



# ACADEMIC RULES AND REGULATIONS

Updated: November 2012  
Appendices: September 2017

## Committee on Academic Standing

### 1.1 Authority of the Committee on Academic Standing.

Excerpted from the Bronx Community College Governance Plan, specifically Section 1.F. (Committees of the Senate - General Policy) and Section 1.G.3. (Committee on Academic Standing.)

#### 1.1.1 Functions

- \* Formulate policy regarding maintenance of matriculation, grading structure, satisfaction of requirements for degrees, diplomas and certificates, attendance, and advance standing.
- \* Adjudicate and take final action on student appeals.

#### 1.1.2 Membership

The Vice President of Academic Affairs or a representative from the Office of the Vice President of Academic Affairs.

One Faculty Member elected by and from each Department.

The Registrar who shall act as Executive Secretary of the Committee.

Five Students: two elected by and from the Student Government Association; three who are not members of the Student Government Association, to be elected by the Student Government Association from the student body.

#### 1.1.3 Quorum and privilege of the floor

- \* The same rules of quorum and privilege of the floor apply to the committee of the Senate as apply to the Senate.

#### 1.1.4 General Policies Regarding Committees of the Senate

- \* Recommendations and actions by all Committees are subject to ratification by the Senate. Such Committee recommendations or actions must be presented to the Senate one meeting prior to the one at which action may be taken.

#### 1.1.5 Federal, State, and City University of New York Regulations

Federal, state and CUNY regulations take precedence over policies set by the Committee on Academic Standing. When federal, state or CUNY regulations change, the Committee on Academic Standing's policies and procedures will be adjusted to accurately reflect these new regulations.

## **Committee on Academic Standing Procedural Matters**

### **2.1 Officers of the CAS.**

#### **2.1.1 Chairperson**

Election of a chairperson for the Committee on Academic Standing shall be conducted each year at the committee's first regularly scheduled meeting of the Fall semester. The chairperson shall be elected by a majority of the total membership of the Committee (including vacant seats). The chairperson shall preside at all regular meetings of the CAS and in his/her absence the Executive Secretary or his/her designee shall assume the responsibility of the chair. Those duties and responsibilities customarily associated with chairpersons in accordance with accepted parliamentary procedure shall be vested in the chairperson of the CAS.

#### **2.1.2 Executive Secretary**

The Registrar shall ex-officio be Executive Secretary of the Committee on Academic Standing (CAS).

#### **2.1.3 Recording Secretary**

Election of a recording secretary for the Committee on Academic Standing shall be conducted each year at the committee's first regularly scheduled meeting of the Fall semester. The recording secretary shall be elected by a majority of the total membership of the Committee (including vacant seats). It shall be the responsibility of the recording secretary to record the minutes of the CAS and to arrange for their distribution to the College community.

#### **2.1.4 Interim Elections**

Should any elected officer of the CAS be unable or unwilling to fulfill the requirements of his or her office, then the Committee should conduct an interim election at its next regularly scheduled meeting to replace that officer. The procedure found in paragraph 2.1.1 or 2.1.2 of this codification should be followed.

### **2.2 Communications**

#### **2.2.1 Communications and Correspondence to the CAS**

All communications and correspondence to the Committee on Academic Standing (CAS) should be addressed to the Registrar as Executive Secretary of the CAS.

#### **2.2.2 Communications and Correspondence from the CAS**

All students are sent official notification of their Academic Standing at the end of each semester. In addition, they can see their Academic Standing status online.

#### **2.2.3 Minutes of the CAS**

Minutes of the proceedings of CAS meetings shall be recorded and made available to the administration, faculty, students and staff via the Library webpage. The minutes of the Committee shall contain a record of the actions of the CAS. The number of votes for, against, and abstaining in any action, shall also be recorded in the minutes. The CAS also shall keep a record of the names of the members who voted for, against and abstaining in any action, except when the committee is in "executive session."

#### **2.2.4 Annual Report of the CAS to the College Senate**

An annual report to the College Senate shall be prepared by the chairman of the CAS and submitted to the Senate in time for its first meeting of the Fall semester. The report shall list the number of regular, special and graduation meetings held the previous academic year, as well as a summary of those topics discussed or acted upon by the committee.

