Academic Requirements Review Committee (ARRC)

Bylaws

**Purpose:**

The ARRC acts on student petitions covering substitutions to requirements for AAOT, ASOT – Business, AS, or AGS degrees; waiver of requirements for AAS degrees and certificates; extensions on college deadlines; and grade appeals. Grade Appeal Subcommittees of ARRC are delegated the authority to make decisions on grade appeals (see Ad Hoc). Emergency Petition Subcommittees of ARRC are delegated the authority to make decisions on emergency petitions (see Ad Hoc).

The ARRC acts in an advisory capacity to the Vice President of Academic and Student Affairs on the total subject of academic rules and regulations for Lane Community College, and has authority to make decisions regarding petitions submitted by students. If students disagree with the Committee’s decision, they may file an appeal to the Vice President of Academic and Student Affairs. Petitioners have the right to challenge an ARRC Member’s participation in the formal grievance procedure on conflict-of-interest grounds, in which case, said member shall be absent from formal hearings.

**Outcomes:**

The nature of the work of this Committee is to review specific student petitions. Details for each student petition are recorded and maintained in that student’s academic record, as well as the meeting minutes (see Agenda and Minutes).

**Scope:**

Our accrediting agency, The Northwest Association of Schools and Colleges, requires accredited colleges to provide programs with the qualities of *coherence, breadth, and depth*. In deciding on whether to approve a student petition regarding any degree or certificate program at Lane, the Committee should adhere to these criteria.

In general, to maintain coherence, breadth and depth, requirements should not be waived outright. Student petitioners must inquire about the possibility of a course substitution through the respective Department. Evidence that the student is meeting the spirit of the requirement should be the primary criterion for approving the substitution. Waivers should be exceptions, and case-specific; otherwise waiving a requirement for one student opens up the possibility to waive for all, undermining the requirement. The ARRC will not accept petitions solely for the purpose of improving a grade point average or any cosmetic reasons.

**Membership:**

Members serve in the advisory capacity to the Vice President of Academic and Student Affairs. Members of the ARRC are appointed to the Committee by the respective appointing body to serve a three-year appointment. Provisions should be made for a staggered replacement so membership will always include experienced members.

**Members:**

The ARRC shall consist of a minimum of 12 voting members with a maximum of 18. Unless otherwise specified below, a term is three years. There is no limit on the number of terms a member may serve. It is suggested no more than two terms be consecutive, with a three-year break after serving two consecutive terms. Exceptions to the three-year break may be approved by the committee.

**Chair and Vice Chair:**

The Chair and Vice Chair are elected from the voting members. Each position consists of a two-year appointment. New Chairs are to be elected by the membership at the last meeting scheduled during spring term. Terms of service shall begin the following fall term.

Primary duties of the **Chair**: Facilitating Committee meetings using Roberts Rules of Order, periodic reports to Faculty Council (generally via email), maintaining the ARRC Archive Notebook, reviewing bylaws at completion of service with the new Chair and an Enrollment and Student Financial Services representative.

Primary duties of the **Vice Chair**: In the absence of the Chair, the Vice Chair assumes the duties of the Chair.

**Representation on the Council:**

**a) Dean of Enrollment Management Systems:** One non-voting position, The Dean of Enrollment Management Systemsserves by virtue of position.

**b) Faculty**: Six members including representation from college transfer programs, professional-technical programs, and student services are appointed by **Faculty Council**.

These shall be three-year appointments, renewable for an additional three years. It is suggested that appointments not exceed a maximum of two terms (six consecutive years), with a three-year break after serving two consecutive terms. Exceptions to the three-year break may be approved by the committee.

**c) Managers**: Three members including representation from college transfer programs, professional technical programs, and student services are appointed by the **Management Steering Committee**. These shall be three-year appointments, renewable for an additional three years. It is suggested that appointments not exceed a maximum of two terms (six consecutive years), with a three-year break after serving two consecutive terms. Exceptions to the three-year break may be approved by the committee.

**d) Classified**: Two members are appointed by **Lane Community College Employees Federation (LCCEF)**. These shall be three-year appointments, renewable for an additional three years. It is suggested that appointments not exceed a maximum of two terms (six consecutive years), with a three-year break after serving two consecutive terms. Exceptions to the three-year break may be approved by the committee.

**e) Associate Students of Lane Community College (ASLCC):** During Winter Term 2014 committee members voted to remove students from this committee due to lack of interest. The bylaws have been updated to reflect this change. However, if in the future a student made their interest in serving apparent, the committee would reconsider this revision at that time.

***f) Ex-Officio Members:***Two non-voting, advisory members, a Completion Specialist and a Financial Aid Advisor with expertise in Credit Limit Appeals, serve by virtue of position.

**Meetings**:

Meetings to review student petitions will be held on the fourth week of fall, winter and spring terms, with an additional meeting spring term to be held the first Friday after Memorial Day weekend. Additional meetings will be scheduled as needed (see Ad Hoc). ARRC will not meet during summer term. All meetings will be scheduled by Enrollment and Student Financial Services.

Business meetings will be scheduled as needed.

**Agenda and Minutes**:

To be created and maintained by Enrollment and Student Financial Services. Minutes will document discussion and deliberation in detail, specifically why the committee made the decision it did, as well as the committee’s decision and any recommendations for the student.

Items may be placed on the agenda through the *Dean of Enrollment Management Systems.*

A copy of the minutes will be made available to all committee members prior to the next scheduled meeting. Additionally, a paper copy will be stored in the Chair’s Archive Notebook and an electronic copy will be stored in Enrollment and Student Financial Services.

**Student Petitions**:

a) Petitions to the ARRC shall be submitted on the appropriate form and accompanied by supporting documents. Enrollment and Student Financial Services may return incomplete petitions to the student.

b) Whenever possible, the deadline for receiving student petitions and their supporting documents shall be the Thursday during the week prior to the scheduled meeting.

c) Whenever possible, the agenda and copies of all student petitions with their supporting documents shall be delivered via confidential email to members no later than two days prior to the scheduled meeting.

**Action and Quorum**:

Action may be taken by a majority of members present if a quorum is established. A quorum is defined as fifty percent (50%) of the non-vacant Committee membership positions plus one.

Proxy votes are not recognized by the ARRC.

ARRC proceedings will follow Roberts Rules of Order.

**Exceptions**:

The ARRC has the ability to defer decision making. During the summer term, or other times when the committee cannot convene, the Dean of Enrollment Management Systems will retain the proxy for decision-making authority for the ARRC.

**Ad Hoc Committees**:

**Grade Appeal Committees** will be appointed by the Committee Chair in consultation with the Dean of Enrollment Management Systems when deemed appropriate.

**Emergency Petition Committees** will be appointed by the Committee Chair in consultation with the Dean of Enrollment Management Systems when deemed appropriate. This ad hoc committee will consist of a minimum of three voting members.

Updated on 4/9/14.