ranking, a method of assigning points shall be based on their GPA, as a 4.0 standard, as follows:
 - 3.5-4.0 – 5 points
 - 3.0-3.49 – 4 points
 - 2.5-2.99 – 3 points
 - 2.0-2.49 – 2 points
 - 1.5-1.99 – 1 point

Standardized Tests

ACT/SAT scores are not required for Admission to New Mexico Military Institute (NMMI). However, we do highly recommend applicants provide the scores when they apply for two significant reasons. First, the scores help Academic Advisors and Administrators register students into the correct classes for success. Second, the scores determine eligibility for scholarships and other financial aid. - *R10222018a*

Accepted English Proficiency TEST for Junior College and High School candidates *R07182019a*

Score	Accepted English Proficiency TEST Format											RDG Placement
	SSAT	TOEFL	Cambridge First	IELTS	iTEP	DuoLingo	GTEC	PTE	ELTIS	TOEFL 9th Grade	SLEP	
5	Top 10%	110+	C2	8.5-9	5.0+	140-160	1314-1400	83+	8-9	884-900	63-97	
4	Top 25%	100-109		8-8.4	4.5-4.9	120-139	1291-1313	79-82	7-7.9		60-62	
3	Top 50%	90-99	C1	7.5-5.9	4.1-4.4	90-119	1267-1290	73-78	6.5-6.9	867-883	59-61	
2	Top 75%	80-89		6.5-7.4	3.8-4.0	75-89	1181-1266	58-72	6.0-6.4		56-58	Recommended
1	Top 90%	62-79	B2	5.5-6.4	3.6-3.7	60-74	1119-1180	50-57	5.5-5.9	850-866	55	Recommended
RED FLAG	< 90%	<62	<B2	< 5.5	< 3.6	< 60	< 1119	< 50	<5.5	< 850	< 55	Required

NOTE:

- International students who have attended an English-speaking school for two (2) or more years will be required to take the domestic standardized placement tests.
- SLEP Test results will no longer be accepted after 1 August, 2020. *R07182019a*



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High School Placement Math Test *R10252019a*

- Domestic students will take the Math Placement Exam during their academic year and assigned points based on the following:
 - 3rd Class – Sr.
 - 70+ on pre-Alg.; std.; 3 points (Alg. I placement with credit validation, can take Alg. 1 challenge exam.)
 - 60-69.9 – pre-Alg., std.; 2 points (**Candidates can re-take the MPE during the school year to earn Pre-Alg. Credit, will have to participate in 2 week senior week to graduate on time.**)
 - 45-59.9 – pre-Alg. std.; 1 point (**Pre-Alg. Placement, will require Alg. 1 & Alg. 2 during summer school.**)
 - **Applicants must have a passing grade for Geometry on their transcript.**
 - **If score is between 40-44.9 candidate is allowed 1 retake, scoring below 39.9 does not allow direct admission to NMMI.**
 - **Algebra 1 challenge Test can be administered online/remotely to 3rd Class prospects up until “2” weeks prior to matriculation. After which they will take their placement exam upon arrival.**
 - 4th Class – Jr.
 - 70+ on pre-Alg.; std.; 3 points (Alg. I placement with credit validation)
 - 60-69.9 – pre-Alg., std.; 2 points (**Candidates can re-take the MPE during the school year to earn Pre-Alg. credit.**)
 - 45-59.9 – pre-Alg. std.; 1 point (**Pre-Alg. Placement, will require Alg. 1 during summer school, Alg. 2 will be taken during 3rd class year.**)
 - **Applicants must have a passing grade for Geometry on their transcript.**
 - **If score is between 40-44.9 candidate is allowed 1 retake, scoring below 39.9 does not allow direct admission to NMMI.**
 - 5th Class – Soph.
 - 70+ on pre-Alg.; std.; 5 points (Alg. I placement with credit validation)
 - 60-70 – pre-Alg., std.; 4 points (Alg.I placement with no credit validation)
 - 30-59 – pre-Alg. std.; 3 point (Pre-Alg. placement)
 - 6th Class – Frosh.
 - 70+ on pre-Alg.; std.; 5 points (Alg. I placement with credit validation)
 - 60-70 – pre-Alg., std.; 4 points (Alg.I placement with no credit validation)
 - 30-59 – pre-Alg. std.; 3 point (Pre-Alg. placement)
- Scoring below 30 on the Initial MPE does not allow direct admission to NMMI.



