

MODIFIED 10/23/01 APPROVED 8/02

ALLEGANY COLLEGE OF MARYLAND
ACADEMIC STANDARDS COMMITTEE BY-LAWS

Article I

Name

The name of the committee shall be the Academic Standards Committee of Allegany College of Maryland, hereafter referred to as the Committee.

Article II

Purpose

SECTION A

It shall be the purpose of the Committee to investigate and research the Academic needs of the College and to formulate the academic regulation Policies that will best meet those needs.

SECTION B

The Committee shall review and take action upon all student petitions Relating to exceptions and/or restrictions as set forth in the approved Academic Regulations of the College.

Article III

The Committee will consist of twelve (12) faculty/staff of which at least eight (8) will be full-time teaching faculty including two (2) who are twelve-month employees; the Director of Admissions and Registration and on non-voting ex-officio member from the Registration Office staff. Members will be designated by the Allegany College of Maryland Committee on Committees. At least two (2) members of the Committee will be retained for the following year.

Article IV

Officers

SECTION A

Officers of the Committee will be a Chair, a Vice-Chair, and a Secretary. The members of the Committee will elect the officers during the first Meeting of the new academic year.

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SECTION B

1. The Chair will:
 - call for and preside at all meetings of the Committee.
2. The Vice-Chair will:
 - assume the duties and responsibilities of the Chair when the Chair is absent.
 - will perform other duties as the Chair may direct.
3. The Secretary will:
 - maintain a record of all formal actions taken by the Committee and distribute copies of such records to all members of the Committee.
 - notify committee members of each meeting of the Committee within two working days prior to the meeting.
 - take the minutes of the Committee meetings, including listing those present and absent.
 - distribute the minutes to the Committee members, the President's Office (two copies) for permanent filing, and the Library (one copy) for the inclusion in the College's Archive.
 - conduct necessary correspondence on behalf of the Committee.

Article V

Meetings

SECTION A

Meetings may be held at any time during the academic year as the need arises. Special meetings may be requested by written application from two (2) members of the Committee.

SECTION B

A quorum will normally consist of six (6) members. During the summer session and periods when classes are not in session, a Quorum shall consist of those members available.

SECTION C

Written notice will be distributed to each member at two working days prior to a regular meeting. Special meetings may be called with less notification time.

Article VI

Period of Operation

The Committee will operate throughout the calendar year.

Article VII

Amendments

These by-laws can be amended by two-thirds (2/3) majority vote of those present and voting, providing written notice be given to members at five working days prior to the meeting at which the amendment is to be considered. The amended by-laws will then be presented to the Professional College Staff and Board of Trustees for approval.

Article VIII

Duties

The Committee shall assume the following duties:

1. Receive, originate, research, and consider all possible changes in the Academic Regulations for possible presentation and recommendation to the Professional College Staff.
2. Conduct a comprehensive review of all Academic Regulations at least once each academic year.
3. Proofread those Academic Regulations, which are to appear in the Student Handbook and Advising Manual.

4. Act as College interpreter of Academic Regulations for any case requiring such service.
5. Make decisions regarding requests for exception to requirements and restrictions as stated in the Academic Regulations and inform the appropriate student, the Registrar's Office, and the student's advisor of decisions made by the Committee.