

Student Petitions Committee

ADD to Policy 1.102 Operational Guidelines, III. Committees: becomes Section 7

Presented to Faculty Senate: Oct. 12, 2023

Approved by Faculty Senate: Oct. 26, 2023

Presented to Faculty Association: Jan. 11, 2024

Section 7. Student Petitions Committee

1. Function. The responsibilities are to:
 - a. consider exceptions to LC State college policy, such as Late Add or Late Drop of a class, Late Total Withdrawal, Academic Suspension, and select Financial Aid appeals;
 - b. balance the needs of the student with institutional integrity; and
 - c. grant exceptions to policy when there is a compelling personal, medical, or family emergency or situation that prevented the student from adhering to policy, but only in such situations, and when supported by documentation.
2. Structure.
 - a. Membership. The Student Petitions Committee shall be composed of four (4) faculty members, one (1) Division Chair, a Committee Chair that is a Dean or its designee; and two ex-officio members: the Registrar and the Director of Financial Aid, for a total of eight (8) committee members. Members are elected or appointed as follows:
 - i. Provost & Vice President of Academic Affairs: Appoints the Committee Chair/Dean;
 - ii. Chairs' Council: Appoints the Division Chair;
 - iii. Faculty Senate: Elects one (1) CTE faculty member, and three (3) faculty members from Academic Programs
3. Term of Service. The four (4) faculty members will serve three-year terms; there is no designated term for the Committee Chair/Dean, nor the Division Chair. The faculty members will be elected by the Faculty Senate during the spring semester.
4. Roles. Committee Chair is a non-voting member except when needed to break a tie vote. The Chair calls and leads meetings of the committee, signs petitions, and communicates decisions in writing to students, academic advisors, and relevant college offices. The division chair and four (4) faculty members are the voting members of the committee. The Registrar is a non-voting member and receives and posts petitions and supporting materials for the committee's review. The Director of Financial Aid is a non-voting member and provides policy-level (federal, state, college) guidance.

5. Limitations.
 - a. Financial Aid petitions are reviewed by the Financial Aid Office prior to submission to the Committee;
 - b. Overload petitions are reviewed by the appropriate instructional Dean; and
 - c. General Education Substitution petitions are reviewed by the Dean for Liberal Arts and Sciences.
6. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.