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- In the event a student scores below 30, the perspective student will be advised that he can retest once and if the score is again below 30, he can enroll in the Admissions Online Math Enhancement Program, and upon completion of the program, retest for admission.

Math Placement Process: *R10252019a*

Once a student has been admitted as a cadet candidate, the math department will send notification to the student explaining the options for taking an advanced course placement exam.

- International students may complete the math block by consideration of the math portion of the SSAT or other math test, but must take MPE for placement upon arrival at NMMI, **if there is not a possibility to take remotely**, and will be scored as follows:
 - Top 10% SSAT or equiv. – 5 points
 - Top 25% SSAT or equiv. – 4 points
 - Top 50% SSAT or equiv. – 3 points
 - Top 75% SSAT or equiv. – 2 points

Junior College Placement Math Test *R10252019a*

- Once a student has been admitted as a cadet candidate, the math department will send notification to the student explaining the options for taking an advanced course placement exam.
 - Descriptive Tests of Mathematics Skills in Elementary Algebra Skills, Assessing Basic Academic Competencies Identified in Academic Preparation for College (ETS) is administered to incoming junior and seniors;
 - 0-5 For Elem Alg.
 - 5=90-100
 - 4=80-89
 - 3=70-79
 - 0=0-69 Red Flag
 - Descriptive Tests of Mathematics Skills in Arithmetic Skills, Assessing Basic Academic Competencies Identified in Academic Preparation for College (ETS) (pre-algebra) is administered to incoming Freshmen and sophomore candidates.
 - 0-5 For Arithmetic Skills
 - 5=90-100
 - 4=80-89
 - 3=70-79



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- 0=0-69 Red Flag

Behavior / Department Standard

- Candidates shall be reviewed for prior or existing situations and circumstances of behavioral issues.
 - No none issues – 5 points
 - No unresolved issues – 2 points
 - Unresolved issues – 1 point
- The expectation is that any unresolved issues would be resolved prior to final admission to NMMI and in no case would a pending criminal case be allowed admission.

Medical **R10252019a**

- The NMMI Governing Board of Regents policy states that all candidates being considered for admission to NMMI be able and willing to fully participate in all Corps activities; academic, corps life and physical exercises. The policy includes the idea a candidate not have a medical disorder which would pose a safety risk to themselves or others. Health matters considered chronic or of such duration that a medical remedy is not suitable in a manner of time to allow the cadet to complete their studies at NMMI without substantial support to do so by NMMI representatives and otherwise limiting their ability to fully participate in all corps activities or as a safety risk shall result in the candidate's denial for admittance.
- Chronic conditions which the candidate argues are not limiting or a safety factor shall be supported by a medical professional's review and documentation with consideration of NMMI's rigorous environment prior to admittance to NMMI.
- Candidates with such health factors and any associated documentation shall be forwarded to the NMMI medical board for review and consideration prior to admittance. NMMI medical board decisions are subject to the NMMI Admissions appeal process as defined herein.
- Ref: BOR Manual – 7.2, 7.3 Admissions / Retention Standards

Leadership Standards

- Each candidate shall have the opportunity to present evidence of leadership roles they have experienced. Leadership roles could include both academic and non-academic examples as well as both related to school or extra-curricular examples.
- The Leadership examples shall be included in the evaluation of the candidate and assigned points as follows:
 - Extraordinary Leadership – 5 points = National recognition
 - Outstanding Leadership – 4 points = Regional recognition
 - Good Leadership – 3 points = State level recognition
 - Proven Leadership – 2 points = Local recognition
 - Some Leadership – 1 point = School level recognition



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- The expectation is that most candidates would exhibit some leadership examples with the average being proven leadership.

Special Ability Standard

- Each candidate shall be reviewed and allowed to submit examples of special abilities. These abilities could include foreign language skills, overall academic standing, athletic skills or skills in the arts.
- The special abilities standards shall be assessed as follows:
 - Extraordinary Ability – 5 points = National recognition
 - Outstanding Ability – 4 points = Regional recognition
 - Good Ability – 3 points = State level recognition
 - Proven Ability – 2 points = Local recognition
 - Ability – 1 point = School level recognition
- The expected outcome is the majority of candidates shall exhibit some proven ability.

