



**Academic Standards Committee**  
**February 9, 2016**  
**Meeting Notes**

**Members Attending:**

David McCarthy, David Rosi (Chair), Kam Todd, Kathy Stafford, Kendra Sprague, Louis LaPierre, Mary Leach, Rick Swee, Karla Rivers (Interim Registrar, non-voting ex-officio), and Sandie St. Onge (Secretary)

The meeting convened at 11:04 AM on February 9, 2016 in the ADC Conference Room by Chair, David Rosi.

**Agenda Items Discussed:**

- No tenure track faculty were in attendance
- **Late withdraw** - The discussion regarding late withdraws initiated by students was continued. Overall, departments supported current deadlines and procedures. They also agreed that support of a petition by a faculty or staff advisor generally added weight to approval of a petition, but was not the final criteria in approval determination. Students who petition for withdrawal after the deadline to withdraw must meet the criteria indicated in the *Academic Standards Committee Operational Guidelines* to be approved for late withdraw. See expert below:

**Student-Initiated (W) Deadline**

1. The last day to withdraw from a class is the date listed online on the college website and in the class schedule for the quarter in which enrolled. This is generally the last class day of the eighth week of instruction.

**Withdrawal - Completion Deadline**

1. Withdrawal from a course must be officially processed through the Registration Office by 5:00 pm on the final withdrawal day.
2. The last day to withdraw from short courses that meet after the deadline to withdraw or end prior to the deadline to withdraw is decided by the Registration Office on a pro-rated basis.

**Advisor Signature Requirement**

1. Specifically designated classes (i.e. lab and equipment courses) require the instructor's signature indicating that all equipment has been returned by the student.

**Late Withdrawal**

The Academic Standards Committee does not consider requests for late withdrawal except for those requests that include valid, verifiable proof that withdrawal beyond the deadline date was due to an emergency or other documented extenuating circumstances.

**Authority**

1. The committee cedes authority to the Vice President for Student Success or designee(s) to handle ninth week withdrawals as an administrative procedure.
2. The Vice President for Student Success will determine if the withdrawals should be held for conduct issues under investigation, forwarded to the Academic Standards Committee for further consideration based on ASC Operational Guidelines, or routed to the Registrar for refunds.

- **Review of current ASC Petitions** - The committee reviewed and approved two petitions for course requirement substitutions, as submitted by Nadine Lemons.

Members will be sent a meeting reminder and agenda or notice of cancellation prior to the next meeting which is currently scheduled for March 8, 2016 at 11:00 in ADC 144B.

The meeting was adjourned at 11:35 AM.

Respectfully - ASC Secretary, Sandie St. Onge

**Distribution:**

Kacie Wilson  
David Rosi  
NA  
Lois LaPierre  
Kam Todd  
David McCarthy

ASLCC Representative  
Business & Information Technology  
Humanities  
Natural Sciences  
Industrial Technology  
Language & Literature

Rick Swee  
Kathy Stafford  
Mary Leach  
Kendra Sprague  
Karla Rivers  
Sandie St. Onge

Mathematics  
Nursing & Allied Health  
Social Sciences  
Interim Vice President for Student Success  
Interim Registrar  
Secretary