

Academic Review and Standards Committee

Purpose: The purpose of the Academic Review and Standards Committee is to ensure the academic integrity of the College of Business in light of the policies and procedures contained in the current *UWF Student Planner and Handbook*. Specifically, the Committee is to adjudicate matters in the following areas:

- a. Probation/Suspension - The Committee shall decide who will be placed on, removed from, and/or continued on academic probation. Also, the Committee shall suspend students who show no academic progress. These decisions will be made in a manner consistent with the applicable College and University guidelines.
- b. Academic Misconduct - The Committee shall study cases of academic misconduct which are brought before it. When necessary, the Committee shall recommend the punishment that the guilty student shall receive. Academic misconduct means cheating, plagiarism, bribery, conspiracy, misrepresentation, or any act which might be construed as academic fraud as defined in the *UWF Student Planner and Handbook*. Recommendations about academic misconduct allegations shall be given to the Dean who will make the final decision about guilt and punishment.
- c. Grade appeals - The Committee shall handle grade appeals in accordance with the process contained in the *UWF Student Planner and Handbook*.
- d. Other matters - The Committee shall handle other matters consistent with its purpose as deemed appropriate by the Dean.

Membership: The Committee shall consist of two different memberships, depending upon the matter under adjudication. For academic matters not involving misconduct, the Committee shall be composed of five members—four faculty (at least one from each Department) and one staff advisor. The Committee members shall be appointed by the Dean. For academic misconduct, the Committee shall consist of a total of six members, three of the members will be appointed by the Dean from the four faculty members mentioned above. Three student members will also serve on the committee. Each Fall Semester the Dean, in consultation with the Chairs, shall appoint three student members to serve a one-year term. Students may be re-appointed at the discretion of the Dean. If a student appointee has the appearance of prior knowledge or bias in a particular misconduct allegation, then the Dean will appoint another student for that case only.

Chair: The Chair of the Committee will be appointed by the Dean from the membership of the Committee on an annual basis. The Chair shall be eligible to vote on all matters considered by the Committee.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms.

Reporting Structure: The Chair of the Committee shall report in writing to the Dean of the College of Business concerning all matters considered by the Committee.

Source: College of Business By-Laws