### **2.3 Actions by bodies or individuals other than CAS.**

#### **2.3.1 Action of Curriculum Coordinator or Department Chair on behalf of the CAS**

The student's Curriculum Coordinator, or a designated deputy, acts on behalf of the student regarding course equivalencies and substitutions by applying to the Chair of the Department in which the required course is given. The Chair's determination is to be made and communicated

to the student at least two weeks before the semester begins. All such decisions are to be communicated by the Department Chairperson or designee to the Registrar. For the specific regulations governing the granting of exemptions, please consult Section 10.8 in this codification.

Any request for an exemption by substitution or equivalency of a course required for a degree be made by the student in writing to his/her Curriculum Coordinator before the meeting in which the CAS considers the student's candidacy for graduation.

## **2.4 Interim Action During Recess of the CAS.**

### **2.4.1 Executive Committee Executive Committee**

The CAS shall appoint an Executive Committee and said Committee shall be authorized to take all necessary action in the name of the full Committee during periods of recess. Periods of recess are periods between the last regularly scheduled CAS meeting of the Fall semester and the first scheduled meeting of the Spring semester as well as the interval extending from the Spring commencement to the first scheduled meeting of the Fall semester.

### **2.4.2 Structure of the Executive Committee**

The Executive Committee shall be composed of no less than five members appointed by the Chairperson of the CAS according to the following criteria: Representation in the Executive Committee shall include: the Registrar or designee; the CAS representative of the Office of the Vice President of Academic Affairs or designee; the Appeals Agent or designee; and at least two faculty members of the CAS.

The Chairperson or designee and/or the Executive Secretary or designee shall convene and shall coordinate the activities of the Executive Committee in accordance with the needs of the College and its students. Decisions shall be by majority vote of voting members.

### **2.4.3 Actions of Executive Committee**

All actions taken by the Executive Committee shall be final and shall be reported to the CAS at its next meeting.

## **2.5 Time limits.**

### **2.5.1 Time limit on discussion, deliberation, etc.**

There will be on every item on the agenda, a maximum of one half-hour for discussion, deliberation, and possible action. Debate on any agenda item may be extended beyond the one half-hour time limit by majority vote of the Committee.

When an item is not completed, it is to be carried to the next meeting in its appropriate place on the agenda.

Student appeals may be treated as separate agenda items.

### **2.5.2 Time limit for action on a Motion**

No vote to approve a change of the Codification shall be taken at the meeting when the motion is introduced, but may be taken at any regularly scheduled meeting thereafter, provided that departments have had the opportunity to discuss the change prior to the vote being taken. This rule may be waived by a motion to suspend the rules. Such a motion, to pass, requires a two-thirds majority vote of those members present and voting at the meeting during which the motion to suspend rules is made.

## **2.6 Voting Procedures for the CAS**

In general, parliamentary rules as covered in Robert's Rules of Order shall govern the Committee's actions. Where a procedure specified in this Codification is at odds with Robert's Rules the procedure specified in this Codification shall pertain.

### **2.6.1 Passage of a Motion**

Passage of a motion by the CAS requires a majority vote of the total CAS membership (including

vacant seats). Therefore, for any motion to pass CAS, there must be 12 votes in favor of the motion since there are 23 seats on the Committee. This does not apply to appeals and doubtful cases, which will be heard in "executive session," since they involve confidential student information.

#### 2.6.2 Motion to Reconsider

A motion to reconsider an action taken previously by the Committee must be made by a member of the Committee who voted on the winning side for the original motion. The second for a motion to reconsider shall have the same requirement.

Such a motion, to pass, requires a two-thirds majority vote of those members present and voting at the meeting during which the motion to reconsider is made.

## Definitions

### 3.1 Definitions

It will be understood that the following meanings apply when the terms listed below are used in the Codification.

