

Guidelines for the Student Progress and Achievement Committee of the College of Arts and Sciences

Purpose

The purpose of the College of Arts and Sciences Student Progress and Achievement Committee is to:

1. Review petitions from students asking for special consideration in the application of any college or university academic regulation; these academic regulations include but are not limited to, policies related to:
 - a. The substitution/waiver of a department/college curricular requirement (i.e., waiver of specific degree requirements; request to follow older curricula)
 - b. Request for retroactive withdrawal from courses in a given semester
 - c. Exceptions to academic suspensions
2. Adjudicate student appeals to academic misconduct charges
3. Forward to the Registrar a report of action involving individual students
4. Review and selection of scholarship recipients

Membership

Membership will consist of eight (8) members; membership is open to all ranks (tenure track and professor of practice, lecturers); chairs/heads are not eligible for membership; membership shall be demarcated between the areas of the college, such as:

- Arts
- Humanities
- Social and behavioral sciences
- Natural sciences
- Math and Statistics
- School of Education
- School of Design
- Professional advisor

Terms of Membership

Three-year terms; not eligible for immediate re-election, must be off the committee for at least a school year. The committee chair shall be elected by the members of the committee at the initial meeting at the beginning of its yearly term. Nominations of committee members will typically occur each spring.

*Note: During the initial three years of the committee, the following rotation is recommended. The initial committee chair remains for three (3) years; 2 members remain for one (1) year; 2 members remain for two (2) years; and two members remain for three (3) years. A professional advisor should always remain on the committee.

Decision Rule

The members of the committee will make every effort to achieve consensus regarding decisions. However, a majority of the voting members of the committee will be sufficient to make a decision.

Conflict of Interest

Committee members should abstain from deliberations and voting if a conflict of interest occurs (i.e., academic misconduct of advisee)

Meetings

Petitions and appeals will be reviewed at least once monthly during the academic year. No decisions on student appeals to academic misconduct will be made during the summer by the committee. However, the professional advisor and an associate or assistant dean will review and decide on petitions (see #1 above), throughout the summer.

Scholarship Recipient Selection

Selection of scholarship recipients for the following

- AHSS Student Ambassador Enhancement Scholarship
- Byron L. Berntson Memorial Scholarship
- Denise & Jon Beusen Endowed Scholarship
- Bjork Family Scholarship Endowment
- Fred A. Bristol, Jr. Scholarship
- Donald Busek Scholarship
- Pres. Joseph A. Chapman, First Lady Gale Willner Chapman, Valerie & Jennifer Chapman
- Jack & Jan Fuller Scholarship
- Randy L. Gegelman Memorial Scholarship Endowment
- Lucille McMahon Heggeness Scholarship Endowment Fund
- Glenn Hill Memorial Scholarship
- Hinsz Science & Mathematics Education Scholarships Endowment
- Delsie Holmquist Memorial Scholarship
- William T. McMahon Memorial Scholarship

- Ralph L. Pitman Memorial Scholarship
- Ann & Tom Riley Scholarship
- Rachel K. Roen Memorial Scholarship
- Steinhaus - Rhinehart Scholarship Fund
- John T. Schneider Peace Memorial Scholarship
- Dr. Robert & Mary Ann Tucker Research Fellowship
- Virgene R. Weber Memorial Scholarship
- Others yet to be determined by HSE