

**College of Health Sciences
Academic Standards Committee
Policies and Procedures**

Authority and Function

The CHS Academic Standards Committee (ASC) acts for the CHS governing faculty in matters relating to academic standards. Consistent with Regents By-Laws, Section 5.03 and the “Principles of Faculty Involvement in Institutional and Academic Governance of the University of Michigan”, its jurisdiction is the academic program, including general education, of students who have been admitted to CHS.

The function of this committee is the maintenance of academic standards of CHS. The committee will meet bi-weekly to review student petitions and related matters and shall act for the CHS governing faculty to review those academic deficiencies which fall below UM-Flint minimum standards.

Students from CHS programs with established policies and procedures to determine academic discipline are under the jurisdiction of their respective departments unless the student’s academic performance falls below the UM-Flint minimum standards.

Students under CHS Jurisdiction

A student under the jurisdiction of these policies and procedures is one who: (1) is admitted directly to a CHS program upon acceptance to UM-F or (2) has officially declared a major in CHS.

Actions Requiring a Student Petition submitted to the CHS ASC

1. Adding a course past the deadline
2. Registering for more than 18 credit hours (Fall/Winter), 9 credits (Spring/Summer)
3. Waiving a general education course or accepting fractional credit for general education course
4. Granting a request for grade forgiveness

Procedure for Filing and Reviewing a Petition

CHS students are required to submit their petition to their home department along with any required documentation. The departmental recommendation will be submitted with the student’s petition to CHS ASC at least 48 hours prior to the next scheduled ASC meeting.

The student’s signature verifies that they have submitted a typed explanation, supporting documentation, have obtained all required signatures on their petition form, and that all information and documentation is true and accurate to the best of their knowledge.

Committee Meeting Policies

- The CHS ASC will meet face to face on a bi-weekly basis for the purpose of review and discussion and to determine a fair decision in a timely manner.
- Input from a minimum of one committee member person from each CHS department is required to allow for a committee decision.

- **In exceptional circumstances, routine** matters of the CHS ASC may be decided bi-weekly by **secure email** when agreed to by the committee and in cases where an emergency resolution is required, e.g. time sensitive or what would be termed urgent depending on committee input.
- In cases when an elected member of the committee is unable to attend a meeting; e.g. resignation, extended leave, unavailability during the Spring/Summer for those on 9 month appointments, it is the responsibility of the Department Director to appoint an alternate governing faculty member to replace the absent departmental committee representative. If no alternate faculty member is assigned and present, the department will forfeit their vote until an alternate/replacement is named and present.
- Committee decisions are based on a majority of voting members. In the case of a tie, each department will revert to one vote per department.
- CHS ASC meetings are open to any interested party. Should the student petitioner or a departmental representative other than the ASC member from the concerned department wish to provide verbal input relative to a petition, this should be identified on the petition. The deliberations on the committee decision will be closed.

CHS ASC Decisions

The CHS staff support for the ASC will notify the department petitioner, (which could be an individual faculty member from the student's department or a department committee charged with handling student academic concerns), the student, and the registrar of their decision. The student has the right to re-petition if they have more or different information. The ASC decision is final.

CHS ASC decision to table the Petition

When a petition has been tabled, the student will be contacted via their UM –Flint email account requesting further information. If no information has been received by the CHS ASC within 7 days from the date of the email notification, the petition will be denied.

5/17/93

1st Revision 8/7/93

2nd Revision 5/17/01

3rd Revision 9/24/01

4th Revision 2/5/02

5th Revision 5/18/12

6th Revision 10/12/12

7th Revision 09/13/13

8th Revision 6/25/2018 (*University Appeal Committee mandated that the departmental ASCs remove the ability to drop or withdraw from courses from policy and procedures document.*)