- \* **Academic Suspension.** The status of a student who has failed to meet the minimum grade point average (GPA) of the college after serving at least two semesters on probation (P1 and P2).
- \* **Appeals Agent of the CAS.** The CAS representative of the Department of Student Development.
- \* **Completed course.** Course in which the student was permitted to sit for and did actually take the final examination, or other final evaluative instrument administered by the instructor or an officially designated proctor. Successful completion of a course occurs when a permanent final academic grade of A+ through D- is assigned. Temporary grades of INC and ABS do not constitute successful completion.
- \* **Course enrollment.** Sections in which a student is registered at the conclusion of the add/drop period of registration.
- \* **Credits accumulated.** Credits are accumulated only when grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D and D- are earned in degree credit courses only. The calculation of accumulated credits were utilized in determining student financial award eligibility status for Pursuit of Progress Standards (POP). Note this regulation regarding POP has been removed from this codification version.
- \* **Credits attempted.** The number of credits for which a student has registered and for which any grade, administrative or academic, has been assigned.
- \* **Cumulative credits.** A term having two meanings. Cumulative credits are the number of credits a student has earned in both non-degree (remedial) courses and college level courses. a) Under this meaning of the definition, cumulative credits includes the sum total of credits earned in degree credit courses and non-degree or credit weight courses. At Bronx Community College this value appears in C-line of the student's grade report, which also reflects the grade point average (GPA) of degree and non-degree (credit weight) courses. b) In the second or traditional meaning, cumulative credits refers only to college level course credit. At Bronx Community College the grade report delineates these college level credits on the X-line of the grade report and this is the value used in determining the student's overall scholastic index or grade point average (GPA).
- \* **Degree credits.** The credits a student earns in college level courses which are used to fulfill the credit requirements for the degree.
- \* **Equated credits.** The number of credits assigned to remediation courses. Such credits are not included in the total credits required for graduation, nor may they be used to substitute for a college level course. These courses carry credit weights for accounting purposes.
- \* **Equivalent course.** Course which is substantially equal to the required course in terms of depth, difficulty, content, and contact hours.
- \* **Exemption.** Exemption is an action permitting a student to forgo a required course by taking an equivalent or substitute course.
- \* **Free elective.** Student may choose any course; course does not have to come from a designated list.
- \* **FTY.** A full time year (FTY) is registration for 12 or more degree credits per term for two semesters. Students registering for fewer than 12 degree credits accumulate fractional FTYs.
- \* **Non-Degree credits. See equated credits.**
- \* **Non-Degree student.** A student who is taking courses not in the pursuit of a degree or has lost matriculated status due to a low GPA. Registration priority for this category of student is last. A non-degree student may file for matriculation status with the Registrar's Office, provided the student meets the

determination for certification of degree status as defined in Sections 4.1 and 4.2 and/or meets GPA requirements for specific credit bands. A non-degree student is required to maintain the same academic standards as a matriculant student in regard to index classification.

\* **Permanent Academic Suspension.** The status of a student who has failed to meet the minimum grade point average (GPA) regulations of the College after being in P1, P2 and S1 academic standing.

\* **Probation.** The temporary status of students who fail to meet the required standards as prescribed in the Classification Chart for minimum cumulative Grade Point Average (GPA).

\* **Repetition of a course.** Re-registration in a course for which a student has previously received an academic grade.

\* **Restricted elective.** Course which may be chosen from a designated list of courses.

\* **Substitute course.** Course which is taken with the permission of the Department Chair in which the required course was given in place of a required course within that student's curriculum. It is recognized that the substitute course may not fulfill the student's specific educational needs for the required course.

\* **Suspension.** The status of students who fail to meet the minimum grade point average (GPA) regulations of the College after being in P1 and P2 academic standing.

## Academic Status

### 4.1 Matriculation.

#### 4.1.1 Determination of certification for matriculation

In the case of new applicants for admission, student status is determined and certified by the Admission Office. In the case of students already in attendance, official determination and certification of matriculant or non-degree status, is made by the Registrar's Office. Upon admission to the College, students are designated as matriculants according to the admission standards set by the City University at the time of application. Students who have previously attended other colleges shall be subject to the same matriculation standards as matriculated BCC students for that semester.

#### 4.1.2 Requirements for matriculation

Students classified as matriculants may retain that status if their academic index satisfied the requirements of the grade point average (GPA) classification chart. The following tables indicate the minimum cumulative index (GPA) which must be earned within specified ranges of accumulated credits.

