

**Constitution and By-Laws of the  
Academic Senate  
Scholastic Standards Committee  
Shasta-Tehama-Trinity Joint Community College District**

**Constitution**

The committee shall be known as the Scholastic Standards Committee of the Academic Senate of the Shasta-Tehama-Trinity Joint Community College District.

**Purpose**

The committee shall follow District policy and Title V of the Education Code in reviewing student academic appeals to:

- Ensure that scholastic/academic standards are met
- Ensure a fair and equitable process to student academic appeal petitions

Student academic appeal petitions which relate to academic and professional matters under the purview of the Shasta College Academic Senate include course repetition, significant lapse of time, scholastic deficiency, catalog rights, and extenuating circumstances for changing an evaluative grade to a withdrawal.

**By-Laws**

**ARTICLE I**

**MEMBERSHIP:** The committee will include a minimum of one representative from each academic division, a counseling representative and the Vice President of Academic & Student Services or administrative designee.

**OFFICERS:** The faculty co-chair, elected by majority vote of the Committee and approved by the Senate Executive Committee, will serve as Chair of the Committee. Elections for the faculty Co-Chair position will be held at the end of the spring semester for the following academic year. The Vice President of Academic and Student Services, or administrative designee, will serve as Co-Chair.

**QUORUM:** A quorum is defined as fifty percent (50%) of voting members. A quorum must be present for official action to be taken. A simple majority vote of those voting members present constitutes approval for any matter considered by the Committee.

**ARTICLE II**

**APPOINTMENT TO THE SCHOLASTIC COMMITTEE:** Representative members of the committee shall be appointed by their constituent groups.

**MEETINGS:** Meetings will be scheduled monthly during the academic year. Additional meetings may be scheduled as needed.

The faculty Co-Chair will preside at the committee meetings and, as an ex-officio member of the Executive Committee of the Academic Senate, will be responsible for informing the Executive Committee of the Scholastic Standards Committee activities. The administrative Co-Chair is responsible for arranging staff support, minutes and logistical support. The Co-Chairs will share responsibility for constructing agendas. All actions of the Scholastic Standards Committee requiring Shasta College Governing Board of Trustees action must be approved by the Executive Committee of the Academic Senate before transmission by the Academic Senate President, or designee, to the Board of Trustees.

**TERMS OF MEMBERSHIP:** Term of membership will be three (3) academic years from the time of appointment. There are no restrictions on the number of terms a member may serve on the Committee. Reappointment of a member may occur upon consent of the respective constituent group and approval by the committee. Members wishing to resign their membership may do so with a written statement to the committee. Vacancies may be filled at any time.

**VACANCIES:** In the case of a vacancy or resignation resulting in lack of representation on the committee by an academic division or other constituent group, the faculty Co-Chair will contact the respective division or other constituent group and request the appointment of a replacement.

### **ARTICLE III**

#### **DUTIES and RESPONSIBILITIES:**

1. To hear and act in regard to student petitions related to scholastic standards including, but not limited to: academic renewal, course repetition, course repetition due to significant lapse of time, extenuating circumstances for changing an evaluative grade to a withdrawal, and academic probation and dismissal.
2. To provide guidelines, standards, and suggestions for matters related to scholastic standards under the purview of the Shasta College Academic Senate including, but not limited to: academic renewal, course repetition, significant lapse of time, extenuating circumstances for changing an evaluative grade to a withdrawal, scholastic deficiency, and catalog rights.
3. To provide training of new Committee members and research issues of particular concern to the Committee in carrying out its function.
4. To recommend improvements to District policy, procedures and processes as they relate to scholastic/academic standards.
5. To attend Academic Senate meetings and/or report as needed.
6. Other matters related to scholastic standards as requested by the Academic Senate.