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Academic Affairs Manual

Student Academic Petitions and Appeals Committee (SAPAC)

(Supercedes PM 99-01)

The Student Academic Petitions and Appeals Committee (SAPAC) shall be established to review and approve or deny petitions concerning grade changes that are not subject to the Grade Appeals process and withdrawals, both of which are exceptions to University policy, and other appropriate petitions referred by the Registrar. Grade changes in which the student, faculty, and appropriate dean are in agreement are not subject to SAPAC review. Requests for extending incompletes for a second year are not subject to SAPAC review.

Petitions and supporting documentation are reviewed by the appropriate faculty member, or, in the absence of the faculty member, by the division/department/program chair, who recommends approval or denial and signs the petition. Petitions are then reviewed by the appropriate Instructional Dean or designee, who recommends approval or denial or forwards them with a notation of no recommendation and signature. All petitions will be sent forward from the Dean to the Registrar's Office, which will forward appropriate petitions to SAPAC for review. Steps in this process prior to review by SAPAC are to be completed in a timely fashion.

Decisions of SAPAC are normally final, but under extraordinary circumstances may be adjudicated by the Provost/Vice President for Academic Affairs. Examples of "extraordinary circumstances" include, but are not limited to, decisions made contrary to normal procedures; decisions that are arbitrary, unreasonable, prejudiced or capricious; and decisions involving conflict of interest.

Petitions related to General Education shall be acted upon by the Chair of the General Education Committee. Only in exceptional circumstances will these petitions be subject to review by SAPAC.

The Chair of General Education shall file an annual report to SAPAC.

The committee will be composed of a faculty representative elected by each of the Colleges, a student representative designated by Associated Students Inc., and the Provost/Vice President for Academic Affairs or designee. Representatives from Financial Aid, Accounting Services, and Extended Education will be consulted and asked to attend meetings as necessary.

The representatives of the Colleges or equivalent units shall serve overlapping two-year terms.

SAPAC shall file an annual report to the Academic Senate, making recommendations as appropriate.

Approved: Allen A. Mori

Date: 5-6-05