#### 4.1.3 Maximum program for a matriculant (Passed by the Senate - Fall 2003)

In no case, shall students take more than twenty (20) academic and/or equated credits per semester, unless approved by the Vice President of Academic Affairs. or designee. For New York State matriculated students, academic credits taken in excess of 18 per semester incur an additional tuition charge.

### 4.2 Matriculation Requirements for admission or re-admission to certain curricula.

(See Updates in Appendices B and F)

4.2.1 Passed by Senate - Spring 2004) The following Nursing priority list shall be used to determine student admission or re-admission to the Nursing Courses:

I. Students not in sequence ["in sequence" means having met all criteria for progression to Nursing (NUR 43 through NUR 48.)] in the nursing program who have taken nursing courses will be readmitted as follows:

- A. Students with a 'W' in nursing who were passing the course but withdrew because of illness or personal problems.
- B. Students with a minimum grade of 'C' in their last nursing course who are returning after an absence of one or more semesters from the nursing program.
- C. Students who did not achieve a minimum grade of 'C' in nursing and are eligible to continue in the program will be ranked according to final grades.
- D. Students who are granted waivers by the Waiver and Promotion Committee.

II. Students eligible ["Eligible" means having met all the appropriate requirements for admission to clinical Nursing (NUR) courses.] to enter the first nursing course will be admitted as follows:

- A. Priority will be given to students the reading ACT with a score of 70 or better.
- B. Priority will be given to students who have been pre-clinical students at BCC for at least one semester.
- C. Students will be ranked according to the pre-clinical sequence index.
- D. Having taken the PAX-RN, a requirement for admission.

III. Registration Students will be able to register according to the following priorities assuming space is available. Students:

- A. who are in sequence.
- B. newly admitted to the clinical nursing sequence.
- C. who have been on a waiting list for one semester or longer.
- D. who have been on a waiting list for less than one semester.
- E. who have waivers from the Waiver and Promotion Committee.
- F. for whom suspension has been waived by the college.

IV. Additional regulations

- A. All Nursing (NUR) courses required for graduation must be taken within a five-year time span.
- B. A Nursing student may only attempt (3) a Nursing (NUR) course twice.
- C. A Nursing student may only repeat two different Nursing (NUR) courses.



D. Nursing students who are unsuccessful in three different Nursing (NUR) courses may not continue in the program.

E. When a Nursing student repeats Pharmacology 10, Biology 23, or any Nursing (NUR) course in order to achieve the required grade, both grades will be averaged into the student's overall GPA unless the first grade is an "F" and can be removed under the Repeat-Failure Rule. However, if a student later changes into another curriculum, the first grade in the course will be the grade that will factor into the GPA. If the first grade is an "F" and the course is repeated, both grades will count unless the "F" can be removed under the Repeat-Failure Rule.

4.2.2 Admission to Nursing Curriculum (Passed by Senate - Spring 2004;

Withdrawal statement revised - Spring 2005) To be eligible for admission to the nursing program, students must achieve at least a 2.3 (C+) index in the pre-nursing sequence of courses and:

\* Pre-nursing students (047) are allowed two attempts to achieve a C+ in Bio 23 (Human Anatomy and Physiology I) and Pharmacology 10 (Pharmacology Computations). A minimum grade of C+ or better in these course is a requirement for admission into the Nursing program. A grade of W or WA will count as an attempt in PHM 10. The Waiver and Promotion Committee of the Department of Nursing and Allied Health Sciences has the right to allow the student an additional attempt when there is evidence of extenuating circumstances. Extenuating circumstances need to have legal and/or official documentation.

\* Take the National League for Nursing Pre-Admission Examination (PAX-RN) advisement tool. The results on the PAX-RN will be used to advise students. Upon reviewing PAX-RN results, students may be advised of supported course work to potentially increase chances for success in the program. RN Fast Track and RN Pathway Admission students are exempt from taking the PAX-RN. \* Have completed all required remediation.

(See Appendix K for Criteria for Animal Care and Management)

(See Appendix C for Criteria for Licensed Practical Nursing)

**4.3 Academic Standing (Passed by Senate - Spring 2005)**

4.3.1 Placement into Academic Standing Category Each semester, all continuing students will be classified into one of six academic standing groups:

- a) good academic standing;
- b) early warning standing;
- c) probation I standing (P1); d) probation 2 standing (P2); e) academic suspension (S1); and (f) permanent academic suspension (S2).

