

UNDERGRADUATE EXCEPTIONS COMMITTEE
MISSION AND BYLAWS

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

<http://www2.kutztown.edu/about-ku/administration/university-senate/committees/undergraduate-exceptions-committee.html>

I. MISSION

The Undergraduate Exceptions Committee (UEC) reports to the University Senate and its purpose is to provide an appeal process for undergraduate students to request a waiver of specific academic policies

II. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- One faculty representative is appointed from each of the four colleges by the Committee on Committees
- An appointed member of the Counseling Center faculty
- An appointed student representative
- The Assistant Registrar serves as Student Advocate
- The Registrar serves as Chair
- One representative from the Financial Aid Office

B. Terms of Appointment

- Appointed representatives serve for a staggered three-year term
- The Counseling Center faculty representative serves a two-year term
- The representatives from the Registrar's Office and the representative from the Financial Aid office serve an indefinite term

C. Election of Officers

- No officers are elected. The Registrar serves as Chair, and the Assistant Registrar serves as Chair in the absence of the Registrar

III. DUTIES

A. Duties of UEC Members are:

- Read and thoughtfully consider written petitions submitted by students
- Discuss and vote on motions to approve or deny student petitions
- Read the UEC Mission and Bylaws on an annual basis
- Attend meetings on a regular basis
- Inform chair if unable to attend a meeting
- Perform duties as assigned
- If serving as a representative of a college, provide regular feedback to appropriate constituency

B. Duties of Chair are:

- Distribute Mission and Bylaws to members at the first meeting of the year for information and review
- Submit any revision of the Mission and Bylaws to the University Senate for approval
- Ensure the University Senate Office has a copy of the Mission and Bylaws
- Call meetings on a regular basis
- Set the agenda of petitions to be considered and distribute petitions to members prior to the meeting
- In the absence of Registrar's Office clerical support, appoint a recording secretary
- Present an annual report to the University Senate and an interim report to that body if requested.
- Ask for administrative expertise to attend specific meetings as needed
- Inform University Senate if proposing any changes in structure, membership, or mission
- Call meetings on a regular basis
- Present written minutes to the University Senate outlining the number of student petitions acted on at each meeting
- Present an annual letter to each member of the UEC recognizing his/her work

C. Duties of Staff Member from the Registrar's Office

- Record the minutes of each meeting
- Record the names of those attending and those not attending each meeting
- File full minutes with the Registrar's office and submit to the Chair the abbreviated minutes outlining the number of student petitions acted on at each meeting to be sent to the University Senate for archival purposes.

IV. MEETINGS

- A. The UEC will meet as needed dependent upon the number of student petitions filed
- B. Usually, this will be once a month during the academic semester, with at least 1-2 additional meetings necessary during the summer and winter breaks
- C. Members who cannot attend a meeting should inform the chair
- D. Members who miss more than two regularly scheduled meetings in any given semester may be assumed to have withdrawn from the UEC and in such case the Committee on Committees will identify an appropriate replacement

V. VOTING PROCESS

- A. Each member of the UEC has one vote. The chair will only vote in the case of a tie
- B. Any member who is unable to attend should communicate their intended votes to the chair before the meeting

- C. A member who is unable to attend may assign a proxy vote to another member of the UEC to vote on his/her behalf
- D. A simple majority of votes is required to pass a motion
- E. Any member may make a motion in favor or against a student petition
- F. Each UEC decision is non-precedent setting, but based solely on the evidence presented of each student's particular circumstances

VI. AGENDA

- A. The agenda shall consist of the following:

- Call to Order
- Approval of Minutes
- Announcements
- Old Business
- New Business
- Adjournment

- B. The agenda and student petitions should be made available to the UEC members at least 24 hours prior to every scheduled meeting

VII. RULES OF ORDER

- A. Robert's Rules of Order will govern the UEC's procedures in all cases where applicable
- B. A quorum will consist of a simple majority of voting members of the full UEC. A quorum is needed to hold meetings and conduct business
- C. All members have voting privileges. The chair does not vote unless there is a tie
- D. In order to have a vote, there must be a quorum
- E. Amendment of the bylaws shall require a two-thirds majority of the voting membership

VIII. AMENDMENT OF BYLAWS

- A. Any member may make a motion to amend the bylaws
- B. Amended bylaws will be submitted to the Committee on Committees for approval by the full Senate