



ST. THOMAS UNIVERSITY

Global American Learning

ACADEMIC STANDARDS COMMITTEE

BY-LAWS

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- A. Revision of the By-Laws

I. COMPOSITION AND RESPONSIBILITIES

A. NAME

The organization's name is St. Thomas University Academic Standards Committee (from now on referred to as the Academic Standards Committee).

The Academic Standards Committee monitors and maintains academic standards related to STU's courses and programs and provides appropriate student orientation and support mechanisms.

B. DUTIES AND RESPONSIBILITIES

The Academic Standards Committee is an advisory committee chaired by the Provost. In the absence of the Chancellor, the President of the University presides.

The purpose of the Academic Standards Committee is to advise the University on general policies related to academic standards. It is responsible for the following:

- complying with the rules outlined in the Code of Student Conduct;
- evaluating and acting on cases of academic dishonesty;
- deciding on exceptions to academic policy;
- deciding on student petitions; and
- monitor the academic progress and standing of students.

All committee members should attend meetings of the Academic Standards Committee whenever possible.

C. MEMBERS

The Committee consists of the Provost, the Dean of Academic Affairs, the Dean of Student Services, all Department Chairs, and two student representatives elected from within the Student Government. Students serve for one year and may be re-elected for additional terms.

D. CHAIR OF THE FACULTY ACADEMIC COMMITTEE

The Provost chairs the Academic Standards Committee. In the absence of the Chancellor, the President of the University shall preside.

The chair of the Academic Standards Committee

- convenes the meetings of the Academic Standards Committee;
- presides over meetings of the Academic Standards Committee unless they relinquish the chairmanship for a specific purpose;
- sets the agenda for each meeting of the Academic Standards Committee;
- promotes the purpose of the Academic Standards Committee as defined in the University Bylaws, Catalog, and Handbooks;
- appoints the Secretary of the Academic Standards Committee from among the members of the Committee.

E. THE SECRETARY.

The Academic Standards Committee shall elect the Secretary of the Academic Standards Committee at its first meeting. The Secretary of the Academic Standards Committee shall serve a term of one (1) year. The Chairperson of the Academic Standards Committee may remove them early for severe and proven reasons. The Secretary may be reappointed by the Chairperson of the Academic Standards Committee at the end of the term.

The Secretary shall take the minutes of all meetings of the Academic Standards Committee and prepare them for distribution after obtaining final approval of the first draft by the Chair of the Academic Standards Committee. The Secretary is the custodian of the documents of the Academic Standards Committee. They are responsible for distributing copies of approved minutes to interested persons.

II. MEETINGS AND PROCEDURES

A. MEETING DAYS AND SPECIAL MEETINGS

The Academic Standards Committee meets at least once every three months during the year. The meeting schedule for the entire Academic Year will be organized and approved by the Academic Standards Committee during its first meeting at the beginning of each year.

The Chair of the Academic Standards Committee may call special meetings of the Academic Standards Committee. The convening of a special meeting is subject to the submission of a petition, which contains the signatures of at least two members of the Academic Standards Committee. In the case of special meetings, members of the Academic Standards Committee will be notified by e-mail, at the STU office e-mail address, by the Chair of the Academic Standards Committee one week before the meeting.

The Chair may cancel or reschedule a regularly scheduled meeting in an emergency.

B. AGENDA

Agenda items must be sent to Committee members via e-mail at least three days before each meeting of the Academic Standards Committee. The Chair of the Academic Standards Committee is responsible for the agenda. Discussion at Academic Standards Committee meetings will be limited to agenda items. Any exceptions require the explicit approval of the Academic Standards Committee at the meeting.

C. MEMBER ABSENCES

Each member must notify the Chair of the Academic Standards Committee of the reasons for not attending the meetings to be excused.

The Chairperson may consider disciplinary action if a member is unexcused absent for three (3) regularly scheduled Academic Standards Committee meetings in an academic year.

D. PROCEDURAL RULES ON REQUESTS AND PROPOSALS

All requests and proposals related to the responsibilities and duties of the Academic Standards Committee must be submitted in writing to the Committee by interested persons (faculty, students, staff members, etc.). The signed original of the document should be delivered to the Dean's office for copies and distribution to the members of the Academic Standards Committee.

The proposal will be considered at the first meeting of the Academic Standards Committee. After the Committee's initial review, the Chair of the Academic Standards Committee may request that the proponent meets with the Committee to answer questions.

The initiator may also request a meeting with the Academic Standards Committee to discuss a request or proposal.

After deciding on a request or proposal, the Chairperson of the Academic Standards Committee will inform the persons concerned of the decision. In case of disapproval, copies of the proposal and the letter from the Committee noting the decision will be sent to the University President.

All actions and recommendations will be minuted and distributed to the chairs of all STU departments.

Approved proposals will be forwarded to the University President for final approval.

