

Academic Standards and Procedures

Hillcrest Honors Community

## Article I. Academic Standards

### Section 1. Functional Definitions

All QCAs discussed in this document shall be considered cumulative unless explicitly stated otherwise. All semesters discussed in this document shall be considered the fall or the spring, unless explicitly stated otherwise.

### Section 2. QCA for Full Membership

The minimum QCA for full membership in the Community shall be 3.50. A student whose QCA falls below this minimum shall be entitled to an appeal if his QCA also remains above the minimum for an appeal.

### Section 3. QCA for Appeal

The minimum QCA for a freshman who wishes to appeal shall be 3.20. The minimum QCA for an upperclassman who wishes to appeal shall be 3.40. A student who does not meet the appropriate minimum QCA for an appeal must leave Hillcrest at the end of the academic year.

## Article II. Appeal Procedures

### Section 1. Notifying the Council

A student who qualifies for an appeal shall be responsible for contacting the chairman of the Academic Standards Council within the first week of the first semester of non-compliance with the standards. The student shall schedule a hearing and submit two copies of a written appeal statement. Failure to do this shall result in the forfeit of the right to appeal, except under circumstances recognized by the Council as exceptional.

### Section 2. Written Appeal Statement

The appeal submitted by a student shall contain at least two paragraphs. The first paragraph shall describe his desire to stay in the Community, his past contributions to its well-being, and his anticipated future contributions if appeal is granted. The second paragraph shall describe why the student has failed to meet the minimum QCA for full membership and how an additional semester will permit him to regain an acceptable QCA. The student may include additional information relevant to the appeals process.

### Section 3. Appeal Hearing

Any appeal hearing must occur within the first thirty days of the semester. The student subject to appeal shall meet with the Academic Standards Council and discuss the contents of his written appeal. The student shall be notified in a written statement of the result of his appeal within twenty-four hours after the hearing.

### Section 4. Appeal Deliberation

The Council shall limit its deliberations to information provided in the written and verbal statements of the student subject to appeal. After discussion of this information, Council members shall vote on the acceptance or denial of the appeal. A vote of at least half of the Council members shall be required to accept an appeal. At least one prevailing opinion and, if applicable, at least one dissenting opinion subsequently shall be written by appropriate Council members.

### Section 5. Appeal Records

Each appeal shall be assigned a case number upon initiation of the appeal process. Past appeal statements and past opinions of Councilmen shall be held in the Honors office. Access to these archives shall be restricted to Council members, Honors staff, and individuals designated by the Council. Archived documents shall not be copied or removed from the Honors Office without permission of the majority of current Council members.

### Section 6. Appeal Confidentiality

The appeal process shall be strictly confidential, and all hearings shall be closed meetings. Information from past or present appeals cases shall be discussed only amongst fellow Council members, Honors staff, and students in the appeal process. The Honors Staff shall investigate violations of confidentiality and take appropriate actions against those responsible.

#### Section 7. Appeal Anonymity

The Honors Staff shall provide an anonymous proxy for the appeals process if a student wishes to remain unidentified to the Council. A student wishing an anonymous appeal shall not schedule an appeal hearing.

#### Section 8. Appeal Acceptance

A student whose appeal is accepted shall become a provisional member of the Community. He shall not enroll for credit in Community classes or attend budgeted Community functions, and must raise his QCA above 3.50 within one semester. If the student fails to do this, he must leave Hillcrest at the end of the academic year.

#### Section 9. Appeal Denial

A student whose appeal is rejected shall be prohibited from attending all Community functions, including dinners and Colloquium Magnus. He must leave Hillcrest at the end of the academic year.

#### Section 10. Reapplication

A student who has left the Community may reapply for membership under the same criteria as new applicants.

## Article III. Academic Standards Council

### Section 1. Council Announcement

The Council shall announce its current roster, standards, and procedures at the first Community event of each semester.