4.3.2 Criteria Used for Placement in Academic Standing Categories

\* A student who has a GPA of 2.0 or greater will be classified as being in "good academic standing."

\* A student whose GPA is less than 2.0 but greater than that listed for probationary standing (see chart below) will be placed in the "early warning standing" category.

\* The index classification chart listed below will be used to place students in the P1, P2, and suspension categories. Credits Taken Probation must be assigned if cumulative index is lower than that listed.

Credits Taken	Probation must be assigned if cumulative index is lower than that listed.	Suspension if cumulative index is lower than that listed and the student has been in P1 and P2 status (see section 4.6).
0 - 11.5	No Classification	No Classification
12 - 23.5	1.7	1.23
24 - 37.5	1.8	1.68
38 - 51.5	1.9	1.87
52 - 63.5	1.98	1.97
64 or greater	2.00	1.98

4.3.3 Deviations from GPA Chart

For individual students, no deviation from the Index Classification Chart above is permitted. This

chart will be used for all students attending the College. For particular curricula, deviations from the Index Classification Chart may only be permitted by action of the Board of Trustees.

#### 4.3.4 Credits Used for Determination of Academic Standing

The Index Classification for determination of academic standing shall be applied to all credits and equated credits (C-line of the grade report) earned by the student until the student reaches 24 degree credits. At this point only index credits (X-line of the grade report) will be utilized for classification purposes.

#### 4.3.5 CUNY Board of Trustee F Grade Policy (Automatic Removal of "F" Grades passed by Senate - Fall 2002; Revised - Spring 2005)

When an undergraduate student earns an academic grade of F or an administrative grade equivalent to an F (WU, WF, FIN, or FAB) and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade will no longer be computed into the Grade Point Average subject to the following provisions:

- \* The failing grade must have been earned after September 1, 1984.

- \* The course must have been repeated after September 1, 1990.

- \* The maximum number of failing credits that can be deleted from the Grade Point Average shall be limited to sixteen for the duration of the student's undergraduate enrollment in institutions of the City University of New York.

- \* The "F," "WU," "WF," "FIN," or "FAB" grade will remain on the transcript but will not be calculated in the GPA. There will be a notation next to the grade that indicates this.

- \* For the student who earns a grade of "C" or better in a course taken at BCC, the original failing grade must also have been earned at BCC.

- \* Partial deletions in the calculation of the cumulative GPA are prohibited. For example, a student who has taken out 14 credits under this policy cannot take out an additional three- credit course even though he/she has 2 credits remaining under this policy.

#### **4.4 Pursuit of Progress (POP) - removed**

Note: This section no longer impacts on a student's academic status but rather affects a student's financial eligibility for TAP and/or PELL.

#### **4.5 Probation (Passed by the Senate - Spring 2005; Revisions passed by the Senate - Spring 2006)**

##### 4.5.1 Probationary Standing and Credit Limitation

The first time a student places into probationary status based on the index classification chart for probationary GPA (see section 4.3.2), that student will be placed in probation 1 standing (P1) for the following semester.

A student whose standing is P1 will not be allowed to register for more than thirteen academic/equated credits. At the conclusion of the P1 semester, a student will be reevaluated for compliance with the standards for which he/she has been placed on probation.

If the student has succeeded in removing himself/herself from probationary standing, the student will be placed in either the early warning or good standing category. If that student still has a probationary GPA, that student will be given a P2 status for the following semester and will not be allowed to register for more than seven academic/ equated credits.

A student will not be suspended unless he/she has been in a P2 standing for at least one semester. After two consecutive semesters (in which a student has been in attendance) on probationary classification (P1 and then P2), the student is evaluated for suspension. If his/her GPA is higher than that listed for suspension but not high enough to be in "good standing" or "early warning standing," the student will be placed again in the P2 category with its limitation of seven academic/equated credits.

A student may stay in the P2 category for multiple semesters until he/she reaches sixty-four credits. At that point, a student will be allowed only two additional P2 semesters. If at that time, the student is not off probation, that student will be suspended. A student who has been in a P2 standing and whose GPA falls into the suspension band will be suspended.

