1. **Authority** - The Committee functions under authority of the Faculty Senate Constitution and Bylaws; in particular, Section 8 of the Constitution and Sections 5 and 6 of the Bylaws.

2. **Membership** - Membership is determined by Section 5 of the UNLV Faculty Senate Bylaws.

3. **Operational Procedures**

   3.1 **Scheduled Meetings** - The Committee shall meet regularly on Thursdays from 10:00 a.m. to 11:30 a.m. during the Fall and Spring semesters as business requires. Any member who cannot attend at that time will be requested to resign. The Committee Chair may call additional meetings at other times when necessary to consider student petitions or other urgent items.

   3.2 **Proxies** - Pursuant to Section 5.15 of the Senate Bylaws, proxies may not be appointed to the Academic Standards Committee.

   3.3 **Actions of the Chair** - In the event of an emergency situation, the Chair is empowered to call an emergency session, securing the participation of those voting members available. Any action taken, and the reason therefore, will be reported to the Committee at the next regular meeting.

4. **General Functions** - The Committee shall periodically review policy, recommending revisions in current academic policy whenever desirable. It shall also be responsible for the following undergraduate areas:

   4.1 Reviewing reinstatement appeals for students on scholastic suspension.

   4.2 Reviewing petitions for the removal and withdrawal of classes and/or grades.

   4.3 Reviewing other petitions referred to the Committee.

   4.4 Review academic policy as it relates to the functioning of the Committee.

   4.4 Monitoring the implementation of relevant policy changes.

   4.5 Reviewing and commenting on other special academic issues referred by the Faculty Senate.
5. The Committee defines two classes of Business:

5.1 Matters of Academic Policy - A matter of policy is any business that affects the university community or a major division thereof. Matters of policy include interpretation, or recommendations for change, of the standing rules of the university.

5.1.1 The Committee will endeavor to establish guidelines for addressing the more frequently petitioned issues.

5.1.2 The Committee will review existing guidelines at the beginning of each school year.

5.1.3 A guideline remains in effect, from year to year, unless specifically rescinded by the Committee.

5.1.4 Adoption or amendment of these bylaws is a matter of policy.

5.2 Matters of Individual Appeal - An individual matter is any business that concerns one individual or at most a very few individuals, such as a petition or change of grade.

6. Requirements for a Quorum:

6.1 A quorum shall consist of a majority of the voting faculty members present at a Committee meeting.

7. Delegation to the Chair

7.1 If an individual matter is covered by an established policy or precedent, the Chair or their designee is authorized and instructed to act for the Committee.

7.2 If not, it is the responsibility of the Chair or their designee to bring the matter to the Committee.

7.3 This section is intended to provide for prompt processing of individual matters covered by an established policy or precedent.