### Section 2. Membership Availability

Three freshmen students who have resided in the Community during the preceding fall semester shall be selected to join the Council during the first two weeks of each spring semester. Students who wish to join the Council shall announce their intent to the Council during the first week of the semester.

### Section 3. Membership Election

If more than three eligible freshmen students wish to join the Council then a closed-ballot election shall occur during the second week of the semester to select amongst the candidates. All first-year members of the Community shall be granted two votes, which they must cast for two different candidates. The three candidates who receive the most votes shall become members of the Council. If a tie prevents the unambiguous selection of three candidates, the Council shall devise a method to select amongst those candidates. If less than three eligible students wish to join the Council then the election procedure shall be repeated in subsequent semesters and by the same class for the remaining seats until they are filled.

### Section 4. Vote of Confidence

A petition by a third of the members of the Community shall be required to initiate a vote of confidence for the current Council. The complete petition shall be submitted to the Honors Staff no fewer than six weeks prior to the Reading Day of the semester. Upon the completion of such a petition, a closed vote of confidence by all Community members shall be administered by the Honors Staff within one week. No more than one vote of confidence shall occur per semester. A two-thirds no-confidence vote shall result in the dissolution of the current Council membership.

### Section 5. Election Following Dissolution

Closed-ballot elections for new Council members shall be administered by the Honors Staff within one week of a no-confidence vote. Each class shall independently elect new Council members to its respective seats. Former Council members shall be permitted to seek re-election. The procedure shall mirror that of freshmen elections; however, ties that result in ambiguity shall be resolved by a vote for only those affected candidates. Students who have attended the University for more than four years shall vote as seniors.

### Section 6. Council Chairman

Each fall the Council shall select a Chairman for a one-year term.

#### Section 7. Interim Membership

An interim member shall be elected by the Community to temporarily replace a Council member who shall be absent for up to two consecutive semesters. The interim member must be from the same class as the absent Council member. If the absent Council member indicates that he shall not return for more than two consecutive semesters then a closed-ballot election by Community members of his class shall be held to replace him at the beginning of the next semester.

#### Section 8. Membership Standards

Candidates and members of the Council must maintain a minimum QCA of 3.60. A Council member who falls below this must resign, and a closed-ballot election by Community members of his class shall be held to replace him at the beginning of the next semester. Elected members shall serve on the Council until the first occurrence of one of these events: graduation, resignation, a no-confidence vote, or the passage of four years since matriculation.

#### Section 9. Council Quorum

A majority of the members of the Council shall constitute a quorum. A quorum must be present for any official Council functions.

#### Section 10. Internal Censure or Removal

The Council shall have the options of censure or removal of a delinquent Councilman if deemed necessary by three-fourths vote of his fellow members.

## Article IV. Authority of the Standards and Procedures

### Section 1. The Honors Director

The Honors Director shall have the authority to request exceptions to the standards and procedures in Articles I and II. The Honors Director also shall provide guidance to Community members on subjects in Article II when so requested.

### Section 2. Council Procedures

The Council shall create further procedures that facilitate fair and concise operation of the standards and procedures outlined in this document.

### Section 3. Ratification

Ratification of this document shall require a two-thirds vote of the members of the Community. The Council composition prior to ratification then shall dissolve, and the Community shall elect new Council members. Prior Council members shall be eligible for re-election.

### Section 4. Amendments

A petition by one third of the members of the Community shall be required to initiate a vote to amend these Standards and Procedures. A two-thirds vote by the Community shall be required to ratify an amendment.

11 December 2002

The Academic Standards Council of Fall 2002 declares that the Standards and Procedures herein have been ratified by the Hillcrest Honors Community.

Bryan C. Thorne  
Council Chairman

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5 April 2003

Amendment I to the Academic Standards and Procedures

All provisional members of the Community shall be permitted to enroll for credit in  
Community classes and attend budgeted Community functions.

The Hillcrest Honors Community has ratified this Amendment to the Academic  
Standards and Procedures by a two-thirds vote.

Shomir Jeffrey Wilson  
Council Chairman

Sara Hood  
Petition Organizer