A student who was in the P1 standing category and who successfully moves off probation will be placed back in the P1 standing category should he/she need to be placed on probation again. If a student moves off probation after being in the P2 standing and needs to be placed on probation again that student will be placed back on P2 status.

An F grade in a remedial course (for students with fewer than 24 credits) will be removed from a student's "other GPA" if a student has retaken and passed the course or if a student has passed a workshop for that course

P2 students with fewer than 24 index credits will not be suspended if they have an overall academic GPA of 2.0 or greater and have earned at least 12 degree credits at BCC. They will remain in P2 status.

A P2 student whose semester averages is 2.5 for the semester will not be suspended. The student will be kept in p2 status and will be seen by the Student Assistance Center to determine a satisfactory progress standard (GPA required for the following semester) for that student

4.5.2 Students who are placed on academic probation shall be so informed by having a notice of such status printed on the semester's grade report and on the official record at the College.

#### 4.5.3 Probation Appeals

Students may appeal their probationary status to the CAS Appeals Agent. There are three general categories for which appeals will be accepted:

- \* The student has on his/her record WU grades that could be converted to Ws. The CAS Appeals Agent will present these appeals to the CAS Appeals Subcommittee whose recommendation will be voted on by the CAS. A student must present official documentation of his/her total withdrawal from the College or of the reasons that prevented his/her attendance at the College. A student whose WU grades are converted to W grades will have his/her probationary status reevaluated at the time the grades are converted.

- \* The student has on his/her record FIN and/or FAB grades that could be resolved. A student will be given an extension form by the Appeals Agent and directed to the instructor or Chair of the Department in which the grade was given. If the instructor grants an extension and subsequently changes the grade, the student's probationary status will be reevaluated at the time the grade is changed

- \* The third category is for an academic grade that a student believes is in error. For this category, the student will be directed to the instructor and Academic Department where an academic grade appeal process will take place (see section 8.8.3). If an academic grade is changed, then a student's probationary status will be reevaluated at the time the grade is changed.

## 4.6 Academic Suspension (S1)

### 4.6.1 Time Limit for Academic Suspension (S1)

A student under academic suspension (S1) from any College of the City University for Grade Point Average shall be separated from the University and shall not be admitted to Bronx Community College for one semester. (Summer sessions do not qualify the student as being separated from the College for one-semester.)

### 4.6.2 Academic Suspension (S1) Rules

During the period of academic suspension (S1), a student may not attend or be enrolled in any credit-bearing or equated-credit course.

### 4.6.3. Waiver of Academic Suspension (S1)

There will be only a limited number of circumstances under which a student may apply for a waiver of academic suspension (S1).

- 4.6.3.1. A student may appeal to the CAS Appeals Agent or his/her designee for a waiver under the following circumstances:

- \* The student has on his/her record FIN or FAB grades for which the student has been granted extensions to finish.

\* The student has on his/her record F grades that could be repeated and removed under the F grade policy.

In these cases, the CAS Appeals Agent or designee must determine whether removing or repeating the grades would sufficiently raise the GPA to make the student's graduation possible.

4.6.3.2. In two additional circumstances, a student may appeal to the Committee on Academic Standing (or the Executive Committee of the CAS if the CAS is not in session) for a waiver of suspension. The student must communicate his or her appeal through the CAS Appeals Agent.

- The student has on his or her record WU grades that could be changed to W grades, and the conversion of these WU grades to W grades would move the student off suspension. The student must present legal and/or official documentation to support the appeal.
- The student provides legal and/or official documentation of extenuating circumstances and has a record that shows it is feasible for that student to move off probation within twelve academic credits.

For each of these circumstances, the CAS Appeals Agent will make a recommendation to the CAS who will vote on the appeal. If a student is given a waiver of academic suspension (S1) by providing documentation of extenuating circumstances, the CAS Appeals agent or designee must provide the student with a statement of the GPA required over the next twelve credits to allow the student to move off probation (see section 4.6.4.3).

A student readmitted under these circumstances is limited to a program of seven academic and / or equated credits and must maintain a semester GPA of 2.5 or greater.

