

Title:	Academic Standards Committee
Effective Date:	Fall 2014
Date of Last Revision:	04/18/2023
Review Date:	
Cancellation:	
Responsible Office:	Academic Standards Committee

## The Academic Standards Committee

### *Policy*

This Charter policy establishes the authority, scope, responsibility, and composition of the Academic Standards Committee of South Louisiana Community College (SLCC).

The Academic Standards Committee is chartered and established to maintain, propose, evaluate, and recommend upon all matters that influence the academic standards of the College. The Academic Standards Committee meets regularly and reports its recommendations to the Vice Chancellor of Academic and Student Affairs, who has the final college authority to approve all changes in academic standards or conditions. The specific procedures, reporting and responsibilities involved in establishing, reviewing, maintaining and revising the college academic standards are outlined in the college academic standards manual. This procedures manual is reviewed periodically, at the direction of the Vice Chancellor of Academic and Student Affairs in conjunction with the Academic Affairs Committee, to ensure its procedures are effective, efficient and retain alignment with best practices, regional accreditation, state, system, and college policy.

Specifically, the Academic Standards Committee will:

1. Review as required, investigate and make recommendations for all academic standards (e.g. related to admission, entrance requirements, prior learning assessments, matriculation, graduation and honors etc.), drawing upon best or innovative practices.
2. Oversee and maintain the College Academic Integrity policy and procedures including the maintenance of supporting materials and overall education of the college community.
3. Serve as the appeals board for academically related student and faculty appeals, following appropriate procedures for grade review, academic suspension, academic sanction, academic amnesty etc. providing as the outcome, a summary recommendation to the Vice Chancellor of Academic and Student Affairs for a final college level decision.
4. Review and make recommendations concerning the admission requirements of the selective admission programs of the College, including consistency and fairness in the various selection procedures and criteria.
5. Evaluate and recommend Academic probation and suspension policies for the College.
6. Recommend and monitor general graduation requirements for certificates, diplomas and degrees awarded by the College.

7. Establish procedures, formats, and deadlines for changes in academic standards to be presented to the committee. Such requirements are to be clearly detailed in a college academic standards manual. This manual is a publication of the Academic Standards Committee and is reviewed periodically at the direction of the Vice Chancellor of Academic and Student Affairs;
8. Meet on a regular basis and provide timely minutes of each meeting in common college format, detailing each resolution of the committee. The approved minutes will be published on the Academic Affairs SharePoint. The Chairperson is additionally required to provide a yearly review of committee activities to the Vice Chancellor of Academic and Student Affairs, which will also be published on the SharePoint for broader college review.
9. Actively provide feedback in relation to academic standards matters referred to the committee by the Vice Chancellor of Academic and Student Affairs for specialist comment.
10. Engage in the evaluation of its own processes and of the performances of its own personnel.

### ***Membership and Selection***

The Academic Standards Committee will be chaired by a member of faculty, nominated from among the committee members every two years. If no nominations are given or the nominated candidate refuses the leadership role, the Vice Chancellor of Academic and Student Affairs will appoint a chair from among the current committee members. The body of the committee will be composed of two representatives (and an alternate) from each College Division, a single student member and a representative from student services. The Vice Chancellor of Academic and Student Affairs, Dean of Instruction, a Dean selected by the Deans Council, the college Registrar, the Director of Financial Aid or designees, will additionally serve as ex-officio members.

Faculty will be selected by their division dean, during the committee assignment process to serve in the new academic year that commences in Fall. Those selected will serve two-year terms and the term of each member is staggered by one year. In addition, an alternate faculty member is also selected by each Division. Alternates are required to attend meetings when either of the selected representatives is unable to attend. Typically, each year the selected alternative will replace the outgoing representative. Each Division ideally will need to select only one new member each Spring semester. The student member will be selected from a list of student nominees by the Vice Chancellor of Academic and Student Affairs provided annually from the student representative government. The student services representative will be nominated by the Vice Chancellor of Academic and Student Affairs annually.

The Academic Standards Committee consists of a Chairperson, 2 faculty from each Division of the College, a student member and a representative of student services, all supported by ex officio specialist members. Quorum is defined as 50% plus one of faculty/student/student services being present to conduct business. Ex officio members retain the right to vote but are not to be counted in quorum.

### ***Meetings and Minutes***

The Vice Chancellor of Academic and Student Affairs will direct the Chair to call the initial meeting within the first month of the new Academic Year with each new committee. The committee will determine, at this meeting, a timetable of meetings that are subsequently published to accomplish the projected responsibilities of the Committee. Additional meetings may also be called by the Chair as required to ensure standards matters are addressed in a timely manner and transacted.

Minutes of meetings will be prepared by a faculty member of the committee (the recorder) and after appropriate committee approvals, the final minutes and supporting documents will be submitted to the Office of Academic Affairs for further processing. Electronic versions of all the approved materials must also be submitted to the Office of Academic Affairs for posting on the SharePoint (minutes).

**Reports**

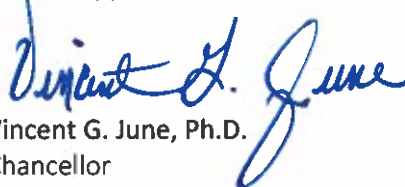
The Chair of the Committee will prepare and submit a yearly report of the activities of the Academic Standards Committee, with copies to the committee members and a copy supplied to the Vice Chancellor of Academic and Student Affairs for broader College publication. Further, this committee, as college specialists in curricular matters may be instructed by the Vice Chancellor of Academic and Student Affairs to provide specialist advice concerning select curricular matters in relation to the college when requested.

**Review Process: IS-118**

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Init. 08/28/2014 Rev. 1 04/18/2023		
Committee for Institutional Policy Review	Init. 08/28/2014 Rev. 1 04/18/2023	08/28/2014 04/18/2023	
Executive Leadership Team	Init. 08/28/2014 Rev. 1 04/27/2023	08/28/2014 05/08/2023	Fall 2014 (08/18/2014)

**Chancellor's Signature/Approval**

SIGNATURE:



Vincent G. June, Ph.D.  
Chancellor

DATE:

5/8/23

**Final Distribution:**

Electronic: posted to College's website and sent via email to college personnel.

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review.