

**Reedley College
Academic Standards Committee
Operating Agreement**

Purpose:

To review and approve or deny student petitions related to academic matters, including, but not restricted to, academic renewal; waiver of disqualification suspension period; waiver of program, major, and graduation requirements; appeal of waiver of course prerequisites, degree and certificate evaluations, and transcript evaluations; appeal of requests for course grade review. The committee will also propose, recommend, and review policies and guidelines relevant to its authority and jurisdiction.

Jurisdiction:

The Reedley College Academic Standards Committee is a committee of the Reedley College Academic Senate.

Composition:

Vice-president of instruction (standing member co-chair)

Eight full-time faculty representatives (appointed by the Academic Senate president): One to be chosen as co-chair.

- one instructor of mathematics,
- one instructor of English (reading, composition, English as a Second Language),
- one instructor of a Career Technical Education discipline,
- one instructor of a discipline that offers neither developmental nor vocational courses,
- one college counselor,
- one learning disabilities specialist,
- one Transfer/Articulation Counselor, and
- one faculty member from the Student Success Committee

At least two of these eight committee members must be from the Madera Community College Center faculty. (Two faculty alternates may be appointed but are not required for committee composition)

Manager of the Office of Admissions and Records (standing member)

One dean of instruction (from Reedley College or from Madera Community College Center appointed by the Reedley College president)

The committee co-chairs may appoint any member of the committee to chair a meeting if both are absent.

Meetings Schedule:

Meetings are scheduled monthly by the committee chairs on a regular date and at a time not in conflict with the teaching schedules of the faculty members of the committee. Additional meetings are scheduled as needed to meet student needs.

Quorum:

A quorum required for the committee to meet and conduct business will be a simple majority (fifty percent plus one) of the membership of the committee (seven members). It is further required that for the committee to meet and conduct business the majority of those present be faculty.

Operating Procedures

Meetings

- 1) An academic officer from the committee composition co-chairs the committee with a faculty member.
- 2) The manager of the Office of Admissions and Records prepares the agenda of each meeting in consultation with the chair. The manager of the Office of Admissions and Records will place student petitions on the agenda; the committee chair will place other committee business on the agenda. The manager of the Office of Admissions and Records will disseminate the meeting agenda and meeting materials to all committee members at least 24 hours in advance of the meeting.
- 3) The manager of the Office of Admissions and Records (or a designee) will maintain a record of all actions taken by vote of the committee.
- 4) The decisions of the committee will be presented in writing by the committee academic officer co-chair and delivered to the student petitioners by the manager of the Office of Admissions and Records.

Committee petition forms will be available to students in the Records Office or the Office of Instruction. In a case where no committee petition exists, a student may petition for waiver of a college academic regulation by presenting the request in a complete written statement addressed to the committee with any supporting documentation. Students are responsible for gathering and presenting in writing all information relevant to their petitions, with the exception of academic records of this district. The Manager of the Office of Admissions and Records will present to the committee the relevant academic records of the district with the student's petition. If there are faculty members with information relevant to and in support of a student's petition, it is **the responsibility of the student to** request that the faculty members submit the relevant supporting information in writing to the Manager of Admissions and Records for submission to the committee with the student's petition.

The committee, by majority vote of those present, will approve or deny the students' petitions, in whole or in part. The committee may consider additional recommendations to be given to a student along with the committee's decision on the student's petition. If the committee concludes they have insufficient information to

Revision Approved by Reedley College Academic Standards Committee, August 22, 2012

Approved by Reedley College Academic Senate, October 22, 2012

Revision Presented to Reedley College Academic Standards Committee, September 28, 2016

Revision Presented to Reedley College Academic Standards Committee, April 26, 2017

Revision Presented to Reedley College Academic Standards Committee and approved May 16, 2018

Approved by Reedley College Council October 3, 2018

judge a student's petition, they may reject the petition and urge the student to re-submit the petition with additional information.

The decision of the committee will be final. Students may not re-submit the same petition in the same semester.

The deadline for submission of student petitions to the Office of Admissions and Records will be 5:00 p.m. on the last working day at least one week before the day of the regularly scheduled meeting of the committee, to allow the Manager of the Office of Admissions and Records ample time to review the petitions and supply copies of the supporting documents from the district's academic records.

Reedley College Vision 2025

In 2025, Reedley College will be a premier community college by
... leading in student success and completion [and]
... engaging in collaborative and integrated planning.

Strategic Goal 1A: Excellence in Education: Instruction Services

Strategic Goal 1B: Excellence in Education: Student Support

Strategic Goal 2A: Institutional Effectiveness: Foster Student Success

Subcommittees:

Subcommittees are formed as needed.