

Student Affairs Committee  
Minutes Tuesday, December 6, 2011

Attendees: Beatriz Magallon, Benny Blaydes, Sara Boosheri, Jake Smith (Student Rep), Laurie Guglielmo, Alicia Villalpando, Denise Kinsella, Ramin Nematollahi, Lucy Kluckhohn-Jones, Gary Todd, Angela Munoz, Kiersten Elliot, Michael Tuitasi

Excused/Absent: Deyna Hearn, Nathalie Laille, Gail Fukuhara, Cameron Espinoza (Student Rep)

- I. Call to order 2:08 pm
- II. Minutes from November 29, 2011 approved as is.
- III. **Continuation of Revisions to ARs:**
  1. Bea discussed referencing AR's with Title V and ensuring that language reflects Title V and Ed Code.
- IV.
  1. **4321: Withdrawal from Class**
    - a. SAC discussed addition of the phrase "his/her representative" and "A student's representative must present documentation that the student is incapacitated", to #7 to be in accordance with Title V and allow for further clarity.
    - b. It was suggested to change wording for item #8, from "retroactive withdrawal" to "late withdrawal" as there is no specification for retroactive withdrawal. However, SAC stated the wording "retroactive withdrawal" creates a distinction that is clearer than "late withdrawal", and it is best to keep as is.
    - c. MW to be termed Military Withdrawal.
    - d. Kiersten suggested adding the wording "and may be eligible to refund minus a processing fee" for #3.
  2. **4340: Repetition of Unsatisfactory & Satisfactory Coursework**
    - a. It was suggested that the process of repeats be taken out of the language in limitations.
    - b. Kiersten Elliot informed SAC regarding the specific usage of "FW" for "forced withdrawal" and stated that a decision has not been made yet regarding the specific codes that will be used, and was open to suggestions from SAC.
  3. **4341: Re-Enrollment After Withdrawal Coursework**
    - a. Bea to edit the language of 4340 and 4341 so language will be similar.

- b. SAC reviewed and added Title V wording regarding “two substandard grades will be removed”. This addition will necessitate changes to the programming language.

**V. Announcements**

1. Bea to finalize the ARs and send it to SAC for approval and any final changes.

**VI. Meeting adjourned 3:40 p.m.**

Respectfully submitted: Ramin Nematollahi