ACADEMIC APPEALS COMMITTEE (AAC)

The Academic Appeals Committee acts on student petitions for exceptions to university policies, such as but not limited to these noted below:

1. {Proposed Amendment, K. Freesemann and Marilee Samuelson} Exceptions to the general education policy
2. Exceptions to repeat-delete
3. Disqualification and reinstatement
4. Change of grade or make-up of "I" grades beyond the allotted time period
5. Appeals of denials by Enrollment Services of requests to add and/or drop courses or change sections after the deadline (see item 1 below)
6. Other types of petitions as referred by the Associate Vice President for Graduate and Undergraduate Programs or the Associate Vice President for Enrollment Services

In addition to reviewing petitions, the Academic Appeals Committee is charged with bringing issues to the attention of the Curriculum and Educational Policies Council that suggest the need for development of new policy or change in existing policy.

The following issues are NOT a function of the Academic Appeals Committee. These petitions or requests are dealt with by other offices and/or programs within the university:

1. Exceptions to general education policy (Referred to General Education Governing Committee)
2. Requests to add and/or drop courses or change sections after the deadline (Referred to Enrollment Services)
3. Appeal of assigned grade (Referred to appropriate grade appeals committee)
4. Waiver or appeal of Graduation Writing Assessment Requirement (GWAR) (Referred to GWAR Committee)
5. Substitutions/waivers of major requirements (Referred to major advisor)
6. Request to earn graduate credit toward a master's degree as a second semester senior (Referred to graduate advisor of major department)
7. Refund of fees after published deadline (Referred to FAIR Committee)
8. Exceptions to graduation filing deadlines (Referred to Enrollment Services)
9. Exceptions to university admissions deadlines (Referred to Enrollment Services)
10. Student grievances

PROCEDURES

The Academic Appeals Committee should refer to appropriate campus, system, and Title 5 policies and regulations. The provisions of the California Code of Regulations under Title 5 cannot be subject to petition for exception, {proposed amendment by Marilee Samuelson} except for institutional error. The committee often deals with items of a time-sensitive nature and must frequently deal with petitions at times outside the regular university semesters. Therefore, the committee acts with those members present or available for consultation when business requires, provided that a quorum of voting members are present. The committee meets approximately every two weeks throughout the calendar year; normally, meetings are held on Thursdays from 2 p.m. to 4 p.m. on a schedule that alternates with Academic Senate meetings.
By the beginning of the fall semester each year, the Academic Appeals Committee shall elect a chair, vice-chair, and secretary from among its voting members. In addition to presiding over the committee meetings, the chair shall submit a written report to the chair of the Curriculum and Educational Policies Council on the number of cases dealt with, by general category, and issues that suggest a need for policy change. The vice-chair shall serve as chair in the absence of the elected chair. The secretary shall keep minutes of the meetings.

**MEMBERSHIP**

Associate Vice President for Academic Affairs (or designee)

*Director of the Academic Advising Center (or designee)*

*Associate Vice President for Enrollment Services (or designee)*

Two (2) tenured or tenure-track faculty members from the College of Liberal Arts,

- one (1) from each of the other colleges, and
- one (1) from the Library and Academic Technology Services

One (1) lecturer, who shall serve for a period of one year

One (1) member from Counseling and Psychological Services

One (1) member of the Curriculum and Educational Policies Council selected by the council, who should also be a member of the Academic Appeals Committee if possible; if an individual with dual membership is not available, the council member becomes a non-voting member of the Academic Appeals Committee  

{Proposed Amendment, K. Freesemann and Marilee Samuelson} One (1) member of the General Education Governing Committee, selected by the committee, who should also be a member of the Academic Appeals Committee if possible; if an individual with dual membership is not available, the committee member becomes a non-voting member of the Academic Appeals Committee, and

One (1) student member, selected by the Associated Students, Inc., non-voting

Other individuals may be invited to meet with the committee in an advisory capacity as needed. Faculty members shall serve three (3) year terms.

Any member who has a vested interest in a particular case must excuse her/himself from voting on that particular case.