

GENERAL POLICIES & PROCEDURES

Academic Procedures Committee and Petitions

The members of this committee include three faculty members, the Dean of Students, two students, and the Registrar. The main function of the Academic Procedures Committee is to consider petitions for exceptions to the Academic Regulations adopted by the faculty. The primary criterion justifying exceptions is the presence of circumstances beyond the student's control. Petition forms may be obtained in the Registrar's Office. A petition requires the signature of the student's advisor and, where the matter concerns them, of the instructor in a course as well as germane corroborating materials. Comments from those signing the petition are encouraged. Faculty members are invited to comment on the petition forms or in separate memos. The Dean of Students or the Academic Affairs Commissioner will be glad to talk to students who are considering filing petitions.

Examples of the kinds of requests which are handled by the Academic Procedures Committee are:

1. Course overloads
2. Cross registration variances
3. General education requirement variances
4. Registration changes after deadlines
5. Incomplete grades
6. Final exam time changes
7. Second major declarations
8. Residency requirement exceptions
9. Requests to enroll for a 9th or later semester

The Committee approaches its deliberations with an assumption that the Faculty's academic rules and regulations should normally be followed. When considering exceptions,

the Committee attempts to be both "consistent" (i.e., to apply uniform standards) and "flexible" (i.e., to give personal attention and respond to individual circumstances).

Petitions should include all relevant information clearly and concisely described. The Committee cannot fill in missing information; it is the student's responsibility to present the case fully.

Arguments which amount to a fundamental disagreement with a regulation should be avoided. The Committee is charged by the Faculty only with making exceptions to regulations when such exceptions are justified by the individual circumstances.

Normally, petitions must be submitted 48 hours in advance of a Committee meeting. Results of the Committee's action are sent by the Registrar to the student via e-mail. Until notification of the committee's decision is received, a student should take no action affecting his or her status in a course.

Any student who has questions about a petition is invited to discuss these questions with the Dean of Students. The Dean is prepared to advise a student before his or her petition is submitted, or to provide further explanation of the Committee's action or of other options available to the student after a petition has been denied. Other members of the Committee, including the student members, are also available for consultation.

Academic Standards Committee and Policy

The Academic Standards Committee reviews the academic standing of students. Its responsibility includes warning those with low grade point averages or problematic rates of progress toward a degree, or placing them on probation, suspending them, or requiring their withdrawal from the College. The Committee meets at least once every semester.

Three faculty members, the registrar, the Dean and Associate Deans of Students, representatives from the Office of Black Student Affairs, the Chicano Student Affairs Center,

and the Asian American Resource Center meet every semester to review the academic progress of students in the college.

In order to continue in good standing at the College, a student must:

- a) Achieve at least a “C” average each semester in courses taken under the auspices of Pomona College.
- b) Maintain normal progress toward a degree with an average of four courses passed for each semester of registration.
- c) Make suitable progress toward completion of all academic requirements, including completion of a major.

The Committee may place a first or second year student who earns a C+ (7.0) on probation especially if the student completed fewer than four courses for that semester. Such an action facilitates the intervention and support that helps a student to strengthen his or her academic performance.

The Committee normally expects any academic deficiencies to be reduced or eliminated within one semester.

The Committee urges students with any academic problems to seek assistance promptly. The Dean and Associate Deans of Students are the general academic advisors for the College and are prepared to discuss academic questions or problems with students at any time. Students may also see their academic advisors, members of the faculty, or staff at the Counseling Center or they may receive help from tutors or fellow students. The Committee does take into account evidence that a student has been making serious efforts to seek help and improve his or her status in the College.

The following actions are among those that may be taken with respect to students whose academic records are judged inadequate. These actions do not represent a sequence which will be followed in every case. The committee chooses the course of action which seems most appropriate.

The College, through the Academic Standards Committee, may at any time require the withdrawal of a student if the quality and amount of his or her work seems to warrant such action.

1. **Warning.** This is the action most commonly taken when the academic deficiency is minor. If there is not substantial improvement the next semester, the Committee will usually take more serious action.
2. **Academic Probation.** This action indicates that the Committee is deeply concerned about a student’s work at Pomona. It is usually accompanied by a firm set of expectations for the next semester requiring immediate and substantial improvement of the student’s record. Failure to meet these expectations is likely to result in a suspension or required withdrawal, especially if the student earns less than a C (6.0) average for two consecutive semesters. A student on academic probation is required to meet with the Dean or Associate Deans of Students about his or her progress during the semester.
3. **Suspension.** This action is taken when, in the judgment of the Committee, the interests of the student will probably be best served by a period away from the College, or when the Committee also believes that successful completion of the College program is likely at a later time. After the period of suspension, the Committee will review the case and may authorize the student to return to the College if there is sufficient evidence of ability and motivation to succeed. Reinstated students return to the college on probation. A student who is suspended and plans to take college work elsewhere with hope of transferring the credits to Pomona at a later date is advised to secure approval in advance from the Pomona College Registrar. Credit for such courses may be applied toward a degree at Pomona, but grade points so earned may not be used to reduce grade point deficiencies incurred at Pomona.
4. **Required Withdrawal.** This action is taken when, in the judgment of the Committee, it appears that the student will be unable to meet graduation requirements. While it does not mean that it is impossible

for the student ever to return to the College, the Committee will not look favorably on a request for re-admission unless there is strong and compelling evidence of a change in the student's readiness to perform college work. A student will not be considered for re-admission by the Academic Standards Committee before a year has elapsed.

Appeals

Decisions of the Committee are normally final. However, if there is pertinent and compelling information which was not available at the time of the decision, some actions may be appealed. An appeal must be requested within 48 hours of notification of the Committee's action. Since notification will sometimes reach students after they have left Claremont, the request may be made by telephone with 48 hours and should be followed up in writing and/or person.

Only actions of Suspension or Required Withdrawal may be appealed. Relevant information should be described to the Dean or Associate Deans of Students within the 48 hours period. If they agree that it constitutes new and significant evidence, an appeal will be considered by a subcommittee of The Academic Procedures Committee.

Computing and Network Resources Policy

Pomona College makes available computing and network resources for use by the College's students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the College.

Members of the college community are expected to observe Federal, State, and local laws which govern computer and telecommunications use, as well as the College's own regulations and policies.

The framework of responsible, considerate, and ethical behavior expected by the College

extends to cover the use of computing facilities, network resources, and networks throughout the world to which electronic access has been provided by the College.

The College's computer and network resources are the property of the College, and students should not have any expectation of privacy when utilizing the resources. Files and computer usage may be monitored in the ordinary course of business or to determine compliance with the College's policies.

In addition, when there is reason to suspect inappropriate use of campus computing and networking resources, authorized College personnel will take appropriate steps to investigate. This may include monitoring traffic on the network on any system which is connected to the network.

The following list does not cover every situation which pertains to proper or improper use of the resources, but it does contain some of the responsibilities which you accept if you choose to use the College's computing resources or the network access which the College provides.

1. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at Pomona College or elsewhere.
2. You are authorized to use only computer resources and information to which you have legitimately been granted access. If you encounter or observe a gap in system or network security, you should report the gap to the manager of that system immediately.
3. If it is unclear whether you have permission to copy, compile or manipulate software or data, assume that you may not.
4. The College's policies on harassment apply equally to electronic displays and communications as they do to more traditional means of display and communication.

You must not display or transmit abusive images, sounds or messages to an identifiable individual or group of individuals.

5. Messages, sentiments, and declarations