

College Operating Procedures (COP)



Procedure Title: Standing Committee: Academic Standards Committee
Procedure Number: 03- 0404
Originating Department: Provost/ Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 12/11/2013

Purpose Statement: This COP defines the responsibility, membership, chair, meetings, and reporting of the Academic Standards Committee.

Guidelines:

The Academic Standards Committee is charged with developing and recommending modifications to college academic policies and with adjudicating issues relating to academic integrity through the following actions:

- Make formal recommendations on program guidelines and admissions standards
- Assist the College Registrar in developing and recommending modifications to academic polies
- Serve as arbitrator for student academic policy and grade appeals
- Maintain and recommend modifications to academic code of ethics for students and faculty

Procedures:

- I. Membership:** One Academic Dean; College Registrar; one Student Affairs Dean; two faculty from the School of Pure and Applied Sciences; two faculty from the School of Arts, Humanities, and Social Sciences; one faculty member each from the remaining three Schools: Education, Business and Technology, Health Professions; and one academic advisor from Student Affairs. Faculty members will serve for a two year term and are limited to two consecutive two-year terms (with the exception of the Chair who will serve for a minimum of two additional years after assuming the role of Chair.) Membership should include faculty from Lee, Collier, and Charlotte Campuses and the Hendry/Glades Center.
- II. Committee Chairs:** After the 2013-2014 academic years, the Academic Standards Committee Chair will be elected from the faculty membership on the committee and

will serve for a two year term, subject to the approval of the Provost/Vice President of Academic Affairs.

III. Meetings: Monthly September through April.

IV. Reporting: Academic Standards Committee recommendations are forwarded in writing to the Provost/VPAA. Committee members will be expected to offer monthly reports to their respective Faculty Senate groups. Meeting minutes must be maintained and will be posted for all College review within 2 weeks of each meeting.