Legacy Cadet

- A legacy cadet shall be defined as a cadet whose direct family has been or is a cadet at NMMI. Examples include the following:
 - Legal Guardian
 - Father or Mother
 - Sibling
 - Uncle or Aunt
 - Grandparent
- Each candidate who can show their legacy back to the standard above shall be assessed a 2.5 point benefit.
- The expectation is that a legacy cadet is both familiar with the Institute and its standards as well as determined to attend and succeed at NMMI.

New Mexico Resident

- A candidate is considered a New Mexico Resident if they are able to show their status as such under legally accepted principals. That is, either documentation or other means which would result in their being defined by other agencies of the State of New Mexico as being a legal resident.
- Candidates showing NM residence shall be assessed a 2.5 point benefit.
- The expectation for the assessed value is to meet the intent of the NM Constitution, Legislative support and NM taxpayer's benefit. The expectation is further advanced in that a NM resident is generally familiar with NMMI, its standards and is determined to attend and succeed at NMMI.



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Minimum best qualified standards

- A minimum best qualified standard is intended to set a base for which a candidate may be accepted without the additional scrutiny of the admissions committee. Such a candidate shall present a complete body of evidence to be considered and obtain an overall score of **17**.
- The components for the score shall include all elements of the Key Considerations contained herein.
- The candidate shall not exhibit any “red flags”

Waivers

- The President / Superintendent shall establish the number and authority to grant waivers to the Key Components evaluation criteria under the following departments:
 - Athletics
 - Academics
 - Corps
 - Superintendent
- The expectation is the department granting the waiver will have responsibility for the success or failure of that candidate’s term at NMMI.
- Preferred cadet waivers can be used at the direction of the Director of Domestic Admissions. Candidates awarded this waiver will receive the in-state tuition and must meet the following requirements per BOR approval at the 5/13/22 meeting.
 - 27 or higher matrix score.
 - Have filled out the FAFSA and SSA form.
 - Have a desire to attend NMMI but financially have an inability to potentially do so.

Home-based or non-public school requirement

In determining the stand of requirements for admission to NMMI, a student who has completed the requirements of a home-based or non-public school requirement program, and who has submitted test scores that otherwise qualify him for admission to that institution, shall not be required to obtain or submit proof of having obtained a general education development certificate. In determining requirements for admission, NMMI shall evaluate and treat applicants from home-based educational programs or non-public schools fairly and in a nondiscriminatory manner.



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Authority - Ref. NMSA, Chapter 5.2.1 – State and Private Education Institutions, 21-1-1 – State Institutions; Admissions Requirements to be established by the board of regents (1997)

Vice Dean Review

- The Vice Dean / Principal of the NMMI High School shall review the record of all Junior and Senior high school candidates for circumstances of the candidate's ability to complete their academic requirements in an expected time-frame.
- The Vice Dean/ Principal may as a matter of the review reject a candidate for admittance to NMMI.
- The decision to reject the candidate will include the reasoning which is expected to be communicated to the candidate.
- The candidate shall have the ability to appeal the rejection as in other cases which have resulted in the same outcome.

Admissions Committee

- An Admissions Committee shall be established for the review of and determination of a candidate who either does not meet the minimum overall score of Key Components or has otherwise been determined to have a "red flag".
- The Committee shall be composed of the following members:
 - Director of Admissions, Chairperson and Cadet Advocate
 - Vice Dean, standing member
 - Representatives from:
 - Athletics
 - Cadet Counseling Center
 - Commandant
 - Faculty Senate
 - Student Assistance Center
 - Toles Learning Resource Center
- Reasoning: This takes into account the major reasons why a student would be going through the committee.
 - Chairperson, Director of Admissions (votes only in the case of a tie).
 - Vice Dean-are there issues noted by previous coursework/school attendance?
 - Athletics-can they be successful physically?
 - Cadet Counseling Center-Does student have and/or can we support any mental health issues?