E. PROCEDURAL RULES ON ACADEMIC DISHONESTY

STU faculty members are expected to maintain high personal standards of academic honesty and to uphold the academic honesty of their students. The Academic Standards Committee handles individual cases of alleged academic dishonesty of students. Each lecturer must promptly report suspected academic dishonesty cases to the Academic Standards Committee. In doing so, the faculty member does not waive the right to assign the student a grade consistent with the grading policy and academic dishonesty statement in the University Catalog. After consulting with the teacher, the Academic Standards Committee may recommend that the teacher handle the situation solely as a class issue, send a letter of concern to the student and that the case be officially referred to the office for initiation of formal hearing procedures. Students referred to the Academic Standards Committee for academic misconduct have the right to be informed of the charges against them and to a full hearing. The student and the faculty member must document their allegations and rebuttals in writing, including supporting materials (e.g., copies of the student's work, copies of other materials used but not referenced in

the student's work, etc.) and the student's refutation. If suspension or dismissal is recommended, the student is entitled to the appeal procedures and will not be suspended or dismissed from the University during the appeal process.

The Office of the Provost has available a written policy statement that ensures fair consideration of students in cases of alleged academic dishonesty, specifying hearing procedures, possible sanctions, and avenues for appeal of decisions.

Examples of student academic dishonesty include, but are not limited to, the following:

- plagiarism is using someone else's work, ideas, or words without attribution. It can also involve misrepresentation of the sources used. The issue of plagiarism applies to any type of work, including exams, reports, or other writings, as well as computer, artistic, photographic, or video work;
- assisting or receiving assistance in any test or examination;
- obstructing or damaging the academic work of another student;
- present material from books, Internet sites, or articles without including a proper bibliographic reference or citation;
- edit or revise work for others or allow one's work to be edited or altered by others;
- submit the same work in more than one course without the consent of all faculty members involved;
- being complicit with other students in any of the above acts;
- intentional falsification of data or distortion of supporting documentation for coursework or other academic activities;
- falsification;
- providing false information to the University;
- alteration or misuse of University documents, records, or identifiers;
- copyright violations.

F. ACADEMIC APPEALS

A student appealing a grade must first attempt to resolve the issue with the course instructor. If there is no resolution, the student may appeal to the Department Chairperson. The student may appeal directly to the Dean of Academic Affairs if the chairperson is the instructor. The chairperson must attempt to find a solution acceptable to both the student and the teacher; if the department-wide answer is unsuccessful, the chairperson must forward the appeal to the Dean of Academic Affairs.

In cases that do not involve academic dishonesty, the burden of proof for a grade change is on the student. If the Dean concludes that the student needs additional grounds for appeal, the student may not file a further appeal. If the Dean quits that there are sufficient grounds for a request, the Dean appoints the Academic Standards Committee to review the case. Suppose a majority of the committee decides that the grade should be changed, and the teacher does not accept the recommendation. In this case, the committee may authorize the chancellor to change the grade. The committee's decision is not subject to further appeal. In appeal cases where the Dean is the instructor, the Provost will assume the role of Dean.

G. ADJUDICATION OF VIOLATIONS OF THE STU CODE OF CONDUCT

Students who violate the standards of conduct will be subject to disciplinary action. Academic cases arising from alleged violations of the University Code of Conduct are the responsibility of the Academic Standards Committee. Students may express their personal feelings on the matter in writing to the Dean up to three days before the Commission meeting.

Jurisdiction over academic charges will be continuous throughout the calendar year. Depending on the severity of the infractions, the Academic Standards Commission may also provide for the immediate expulsion of the student from the University.

H. DISCIPLINARY APPEALS

Students who feel that the disciplinary action taken against them by the Academic Standards Committee is unjustified may appeal in writing to the Dean. A personal meeting will then be scheduled. All appeals must be filed within 15 days of the disciplinary action being given to the student. Students should be aware that the Dean's decision is final.

This procedure does not apply to acts of academic dishonesty.

I. PROCEDURAL RULES ON DEBATE

Discussion of a motion or agenda item must be relevant to the motion or article. The Chair of the Academic Standards Committee shall determine whether the meeting has strayed from the motion or article under consideration.

J. VOTING

A show of hands takes all votes on motions unless the Chair of the Academic Standards Committee requests a secret ballot. Such votes are taken by paper ballot.

In the case of a hand ballot, the Chairperson will designate a person to count. In the case of a secret ballot, the ballot will be taken by the Secretary, who will report the results to the Chair of the Academic Standards Committee. Members may not vote in absentia.

K. QUORUM

Each meeting of the Academic Standards Committee is official if a majority of the voting members are present. A majority vote applies to this committee. In the event of a tie, the Dean's vote prevails. Abstentions are not counted.

L. MINUTES

The Secretary of the Academic Standards Committee shall take minutes of all meetings of the Academic Standards Committee.

Any motion made and passed at the meeting shall be recorded in the minutes. The outcome of each motion shall be made clear by the vote recorded in the minutes, along with a summary of the discussion.

The minutes will be corrected and approved by the Chair of the Academic Standards Committee. Approved minutes will be distributed to Academic Standards Committee members, Senators, and other stakeholders.

III. REVISION OF THE BYLAWS**A. REVISION OF BYLAWS**

The Chair of the Academic Standards Committee may propose changes to these Bylaws to the President of the University; the Board of Trustees will ultimately deliberate on all proposed revisions.