

HCC Academic Standing Committee Charter

Statement of Purpose: The Academic Standing Committee concerns itself with students who are either facing or currently placed on academic suspension or dismissal. This is a committee of the Office of the Vice Chancellor of Academic Affairs.

Objectives: The Academic Standing Committee's main objective is to review and recommend student's admittance to HCC after an academic warning has been placed on the official records.

Responsibilities of the Committee:

- Reviews appeals made by students facing suspension or dismissal.
- Advises students on required actions that they must satisfy in order to succeed in college
- Makes decisions regarding the reinstatement of students who have been suspended or dismissed
- The Counseling office is in charge of printing out the academic history and graduation checklist for students that appeal.

Operating Procedures of the Committee: The Academic Standing Committee meets during off duty periods prior to Fall and Spring registration. The committee acts as a recommending body. Therefore, Committee will work closely with the Vice Chancellor of Academic Affairs.

Authorization: Authorized by FSEC

Structure of the Committee:

- The Academic Standing Committee is made up of:
 - 1 – Faculty member from University College
 - 1- Faculty member from either Tech I or Tech II
 - 1- Faculty member from Students Services
- Eligibility: Tenured or non-tenured, full-time or part-time.
- Each faculty member of the committee is selected by COC.
- The Committee will appoint Chair and Recorder

Scope of Authority:

- The committee has the authority to recommend students for readmission after an academic suspension or dismissal has been placed on the student's official records.
- The committee may place conditions upon students' readmission to HCC. (IE: limit number of credits eligible to register for)
- The committee's decision will be binding and final.

Meetings:

- The Academic Standing Committee meets during off duty periods prior to Fall and Spring registration.

Documentation/Communication:

- All decisions on student requests and exceptions will be documented by the Recorder and submitted to the Office of the Vice Chancellor of Academic Affairs.
- Vice Chancellor of Academic Affairs will be given the final list of all students approved for exceptions regarding suspension and dismissal.
- The original approved list of student exceptions will be given to the Records office.
- A copy of the approved list of student exceptions will be given to the counseling office.
- The Office of the Vice Chancellor of Academic Affairs will notify students by phone of the decisions made by the Academic Standing Committee.

9/14/06