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- Commandant- can this student find success in the Corps of Cadets?
- Faculty-Can this student find academic success at NMMI?
- Student Assistance Center- if high school students can reach graduation requirements?
- Toles Learning Resource Center- can we support students in the summer program and ongoing through the year?
- To make the committee fairer, only those who have reviewed the files in advance will vote and the historical voting record of the committee will be used to enhance our consistency.
- The committee will cast a vote for each candidate **with either a “Yes” or “No”**.

Admissions review schedule

- The Director of Admissions shall establish a consistent method of communication via electronic means with a distinct time-line for the members to vote. Those missing the deadline will not be considered subsequent.
 - Reasonable methods of communication/ notice

Admissions Committee Outcome via majority vote

- A minimum of 6 points average is required to “waive” the student to accept. The average of points below 6, will result in the candidate being rejected.
 - Decision to accept
 - Decision to deny

Admissions Appeal Committee

- There shall be established an Admissions Appeal Committee hosted by the Director of Admissions and have members as follows:
 - Chief of Staff - Chairperson
 - Voting Members
 - Dean
 - Commandant
 - Athletic Director
 - Director of Admissions – applicant advocate
- The intent of the appeals committee is to review only the cases where the candidate has determined to appeal the outcome of “rejection” by the Admissions assessment process or the Admissions Committee.
- The determination of the Appeals Committee shall be based on some matter(s) of evidence the candidate is able to present which was not considered prior, thus resulting in the rejection outcome.



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- The Director of Admissions shall make every attempt to host the meeting whereby the committee members can discuss the candidate's circumstances. At the very least, an e-mail vote should contain not only the vote, but the reasoning behind the vote.

Admissions Appeal Committee Outcome

- The Admissions Appeal Committee shall simply vote for the following:
 - Decision to accept as a waiver to the earlier decision
 - Decision to deny

Expected Outcome(s)

The process is designed to identify those candidates who have the qualities that will help them succeed at NMMI. The intrinsic intention is not to bring a student here just to fill beds or to “make money”, any more than it is to make NMMI an “elitist” institution. The ultimate goal is to recognize those applicants who have the most potential to benefit from the mentoring and guidance NMMI staff provides to develop cadets within the intent of the NMMI mission.

Authority

NMMI Governing Board of Regents Policy regarding the Admissions Standards

Attachments

- Key Components Spreadsheet
 - JC
 - 3rd Class
 - 4th Class
 - 5th Class
 - 6th Class
- Interview Questions

Standard Operating Procedures for Applicants to NMMI

Objective:

A student who has applied to NMMI has a level of confirmed interest in attending the Institute. It is important that we complete a thorough evaluation of each file in a timely fashion. Files should be evaluated honestly without bias by anyone involved in the office for any reason. Admission is a collaborative process that requires participation by Academics, Corps Life and Athletics. The Office of Admissions is the steward of the process and should not deviate from carrying out the process in the manner approved by the NMMI Board of Regents. Admissions protocol is listed in this SOP. Standards



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are under the purview of the Board of Regents and are contained in the BOR Admissions SOP. The protocol is a tool utilized to carry out the will of the Board and may be changed with sufficient notice to campus constituents. The BOR Admissions SOP may only be changed by a vote of the BOR and must be followed.

Process for an application to NMMI:

All communication in the process will be coordinated through the CRM and Power Campus Systems. Logging e-mails, calls, letters, visits, etc. is crucial to a seamless process.

In the absence of the manager of any of the processes listed below, the process will be completed by their immediate supervisor or the supervisor's designee. This process should not stop due to any absence of Office of Admissions staff.

- I. Once a student submits a formal application to NMMI
 - a. Within a maximum of **1 business day** (with the exception on timing for holiday breaks) the application is processed and a file is created for the applicant.
 - i. For all NEW applications, the initial application letter and application packet will be emailed to the student from processing with the recruiter assigned copied in the email. Along with a formal application packet mailed. **International students will receive all documentations electronically for timing.
 - ii. All new applications will then be given to the recruiter assigned to call the student. If recruiter assigned it will be giving to another recruiter in the office to reach out and let the applicant know the application was received.
 - b. Once a month, processing will issue lack letters for all applicants is via mail or e-mail of any missing documents.
 - c. Within a maximum of (2) business days of receiving application documentation, the applicant receives a phone call and an email from their admissions counselor notifying them that their paperwork was received or if they are missing any items.
 - i. In the absence of recruiter assigned, it will go to the next available in office personnel.
 - d. All paperwork received from an applicant will be scanned into OnBase.
 - i. If processing receives records, it will be scanned and updated into all systems and marked scanned off on the application file.
 - ii. If recruiters receive records, recruiters will scan items to the appropriate data entry processors file for OnBase and place the documentation in the back for processors to index while updating the information into records. If recruiters are on the road, it will be forwarded to the processor assigned to scan and update.
 - e. Applicants should be contacted by the counselor (in a personal fashion independent of the communication flow) a minimum of (3 X) per month, while they are in the process if the applicant is actively responding. If no response to calls or recruiter email correspondences, recruiters need to contact (2 X) per week via phone.



