

Academic Standards Committee Bylaws

Lower Columbia College

1. Official Name

Academic Standards Committee

2. Mission and Purpose

Mission:

- a. Ensure that student petitions for waivers and substitutions meet the college curricular requirements for each program, certificate or degree.
- b. Ensure that student petitions for waivers and substitutions meet course requirements for programs within each discipline, transfer degree
- c. Be responsible for reinstatement of students whose grades have fallen below the requirements of the college by setting academic limitations for improving grades and providing academic intervention when required.
- d. Ensure that student petitions for waivers and substitutions meet course requirements for programs within each discipline, transfer degree programs and requirements set by the college and the state.
- e. Hear and act upon student appeals and grievances of an academic nature
- f. Make recommendations to the Instructional Council for changes in academic policy.

Purpose:

The purpose of the Academic Standards Committee is to make recommendations for changes in academic policy, and to serve as the body that hears and acts upon student appeals and grievances of an academic nature. Membership consists of an academic employee elected from each instructional department, the Vice President of Student Services, and a student body representative. The Registrar serves as a non-voting ex-officio. This committee reports to the Vice President of Student Services.

3. Governance

Authorization for this committee comes from the [Faculty Contract](#); the [Student Handbook](#); [Administrative Policy 100](#) and [Procedure 100.1.A](#), and [NWCCU Standard 2.A.15](#).

4. Authority

The Academic Standards Committee:

- a. Is a standing committee of the Student Services Council
- b. Reports to the Vice President of Student Services on academic matters.
- c. Submits suggested academic policy revisions to the Instructional Council.

The Academic Standards Committee shall review student appeals of:

- a. Sanctions imposed on students for alleged arbitrary and capricious application of academic standards.
- b. Application of academic policies or procedures by instructors.

The Committee also shall grant or deny requests to:

- a. Change grades that have been recorded.
- b. Reinstate students from academic suspension.
- c. Waive graduation requirements.

The Academic Standards Committee authorizes the Vice President of Student Services or designee to handle all reinstatement procedures. In the event the Vice President of Student Services is not available, the chairperson of the Academic Standards Committee shall serve in this capacity.

Effective 7 October 1999; Instructional Council 12 October 1999.

5. Subcommittees

- a. Comprised of three committee volunteers, the Registrar, and the Secretary.
- b. Determined by committee members for a term of one year.
- c. Meets twice a month as necessary.
- d. Reviews student petitions and approves or denies requests as supported by provided documentation, academic guidelines, and/or division faculty members or deans.

6. Membership and leadership

Membership

- a. Committee membership consists of an academic employee elected from each instructional department, the Vice President of Student Services, and a student body representative. The Registrar serves on the committee as a non-voting ex-officio.
- b. Membership is for three academic years.
- c. One-third of the committee is elected at the beginning of each academic year.
- d. The committee is chaired by a faculty member of the committee.
 - a. The members of the committee elect the Chairperson at the first meeting of the fall quarter.
 - b. Term of office is one year.
- e. The committee determines the sub-committee membership, whose term is one year.

Chairperson

- a. Chair all meetings of the committee.
- b. Provide the agenda for the meetings
- c. Serve as the committee representative for actions taken by the committee.
- d. Consult with the Vice President of Student Services as required for clarification in Academic Standards Committee matters.
- e. Provide a record of all actions taken to necessary college staff members.
- f. Chair the yearly evaluation of the *Academic Standards Committee Operational Guidelines*.

Vice President of Student Services

- a. Act as the committee representative at the Student Services Council meetings and report to the committee on academic standards actions taken.

- b. Authority to act on all student academic reinstatement requests using the committee established guidelines
- c. In the absence of the chairperson, chair the committee meeting.
- d. Consult with the chairperson on matters that may be of concern to the committee.

Secretary

- a. Appointed by the Vice President of Student Services.
- b. Notifies committee members of meeting dates and arranges meeting place.
- c. Takes notes at all meetings and prepares and disseminates the minutes of the meeting to all committee members.
- d. Initiates correspondence to students as a result of actions of the committee, subcommittee, or the chairperson.
- e. Maintains the records of all meetings and *Academic Standards Committee Petitions*.
- f. Maintains the permanent committee archive file and posts minutes on the college website.
- g. Receives all Academic Standards Committee Petitions from students and collects college documentation as needed.
- h. Provides Academic Standards Committee Petitions and documentation to the appropriate sub-committee members.
- i. Acts as a liaison with the students for the committee.

7. Meetings

- a. The committee meets monthly as needed to act upon student academic matters.
- b. The committee meets a minimum of once each quarter during the academic year.
- c. The chairperson conducts the meetings. In the absence of the chairperson, the Vice President of Student Services chairs the meeting.
- d. A subcommittee meets twice monthly as needed during the academic year to review student petitions.

8. Operating procedures

- a. The *Standard Code of Parliamentary Procedure* by Alice Sturgis governs parliamentary procedure.
- b. Additional Lower Columbia College established rules and procedures as applicable.
- c. A quorum consists of two-thirds of the membership.
- d. The academic year is fall, winter and spring quarters.

Voting

- a. For voting, a simple majority of the membership is required to take action.
- b. A quorum for academic grievance meetings consists of at least 50% of the faculty members on the committee.
- c. See Administrative Policies, Faculty Rights.

Faculty Rights (excerpt from [Faculty Contract](#)), p. 46:

Academic employees shall have the exclusive right and responsibility to determine grades and other evaluations of students. No grade or evaluation shall be changed without the approval of the Academic Standards Committee. No trustee or administration pressure shall be applied to any academic employee regarding grading or evaluation of students. The Academic Standards Committee shall operate according to published parliamentary procedures (Sturgis) with the following exceptions:

- a. In order for a quorum to be established, at least 50% of the faculty members must be present and
- b. Only members of the committee who are faculty may vote to change a grade. In the case of a tie, the motion to change a grade will be lost.

9. Relevant accreditation standards, policies and/or publications

Faculty contract; Student Handbook; NWCCU Standard 2.A.15; Policy 100; Procedure 100.1A;

10. Minutes

The Secretary for the Academic Standards Committee:

- a. Keeps student *Academic Standards Committee Petitions* for two years.
- b. Keeps the minutes of the Academic Standards Committee for five years.
- c. Posts the minutes on the college website.

11. Process for amendment of bylaws

Review Process

- a. The committee reviews the *Academic Standards Committee Operational Guidelines* yearly.
- b. The review includes all changes initiated by the committee during the year.
- c. The committee determines the review process and sub-committee membership.

12. Effective dates and change record

May 2018