



CALIFORNIA

STATE
UNIVERSITY,

FRESNO

November 18, 2011

—MEMORANDUM

TO: Michael Caldwell, Chair
Academic Senate

FROM: James Mullooly, Chair
Academic Policy & Planning Committee

A handwritten signature in black ink, appearing to read "James J. Mullooly".

RE: (APM 243) Policies and Procedures for Student Academic Petitions Committee

At its meeting of November 17, 2011, the Academic Planning and Policy Committee approved the attached version of ((APM 243) Policies and Procedures for Student Academic Petitions Committee. The following motion was made:

MSC to approve revisions to (APM 243) Policies and Procedures for Student Academic Petitions Committee and forward to the Executive Committee for review.

If I can be of further assistance, please do not hesitate to contact me at jmullooly@csufresno.edu.

attachment

JM:vb

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**POLICIES AND PROCEDURES
STUDENT ACADEMIC PETITIONS COMMITTEE**

I. Authority, purpose, and leadership of the committee ~~AUTHORITY, PURPOSE & LEADERSHIP OF THE COMMITTEE~~

A. Students at California State University, Fresno, in pursuit of their various educational objectives, are required to conform to academic requirements and policies ~~which that~~ have been established by the State Legislature, the Board of Trustees of the California State University, and the appropriate authorities at California State University, Fresno. In administering these academic requirements and policies, the University endeavors to exercise wisdom and judgment so that the educational needs of the individual student may be served well. Thus, a student is permitted to petition for modification of or substitution of an academic requirement when:

1. the student has met or proposes to meet a specific degree requirement by an alternative means ~~which that~~ is educationally justifiable; and/or
2. fulfilling the degree requirement as prescribed in the University General Catalog would prove to be an undue hardship for the student.

B. The authority to act on requests for deviations from academic requirements rests ultimately with the President of the University. The President, however, has delegated this responsibility to the Provost/Vice President for Academic Affairs, who in turn, has delegated it to an administrative committee, the Student Academic Petitions Committee (hereafter called the committee). The Committee has eleven members appointed by the Provost/Vice President for Academic Affairs: A Committee chair, three members of the teaching faculty (appointed in consultation with the Chair of the Academic Senate), a representative of the Office of the Provost/Vice President for Academic Affairs, a representative of the Dean of the Division of Graduate Studies, a representative from the Office of Admissions/Records/Evaluations, two representatives from the Office of Advising Services or other student services unit, and two students recommended by the president of the Associated Students, Inc. ~~ten members: three faculty appointed by the Provost upon recommendation by the Executive Committee of the Academic Senate; one representative each from the Office of the Provost/Vice President for Academic Affairs, the Graduate Committee of the Academic Senate, and the Office of Admissions/Records/Evaluations; two students appointed by the president of the Associated Students, Inc.; and two representatives from the Office of Advising Services or other student services unit appointed by the Provost, one of whom serves as Chair of the Committee. If the Committee action includes a recommendation for grade change, student members may participate in the discussion but shall not vote.~~ In addition to acting on individual student petitions, the Committee serves as a hearing body for grade protests filed by students and, when appropriate, recommends modifications in both interpretation and application of academic regulations to the appropriate academic-administrative offices and/or faculty committees. If the Committee action includes a recommendation for grade change, student members shall participate in the discussion but shall not vote.

II. Limitations to committee action ~~LIMITATIONS TO COMMITTEE ACTION~~

A. The Committee has recognized limitations to its authority and responsibility as follows:

1. State code requirements (Title 5) - These regulations cannot be waived; action by the Committee is limited to interpretation and application of the appropriate Code statement(s).
2. GSUC CSU system-wide policy - These regulations also cannot be waived; action by the Committee is limited to interpretation and application of the appropriate Policy statement(s).
3. Instructor's final grades - Final grades submitted by an instructor are not changed on the basis of a student's request; changes are made only on proper certification by the instructor concerned or, in certain instances, by the department chair and/or the school dean (when the instructor is not available) in accordance with the *APM 242 Policy and Procedure on Assignment of Grades*. The latter situation usually occurs due to an incapacitating illness, death, or if the instructor's whereabouts are unknown.
4. Department requirements - Decisions regarding interpretation and modifications of the requirements for an academic major or minor are referred to the department concerned for appropriate action within the limits of Title 5.
5. Administrative procedures - Changes necessitating verification of official documentation normally are referred to the Registrar's Office (e.g., dual class enrollment, incorrect course number, incorrect section).

~~III. POLICIES AND PROCEDURES FOLLOWED FOR ACTION ON~~ PETITIONS Procedures Followed for Action on Petitions

~~Policies and procedures~~ usually followed by the Committee in acting on various types of petitions are indicated below:

1. Delegated responsibility - The Committee has delegated the following petitions or decisions to officials in the Office of Admissions/Records/Evaluations for appropriate action as indicated. An annual report of actions taken on items 1.7 and 1.8 (g) and (h) below will be made, as requested, to the Student Academic Petitions Committee by the Registrar.
 - a. Petition by an undergraduate student for forgiveness ("academic renewal") of up to one year of poor academic performance - Director of Admissions/Records/Evaluations.
 - b. Petition by a student to repeat a course and substitute the grade - Registrar.
 - c. Initial decision regarding the acceptance of a course from another college/university to meet a General Education requirement - Evaluations Office.
 - d. Petition by a student requesting undergraduate units be allowed for post-baccalaureate credit - Evaluations Office.
 - e. Petition to add or delete a class from the transcript - Registrar.
 - f. Petition to change units for a course - Registrar.
 - g. Petition by a student to change from ~~CR/NC~~ CR/NC to letter grading, or vice-versa - Registrar.

- h. Petition for retroactive withdrawal - Director of ~~a/t/e~~ Admissions/Records/Evaluations (graduate/post-baccalaureate students' petitions are processed in the office of the Dean of Graduate Studies.)
2. Request for an exception to degree residence requirements policy - The Committee usually will grant approval for an exception to degree residence requirements if the request is not in conflict with a Title 5 requirement. ~~Procedure—~~ Students shall submit ~~submits~~ a petition as prescribed. (Requests by graduate students are processed through the Office of the Dean of the Division of Graduate Studies under the policies of the Graduate Council.)
 3. Request for an exception to general education requirements policy - General Education requirements as specified in Title 5 before ~~Fall~~ fall 1981 are not subject to waiver by petition. Committee action, therefore, is limited to a judgment of whether or not a given course or combination of courses will meet Title 5 and University requirements. General Education requirements effective ~~Fall~~ fall 1981 and thereafter may be waived or modified by the appropriate campus authority per Executive Order 595, dated November 20, 1992. ~~Procedure—~~ Students shall submit ~~submits~~ a petition as prescribed. In some instances, the Committee requires a recommendation from a department chairperson, instructor, advisor, etc., to substantiate the student's petition, and/or one or more supporting documents.
 4. Request for exception to the upper division writing skills policy. ~~Procedure—~~ Students shall submit ~~submits~~ a petition as prescribed.
 5. Grade protest and cheating and plagiarism situations - Consult appropriate University documents (~~Policy and Procedure on Reviewing and Appealing an Assigned Grade~~ APM 242, Policies and Procedures on Assignment of Grades and APM 235, Policy on Cheating and Plagiarism). ~~In the case of a grade protest hearing, the Associate Vice President—Academic Personnel shall be added to the Committee.—~~

Approved by the Academic Senate
Approved by the Provost/VPAA
Amended

March 1995
March 1995
May 2000