#### 4.6.4. Readmission to the College after Academic Suspension (S1)

##### 4.6.4.1 Application for re-admission following academic suspension (S1)

A student under academic suspension from the College (S1), and having been separated from the College or University for one semester, shall be entitled to re-admission by applying to the Registrar's Office. The student will be advised that although he/she may return to school after one semester that based on Federal and State Government guidelines, financial aid is not available for one year to any student who has been on academic suspension (S1) from the College.

##### 4.6.4.2 Academic standing of students who return after academic suspension (SR)

A student who returns from academic suspension is placed in academic standing category "6" and can not take more than seven academic and / or equated credits. A student who has been separated for one-semester shall return in category MC59 (probationary, non-degree, no financial aid). After attending BCC for one semester in MC59 status, the student will be eligible for financial aid. A student who has been separated for one year shall return in category MC19 (probationary, matriculated, eligible for financial aid).

##### 4.6.4.3 Minimum GPA standards for students readmitted after academic suspension (SR)

A student returning from academic suspension (SR) will be given two semesters of enrollment (or twelve credits if the student is taking less than six credits per semester) to move off probationary status. If the student is still on probation after that period of time, he/she will be suspended again and put in S2 status (see section 4.7).

#### 4.7 Permanent Academic Suspension (S2)

A student suspended from the College for a second time based on the index classification chart for suspension (see 4.3.2) may appeal to the Committee on Academic Standing for readmission. The student must communicate his/her appeal through the CAS Appeals Agent. The Appeals Agent shall apply the standards and criteria listed in section 4.6.3 (Waiver of Suspension) in determining the eligibility of the student to return to the College and shall make a recommendation to the full CAS (or the Executive Committee of the CAS if the CAS is not in session) who will vote on the appeal. A student whose appeal is approved must comply with the guidelines stated in section 4.6.4 (Readmission to the College after Academic Suspension-S1). A student whose appeal is denied under this appeals process will be placed in the category of Permanent Academic Suspension (S2) and informed by the Executive Secretary of CAS that he/she has lost his/her right to attend the College.

NOTE: Sections 4.8 (Re-admission to the College after suspension) and 4.9 (Permanent academic suspension) of the 1999 codification have been eliminated because the information contained in them is now contained in sections 4.6 and 4.7.

#### **4.10 Statute of limitations**

A student may appeal to the CAS for the removal, in the computation of the Grade Point Average (GPA), of a grade received in a course taken more than seven years prior to the appeal, provided the student has not been awarded a degree from the College.

Removal of a grade from the computation of GPA shall not be an automatic procedure. The student shall be required to have exhibited significant academic achievement subsequent to the semester in which the grade was received.

Removal of a grade from the computation of the GPA does not constitute removal of the record of the course and grade from the student transcript.

In the event a grade is removed from the computation of the GPA, the student shall be informed by the CAS that should the student transfer to another college, the receiving institution reserves the right to retain the grade in question.

Should the CAS grant the appeal, a notation that the grade is non-credit and non-indexible will be appended to the original grade.

Courses which have been granted the status of "non-credit, non-indexible" cannot be counted toward meeting the requirements for the degree.

The appeal must be entertained by the CAS prior to the graduation meeting of the CAS. It must be initiated no later than the semester in which the student would be eligible to graduate, were the appeal to be granted.

## Dean's List and President's List

(See Updates in Appendix J)

### 5.1. Eligibility for Dean's List.

Students shall be eligible for inclusion on the Dean's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.3 or higher.

### 5.2 Evaluation for Dean's List.

Students shall be evaluated for the Dean's List upon successful completion of 12 or more college credits in a semester.

### 5.3 Limitations governing Dean's List

No student may be included on the Dean's List more than six (6) times during his or her stay at the college.

A student with a grade of F, WU, FIN, or WF shall not be eligible for that band. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for the Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.

Transfer credits are not applicable for Dean's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.

### 5.4 Regulations for Part-Time Students

All of the aforementioned criteria for full-time matriculated students shall be applicable to part-time matriculated students. A part-time matriculated student shall be eligible for the Dean's List upon completion of twelve (12) college-level credits during an "accumulation period."

