

## **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. Request for retroactive withdrawal from courses in a given semester.
  - b. 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.
  - a. Decisions about recipients will be made based on MOU requirements.

## **Membership**

Membership will consist of nine (9) members; membership is open to all ranks (tenure track and professor of practice, senior lecturers); chairs/heads are not eligible for membership; a professional advisor.

## **Terms of Membership**

Three-year terms, but not more than two consecutive terms. No more than one person from a department/unit shall be on this committee at one time. Nominations of committee members will typically occur each spring.

\*Note: During the initial three years of the committee, the following rotation is recommended to ensure consistent and equitable rotation of committee members in the following years. 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.

## **Election of Members**

The committee will include one representative from each department/unit, elected by that department/unit for a three-year term (after the initial committee rotation). The chair shall be elected by the members of the committee at the initial meeting of each academic year (except for the first three years, as suggested above).

**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.

**Meetings**

Petitions will be reviewed at least once monthly during the academic year. Throughout the summer, the professional advisor and an associate or assistant dean will review and make decisions on appeals.

**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 McMahan Heggeness Scholarship Endowment Fund

Glenn Hill Memorial Scholarship

Hinsz Science & Mathematics Education Scholarships Endowment

Delsie Holmquist Memorial Scholarship

William T. McMahan 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