

Lower Columbia College

Academic Standards Committee Bylaws

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 programs and requirements set by the college and the state.
- 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. Hear and act upon student petitions, appeals, and grievances of an academic nature.
- e. 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 Instruction, a student body representative, and the Registrar serves as a non-voting ex-officio. This committee reports to the Vice President of Instruction.

3. Governance

Authorization for this committee comes from the [Faculty Contract](#); the [Student Handbook](#); [Administrative Policy 101](#) and [Procedure 101.1A](#), and [NWCCU Standard 2.A.1](#).

4. Authority

The Academic Standards Committee:

- a. Is a standing committee of the Instruction Division
- b. Reports to the Vice President of Instruction 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 the College.

The Committee also shall grant or deny requests to:

- a. Change or remove grades that have been recorded.
- b. Reinstate students from academic suspension.
- c. Waive or substitute graduation requirements.
- d. Change a student's educational records.

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

5. Membership and Leadership

Membership

- a. Committee membership consists of an academic employee elected from each instructional department, the Vice President of Instruction, 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.
 - i. The members of the committee elect the Chairperson at the first meeting of the fall quarter.
 - ii. The term of office is one year.

Chairperson

- a. Chair all meetings of the committee.
- b. Serve as the committee representative for actions taken by the committee.
- c. Consult with the Vice President of Instruction as required for clarification in Academic Standards Committee matters.

Vice President of Instruction

- a. Act as the committee representative at campus meetings and report to the committee on academic standards actions taken.
- b. Authority to act on all student academic reinstatement requests using guidelines established by the committee.
- 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 Instruction.
- b. Notifies committee members of meeting dates and arranges meeting place.
- c. Provides the agenda for the meetings.
- d. Takes notes at all meetings and prepares and disseminates the minutes of the meeting to all committee members.
- e. Notifies students and relevant faculty and staff of actions of the committee.
- f. Maintains the records of all meetings and *Academic Standards Committee Petitions*.
- g. Maintains the permanent committee archive file and posts minutes on the college website.

- h. Receives all Academic Standards Committee Petitions from students and collects college documentation as needed.
- i. Acts as a liaison with the students for the committee.

6. Meetings

- a. The committee meets a minimum of once each quarter during the academic year, as needed to act upon student academic matters.
- b. The chairperson conducts the meetings. In the absence of the chairperson, the Vice President of Instruction or designee chairs the meeting.

7. 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.
- e. When reviewing a course substitution petition, the committee will determine whether the substitution is to be adopted for all students. In general, substitutions will be applied to all students equitably to prevent repeated petitions for identical courses.

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. Only members of the committee who are faculty may vote to change a grade per the faculty collective bargaining agreement.
- d. In the case of a tie, the motion to change a grade will be lost.

8. Relevant accreditation standards, policies and/or publications

Faculty contract; Student Handbook; NWCCU Standard 2.A.1; Policy 101; Procedure 101.1A

9. 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.

10. Process for amendment of bylaws

Review Process

- a. The committee reviews the bylaws every two years.
- b. The review includes all changes initiated by the committee during the year.
- c. The committee determines the review process.

11. Effective dates and change record

Original version - September 2023

Draft changes added - October 2025

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.