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- f. An applicant who fails to complete the file or remain active in the process within a quarter (3 months) will have their application cancelled.
 - i. A formal email and phone call needs to be made 3 days prior to cancellation allowing the applicant time to respond to the status of their application.

- II. Completed file process
 - a. Once the file is completed the processor in charge of the file ensures that all required fields on the file and in all necessary systems are on record and scanned the entire file is scanned into OnBase within 3 working days of file completion. The following documents are required to make a file complete:
 - i. Complete application for admission.
 - ii. Prospective Cadet Questionnaire
 - iii. The NMMI Health and Consent form (August 2017 edition or later).
 - iv. Physical
 - 1. The Dodmerb or MEPS physical **qualification letter** can be used in place of the NMMI physical only.
 - v. Immunization record
 - vi. Birth certificate
 - 1. A passport copy can be used in lieu of the birth certificate for admission.
 - vii. Current transcript(s) from all schools previously attended.
 - 1. JC students must submit transcripts from their high school and ALL institutions of higher education they have attended.
 - 2. HS students must submit a transcript of all middle school and high school coursework (High school junior and senior applicants may be considered with a minimum of two years of HS transcripts).
 - 3. Transcripts requests will be completed during the initial application stage and, if applicant is admitted, will submit a formal request at the end of the school year to assist in collection of records.
 - a. Recruiters will verify with registrar if course objectives need to be requested for any incoming 10th-12th grade, including international transcripts (not on record of school's identified already in the system) before requesting from institutions.
 - viii. Receipt of IEP:
 - 1. While we don't request IEPs, anytime an IEP is received, the IEP and student's application record is reviewed by the HS Principal.
 - a. Purpose: To alleviate parents from waiting for admission decisions and then forwarding IEP request to NMMI. Having it go to the HS Principal no matter the timing will close up any gap in transcript history discovered with the file in question.
 - ix. Standardized Test Scores as listed in the BOR SOP.



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- a. SSAT fee waivers are available to domestic students showing financial need. Request for a fee waiver should be submitted to either Assistant Director or the Director for approval.
 - b. International students unable to afford the SSAT will be unable to receive their I-20 to study in the US and thus are not eligible for an SSAT fee waiver.
- x. High school students must also complete an in person or 'live online media' interview.
- *All 3rd class applicants are required to visit campus, all other applicants and international students are highly encouraged to visit but not required. In a case where a student presents the case that they cannot come to campus, a Skype interview may be conducted with the consent of the Director of Admissions or Assistant Director of Admissions.*
- ***All HS students will be required to present insurance at matriculation, if not previously submitted during file completion.***
- *** Files cannot be evaluated for admission decisions or matrixed until processing has scanned and updated current information into systems.***
- b. The completed file will be forwarded to the admissions counselor within 2 working days from the date of scanning. The counselor should be alerted via e-mail list.

*****When a counselor is out of the office, file is passed to alternative recruiter for file reading.***

 - i. Admissions counselors will read the file within 2 working days of its delivery.
 - ii. Admissions counselors evaluate the file based on the Admissions matrix approved by the NMMI BOR (Current edition December 17, 2015). Once complete, file is submitted to the ADR for review or to ADO/Director in absence of ADR in the office.
 - iii. If no red flags and student reaches the stated BOR minimum score (NMMI Admission Quotient of 17 or higher-current edition December 17, 2015). The application is processed as admit conditionally. (Red flags listed in Admissions Committee section). Counselor should call student to notify them of their conditional admission and alert them to the next steps within 2 business days.
 - iv. Admission letter goes out from processing within 2 days of admission decision.
 - v. Copy of this letter scanned into the record in OnBase and noted in the CRM.
 - vi. Admitted students may attend summer at their discretion for improvement in Math and English.
 - c. Any files with behavioral or medical red flags must be presented to the Commandants staff prior to being submitted for initial admission review or to the committee. The Commandant's staff have one week to comment.
 - d. Files with less than the approved NMMI Admission Quotient (16 and below as of December 17, 2015) or any red flags will be referred to the Admissions Committee.



