

**GRADUATE EXCEPTIONS COMMITTEE**  
**Mission Statement and Bylaws**

KUTZTOWN UNIVERSITY OF PENNSYLVANIA  
Kutztown, PA 19530

**MISSION:**

The Graduate Exceptions Committee (GEC) reports to the University Senate. The GEC is responsible for reviewing graduate student requests for exceptions to current Kutztown University procedures and policies, including time extensions. With respect to these duties, the mission of the GEC is to promote student welfare and uphold Kutztown University academic policies.

**BYLAWS:**

I. Composition and Terms of Appointment

A. Composition

The membership includes the Dean of Graduate Studies as standing chair; four (4) graduate faculty representatives, one from each of the four colleges, one (1) graduate faculty representative from the Department of Counselor Education and Student Affairs, and a graduate student representative.

B. Terms of Appointment

The graduate faculty are appointed by the Committee on Committees for staggered three-year terms. The maximum number of terms that a member can serve is three (3).

C. Election of Officers

The Dean of Graduate Studies serves as the standing chair.

II. Duties

The primary responsibility for providing relevant documentation supporting the appeal lies with the student. In the event that clarification is needed on a particular appeal, the Graduate Exceptions Committee reserves the right to request the chair to query students, departments, and other relevant entities for additional information.

A. Committee members are responsible for:

1. reviewing appeals for reinstatement to the University, backdated withdrawals, and administrative withdrawals from graduate study.
2. reviewing requests for time extension for graduate study.
3. reviewing exceptions to graduate University policies (e.g., Academic Progress and Standing Policy; Course Repeat Policy).
4. reviewing department, advisor, faculty, and administrative office recommendations, as available.

B. The Chair is responsible for:

1. calling meetings as needed and preparing the agenda for these meetings. To expedite the process and under special circumstances, the Chair can initiate and call for an e-mail vote.
2. providing committee members with petitions and sufficient background information regarding these appeals, as necessary.
3. notifying students, departments, the Registrar's office, and the Office of Student Accounts of GEC decisions.
4. recognizing the service of committee members, by providing an end-of-year letter to each member.
5. providing a yearly report of actions taken to the Senate Office.

III. Scope of Committee

- A. The GEC will not consider grade appeals that are the purview of the Grade Appeal Board.
- B. The GEC will not consider appeals that are the purview of the Student Faculty Review Board.
- C. The GEC will not consider appeals that are the purview of the University Conduct Board.
- D. The GEC will not consider appeals resulting from department dismissal outside of academic progress and standing.

IV. Meetings

- A. The GEC meets as need arises throughout the Fall and Spring semesters.

- B. Robert's Rules of Order will govern the committee's procedures during in person meetings.
- C. A quorum is needed to hold meetings and conduct business. A quorum is constituted by four (4) of the seven (7) members.

V. Voting

All GEC members are voting members. The chair is an ex officio, voting member. Four (4) favorable votes are required to recommend granting an exception.

Senate Approval: 9/15, 11/20