

**PM 99-01**

**2/18/99**

**President Herbert L. Carter**

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**Student Academic Petitions and Appeals Committee  
[Supersedes PM 99-01]**

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The Student Academic Petitions Committee (SAPC) will be eliminated.

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.

Petitions and supporting documentation are reviewed by the appropriate faculty member, or, in the absence of the faculty member, by the 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 final review. Steps in this process prior to review by SAPAC are to be completed in a timely fashion. Decisions of SAPAC are not subject to further review except by SAPAC when further documentation is provided.

Petitions related to General Studies shall be acted upon by the Coordinator of General Studies. Only in exceptional circumstances will these petitions be subject to review by SAPAC. The Coordinator of General Studies shall file an annual report to SAPAC.

The committee will be composed of a faculty representative elected by each of the Schools or equivalent units, a student representative designated by Associated Students, Inc., and the 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 Schools or equivalent units shall serve overlapping two-year terms.

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

