

Academic Policies Committee (APC)

Committee reports to:	Faculty
Frequency of reports:	As needed
Make-up of committee:	Size: 10
Members:	
Elected by faculty: 9	Four faculty members at large who predominately teach in the undergraduate program. Their load shall include 50% or more of undergraduate teaching (classroom, laboratory, studio, etc.).
	Four Academic Unit Leaders (or those who were elected to the committee as AULs but no longer serve in that capacity).
	One faculty member at large with fewer than five years of service at PLNU for a one-year term
Ex-officio:	Provost or designee
Resource personnel:	Dean of the College of Natural and Social Sciences Dean of the College of Arts and Humanities Vice Provost for Academic Administration

Length of tenure for elected members:

Three-year staggered terms for all members except that a one-year term shall be served by the at large faculty member with fewer than five years of service.

Chair: Provost or designee

Suggested frequency of meetings: Biweekly with day and time of meetings established by the committee chair in the fall for the next academic year.

Other membership requirements:

1. No department/school may have more than one elected member.
2. All committee members are expected to adopt a university-wide perspective rather than to represent a particular department/school.
3. Any faculty/administrator may serve as a resource person at the invitation of the chair with all member privileges except voting.

Major responsibilities:

1. Review undergraduate academic policies, programs, and curriculum.
2. Recommend to the faculty changes in academic policies and programs including:
 - a. curriculum
 - b. requirements for graduation
 - c. academic standards.

3. Consider student appeals for variance from standard academic policy as stated in the *Undergraduate University Catalog* following the Vice Provost for Academic Administration's decision on the appeals submitted to her or him. The Vice Provost for Academic Administration will also make regular reports to the committee of his/her decisions.
4. Arbitrate final appeals for a change of grade.
5. Serve as an advisory body to the Provost and Cabinet on such matters as academic year calendar, weekly class schedule, etc.

Policies and procedures:

Normally proposals for curricular change will be initiated by departments/schools or committees. APC may also initiate actions of its own or consider proposals from individuals. APC will conduct a detailed review of all revisions of curriculum, academic policies, and procedures.

1. Items which must be referred to the faculty after being reviewed and approved by the APC:
 - a. addition or elimination of any course, concentration, minor, or major
 - b. addition or elimination of a credential program
 - c. addition or elimination of a degree granted by the University
 - d. any change in General Education requirements
 - e. any special program for which new courses are needed
 - f. any change in academic regulations and requirements
 - g. addition of academic centers
2. APC will consider the following routine *Undergraduate University Catalog* related items without referral to the faculty for further action.
 - a. revision of course descriptions including title, number or prerequisites
 - b. changes in concentration or major requirements if equal to the previously approved list of units (i.e., 24 for 24 units). Must conform to 1.a.
 - c. alternate year listing
 - d. cross-listing of courses (under two or more departments/schools)
 - e. restoration of a course to the *Undergraduate University Catalog* after it has been eliminated due to having not been offered for four years
 - f. any substantive change in General Education courses, including methodology, content, or level
 - g. proposed use of CR/NC grade for courses other than General Education courses
 - h. changes in the name of a department/school major or concentration
 - i. tracking and monitoring changes in course delivery for any existing course to hybrid or online (if program exceeds 49% online, program will be referred to WSCUC (WASC) for approval)