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- i. Submitting files for review consists of a review on the matrix with all fields and comments completed and a note of why they are referred to committee.
 1. Assistant Director of Recruitment coordinates the matrix and forwards the appropriate files.
 2. The Admissions Committee will run twice per month from February through July and September through December.
 3. Counselors will submit files for review by 0800 on the 1st and 3rd Thursday of the month. Files not on the matrix by 0800 will wait until the next Admissions Committee review.
 4. Assistant Director-Recruitment forwards files on the matrix needing review to the Director of Admissions by 1300 on the 1st and 3rd Thursdays.
 5. Admissions Director will review and forward files for review to the Admissions Committee by COB on the 1st and 3rd Thursdays.
 6. Admissions Committee will have until 0730 on the 1st and 3rd Monday to return their scoring of the review files.
 7. Admissions Director will compile and render decisions on files by 1200 on the 1st and 3rd Monday.
 8. Counselors will contact applicants by phone (or if unable to reach, by e-mail) with the decision by 0730 on the 1st and 3rd Tuesday.
 9. Files will be coded appropriately and letters mailed out within 3 business days of the Admission Committee decision.
 10. Students may come to the summer program with the intention of raising either their math or English scores to the point where they would meet admission standards. Each student should be told clearly what it will take to add the necessary quotient to meet the standard.

- ii. Red flags.
 1. A GPA rating of less than 2.0 CAN be considered a red flag.
 - a. JC applicants who GRADUATE may have below a 2.0
 - b. Some instances may arrive that impact an applicants ability to perform. E.g. COVID created a distance learning environment that students struggled with.
 2. English Standardized test result of bottom 25%
 3. Math test result of 0-29 (6th class)
 4. Unresolved Behavioral issues.
 5. Health form that shows any chronic medical issues must be reviewed by the Commandant's designee-currently the RN at the Infirmary. The Commandants staff has a maximum of one week to provide comment.



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6. Any previous criminal activity or arrests which resulted in a felony conviction.
 7. Unresolved addictions, or behavioral issues; particularly self-harm ideations that could cause problems in the Corps of Cadets, the classroom or other setting at NMMI.
 - a. Counselor will note the field in red on the matrix and give an explanation of the red flag in the appropriate column.
- iii. Appeals process
1. Students wanting to appeal the decision of the Admissions Committee must present a letter to that effect including the new evidence that substantiates an appeal.
 2. Tier One
 - a. Files appealing the Admission Committee decision will be presented to the Tier One committee in a called meeting taking place on or around the 4th Thursday of the month.
 - b. Students wanting to appeal the Tier One decision must present a letter to that effect including the new evidence that substantiates an appeal.
 3. President/Superintendent
 - a. Files appealing the Tier One decision will be presented to the President/Superintendent within 3 working days of the appeal.
 - b. The President/Superintendent will render a final decision within 10 working days of receiving the appeal.
 4. There is no appeal after the President/Superintendent renders a decision unless a change in the underlying cause of the rejection changes. If the underlying causes of the rejection change, the applicant would proceed through the entire process again.
- iv. Throughout the various processes, the Operations staff remain in charge of the physical file (all other individuals needing to review the file will do so in Singularity). All additions to the file or requests to view the physical file must be coordinated with the Assistant Directors. Files must be returned to processing at the end of each day except for students checked out for medical or admissions committee reviews.
- v. The admissions counselor is the impartial and unbiased advocate for the applicant and guardian of the timeliness of this process. If there are delays, the Admissions Counselor should notify the appropriate Assistant Director initially and if there is still no resolution, it should be elevated to the Admissions Director. The admissions counselor should keep the applicant apprised of where their file is in the process.