

## ADMINISTRATIVE PROCEDURES

<b>Title: ACADEMIC STANDARDS COMMITTEE</b>	<b>Identification:</b> 4.12
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	<b>Effective Date:</b> 04/29/02
<b>Authority:</b> SBE 6A-10.041; 6A-14.026; 6A-140.267; 6A-1.041; 6A-10.0311 FS 240.107; 240.152; 240.153; 240.319 HCC Rule 6HX-10-3.012, 3.015	<b>Signature/Approval:</b>  Gwendolyn W. Stephenson

### PURPOSE

This procedure describes the functions, appointment, membership, and meeting schedule for the Academic Standards Committee.

### PROCEDURE

The Academic Standards Committee will be appointed by the President to review requests for special student admissions, petitions for readmissions, waiver requests (this does not include CLAST related waiver requests) for graduation requirements and other such requests submitted by students in accordance with the following guidelines:

#### 1. COMMITTEE MEMBERS

The Academic Standards Committee will include the Admissions, Registration & Records Officer who will serve as the chairperson; one counselor from each campus and one teaching faculty member from each campus will serve as the voting members. A minimum of five (5) members must be present. In addition, other College personnel where needed will be invited to meetings of the Academic Standards Committee on an advisory basis.

#### 2. APPOINTMENT OF THE COMMITTEE

The Director of Student Services will recommend to the Vice President of Education and Student Development members and alternates to serve as members of the Academic Standards Committee. The Vice President of Education and Student Development will recommend committee members to the President. During the Fall term, the Office of the President will appoint the Committee members for a one (1) year term. A Committee member may be appointed for more than one term.

#### 3. COMMITTEE MEETINGS

The Academic Standards Committee will meet on a monthly basis to review student requests or petitions or more frequently as determined by the chairperson of the Committee.

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**History:** Formerly 3.109