

Chapter: Academic Affairs

Modification No. 014Subject: **Academic Regulations and Standards**

I. Purpose

The purpose of this procedure is to set forth a mechanism for initiating, modifying, evaluating, and approving College academic regulations and standards, which include standards of student academic progress and grading standards and procedures. The procedure also provides an outline of the operational process to enable faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs/College Provost with respect to College academic regulations and standards.

II. College Committee on Academic Regulations and Standards

A. This committee is a standing committee of the Faculty Council and members are appointed by majority vote of the current committee members and are approved by majority vote of Faculty Council.

B. The functions of the Committee are:

1. to review, evaluate, and recommend updates to College academic regulations;
2. to inform College administrators responsible for implementation and the College community when revisions, deletions and additions to the academic regulations are approved by the Senior Vice President for Academic Affairs/College Provost;
3. to conduct special, in-depth analyses of aspects of the College's academic regulations; and
4. to advise the Senior Vice President for Academic Affairs/College Provost with respect to College academic regulations and standards.

From time to time the Senior Vice President for Academic Affairs/College Provost will ask the Committee to undertake other specific assignments in these areas. The Committee may also request that the Senior Vice President for Academic Affairs/College Provost make a specific assignment.

C. The Committee consists of representation from both Academic Affairs and Student Affairs divisions:

1. Voting Members

a. 9 full-time faculty members, apportioned as follows:

- i. 6 instructional faculty,
- ii. 3 counseling faculty,

When appointing faculty members to the committee, every effort shall be made to consider diverse representation based on criteria including, but not limited to, location, modality, and discipline,

b. Two instructional deans and one dean of student affairs, recommended by the Collegewide Deans group.

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2. Non-voting members

Three non-voting administrative members who should be representatives from Financial Aid, the Registrar's Office, and Office of Communications.

D. Committee members serve staggered two-year terms. Each member may serve up to two terms, which may or may not be served concurrently.

E. The Committee selects its own chair, who is a full-time faculty member.

1. The chair may be a returning or new non-voting member of the committee.

2. The chair is elected by the committee for a two-year term and may serve up to two terms as chair.

3. The chair does not vote on academic regulations unless a tie-breaker vote is needed.

4. The chair is automatically appointed as a voting member of Faculty Council.

F. Considering that the membership of the Academic Regulations and Standards Committee functions in a representative fashion in its advisory role to the Senior Vice President for Academic Affairs/College Provost, it is expected that all members will keep their constituencies informed on Committee work and seek formal constituency input as appropriate.

III. General Procedures for Modification of Regulations

A. Proposed changes to the College Academic Regulations may be recommended at any time by any member of the College community by forwarding the recommendation, in writing, to the chair of the Committee.

B. In all possible cases, changes to the academic regulations take effect at the start of an academic year. To be included in the regulations taking effect at the start of an academic year, proposed changes must be fully approved by March 1 of that year. Regulations will be clearly labelled with the academic year to which they apply and will remain in effect until the update at the start of the next academic year.

C. Editorial and administrative changes to the academic regulations are reviewed by the committee and approved by the Senior Vice President for Academic Affairs/College Provost without further consultation with Faculty Council or other constituents.

D. Substantive content changes, including any modifications, deletions and additions, to the academic regulations are considered via the following process:

1. The committee works to create and/or modify the academic regulation(s) under consideration.

2. The committee votes by simple majority rule on the proposed modification(s). A quorum of 50% +1 of voting members is required to hold a vote.

3. The draft modification(s) are presented to Faculty Council who vote on whether to

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accept it as presented or to request further modification by the committee.

4. Modification(s) approved by both the committee and then Faculty Council are forwarded to the Senior Vice President for Academic Affairs/College Provost for review.
- E. In cases of federal, state, and local laws, procedures, rules and regulations requiring immediate action by the College, the Senior Vice President for Academic Affairs/College Provost may approve substantive modifications without further consultation and inform the Committee of such action.
- F. In all cases, the final academic approval authority for revisions, deletions and additions to the academic regulations resides with the Senior Vice President for Academic Affairs/College Provost.
- G. The College reserves the right to suspend regulations or amend them outside of the timeline and process specified in III.D above if it is in the best interest of students in emergency situations or in order to comply with accreditation standards or federal, state, or local laws or regulations.

IV. Academic Regulations Applicability

- A. Students shall follow the Academic Regulations aligned with the Catalog in place at the time of their matriculation. If a regulation has been modified since their matriculation, they may choose to follow that instead.
- B. Seven years of academic regulations will be available on the College's website, and older regulations will be maintained by the Office of Academic Affairs.

Administrative Approval: June 20, 1983; July 16, 1986; June 6, 1990; March 5, 1999; December 17, 2002; June 18, 2008; August 13, 2010; July 11, 2012; November 5, 2012; June 24, 2013; July 2, 2013 (Administrative correction); October 16, 2014; February 24, 2016; March 12, 2025.