

Procedure Manual



Title: Academic Standards Committee	Number: A6Hx2-5.28
Policy Number: 6Hx2-5.28	Page: 1 of 1

Students should abide by the following procedures to request an exception to the rules, regulations, and requirements of the College. Students must submit requests in writing to the Academic Standards Committee.

The following procedures shall apply to students' written requests for exceptions in the form of a petition to the Academic Standards Committee:

1. Obtain and complete the Academic Standards Petition from an academic adviser/counselor at any College campus or center.
2. Petitions shall include all relevant documentation such as transcripts, letters from the transferring institution, medical documentation, course catalog descriptions, etc. to support the requested exception. Transcripts submitted to the Academic Standards Committee must be either official institutional transcripts, or unofficial transcripts may be accepted if it displays the institution name and complete academic history with term and cumulative GPA.
3. Students who wish to be considered for fourth attempts at certain college courses must provide documentation for an extenuating circumstance aligned to the failure of the courses they seek to repeat. Petitions cannot be accepted without documentation.
4. The academic adviser/counselor shall assist the student in completing the Academic Standards Petition based on the guidelines set forth in the policy and procedure and forward it to the campus dean of students or designee for approval.
5. Once the petition is approved, the petition is then forwarded to the Associate Vice President for Student Affairs/College Registrar's office no later than five business days prior to the next scheduled Academic Standards meeting. Late submissions are generally not accepted, but if extenuating circumstances are present, the student must seek approval from the campus dean of students.
6. The Academic Standards Committee generally meets the first Thursday of the month; however, the dates, places and times of the Academic Standards Committee can be obtained from the campus/center student services office.
7. Students are generally not required to appear before the Academic Standards Committee; however, may be requested to do so at the discretion of the committee chair or Registrar's Office liaison assigned to the committee. Students will appear before the Committee in order of sign-in.
8. After careful review of the petitions, the Committee shall make recommendations to the Associate Vice President for Student Life & College Ombudsperson who shall make a final determination.
9. The Associate Vice President for Student Life & College Ombudsperson shall notify the student in writing of her/his final decision within 30 days or as soon as is practical.
10. Students should note that the academic standards process is their appeal and all decisions are final once a determination is made.

When the Academic Standards Committee serves in the role of a Conduct Committee to hear student disciplinary matters, the committee will operate under the terms of College Policy and Procedure 6Hx-2-5.02 - Student Code of Conduct.

Recommending Officer's Signature <i>Marielena P. DeSanctis, Ph. D.</i>	Date: 01/23/18	President's Signature <i>J. David Anthony J.</i>	Date: 01/23/18
--	--------------------------	--	--------------------------