

**College of Health and Human Performance
University of Florida
Petitions Committee Operating Code**

Article 1 – Objective and Purpose

The Petitions Committee (PC) reviews all undergraduate academic program college-level petitions and makes recommendations to the Associate Dean for Academic Affairs for final decision.

Article 2 - Membership

One faculty member from each department serves on the committee. Members are nominated by the Department Chair from faculty members who teach within their department and appointed by the Dean. The Associate Dean for Academic Affairs and one academic advisor (appointed by the Dean) serves as ex-officio members to the PC.

Article 3 – Terms of Service

To facilitate consistency, members shall serve two-year terms, staggered so there are continuing members each year.

Article 4 – Responsibilities

Committee recommendations will be based on College undergraduate policies and procedures (http://hhp.ufl.edu/getH/AcademicAdvising/aa_policies.php). Members also provide input on the development of policy and procedures that guide undergraduate education in the College.

Article 5 – Officer and Duties

The Chair, appointed by the Dean, is the sole officer. The chair is responsible for establishing meeting times, conducting meetings and setting the agenda based on submitted petitions and input from PC members and the Associate Dean for Academic Affairs. The Chair will submit committee recommendations to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs (or assigned academic advisor) will inform the student of the decision within 72 hours after the decision is finalized by the Associate Dean for Academic Affairs. The Chair communicates with the Associate Dean for Academic Affairs and the Dean on matters of concern related to undergraduate petitions process as requested by PC members.

Article 6 – Meetings

The PC meets on a regular basis during fall and spring semesters, with increased meeting times during drop/add and withdrawal periods. Meetings may be called by any member of the PC, the Associate Dean for Academic Affairs, or by the Dean for the purpose of discussing items of concern or interest. Meetings will typically take place in person. When necessary, committee decisions can be made electronically with secured access to student petitions limited to committee members only.

Article 7 – Amendments

Amendments to this Operating Code may be proposed by PC members or members of the College Council. These amendments will be presented along with an appropriate rationale to the PC for review to ensure consistency with this operating code and the College Constitution. A simple majority by committee members will be required for approval (ex-officio members do not vote). The approved amended Operating Code must be brought to and approved by College Council.

Approved by College Council: September 27, 2011