An "accumulation period" will consist of two consecutive semesters completing twelve (12) college-level credits.

### 5.5 Dean's List for Graduation

To be considered for the Dean's List at the time of graduation, a student must have a cumulative Grade-Point Average (GPA) of 3.3, with no PEN or INC grades.

### 5.6 Eligibility for President's List (Effective Fall 2012).

Students shall be eligible for inclusion on the President's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.7 or higher.

### 5.7 Evaluation for President's List

Students shall be evaluated for the President's List upon successful completion of 12 or more college credits in a semester.

### 5.8 Limitations Governing President's List

A student who qualifies for the President's List in a given semester or at graduation is not eligible to be on the Dean's List at the same time.

A student with a grade of F or WU shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for President's List. A student with a Z grade shall not be considered until the grade is resolved.

### 5.9 Regulations for Part-Time Students

All of the aforementioned criteria for full-time matriculated students shall be applicable to part-time matriculated students. A part-time matriculated student shall be eligible for the President's List upon completion of twelve (12) college-level credits during an "accumulation period."

An "accumulation period" will consist of two consecutive semesters completing twelve (12) college-level credits.

### 5.10 President's List for Graduation

To be considered for the President's List at the time of graduation a student must have a cumulative Grade-Point Average (GPA) of 3.7, with no PEN or INC grades.

## **Change of Curriculum**

### **6.1 Regulations Governing Changes of Curriculum**

#### 6.1.1 Application Procedure

For a change of curriculum students must meet the prescribed prerequisites for the new curriculum and must file a Change of Curriculum Form with the Registrar.

#### 6.1.2 Credits applied to new curriculum

Credits taken and earned in a student's former curriculum may or may not be applicable in the new curriculum.

#### 6.1.3 Grade Point Average calculation

All courses taken by the students in the old and new curriculum will be used in the calculation of the Grade Point Average.

## Withdrawal and Reinstatement

### 7.1 Withdrawal from a course.

#### 7.1.1 Time constraints on withdrawals

Students wishing to withdraw from any course in which they are registered, may do so at any time prior to completion of the tenth week of all instruction and evaluative procedures for the course.

#### 7.1.2 Procedures for withdrawal

The procedures for withdrawal shall be determined by the Registrar. To initiate an official withdrawal from a course, students must receive written approval from the instructor and from a counselor in the Department of Student Development. The form used will contain copies for the instructor, chair of the department, student, registrar, VP of students, and financial aid. The VP of students will be responsible for distributing the copies to the appropriate departments with the exception of the instructor's copy. The instructor will detach and retain his/her copy at the time of signing the form.

#### 7.1.3 Withdrawal grades

Grades Issued upon Initiation of Course Withdrawal Procedures shall be as follows:

Through the end of the registration period no grade is assigned. The date of the end of the registration period is determined by the Registrar's Office.

After the end of the registration period (generally after the third week of classes) and through the tenth week of classes, only the grades of W or WF may be given.

After the tenth week of classes, if students officially withdraw from a course, only grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WF (withdraw failing), INC (have not completed course requirements), ABS (missed final examination), or R (in remedial courses only; made progress but must repeat course), may be assigned.

### 7.2 Course Withdrawals in Specific Curricula

#### 7.2.1 Cooperative Education Courses

In light of the special requirements for the Cooperative Education Program, students enrolled in off-campus employment courses, which must meet the employment criteria of the cooperating employer, may withdraw from the course only with the approval of the Program Coordinator.

#### 7.2.2 Nursing (Passed by Senate - Spring 2004)

(See Updates in Appendices B and F)

In light of the special restrictions placed on the Nursing Department by the Board of Trustees of CUNY with respect to restricting enrollment and upgrading standards within the curriculum, the following special regulations will be enforced:

\* Nursing students may attempt a given Nursing (NUR) course only twice. An attempt is defined as having been registered in the course and received any grade, academic or administrative. For example, and not by way of limitation, a student takes NUR 41 and obtains a 'D' grade requiring a repetition of the course; the next semester the student withdraws and obtains a 'W' grade or has attempted the course as defined above. No further attempt of NUR 41 is allowed and the student may not continue in the program.

\* Nursing students may only repeat two different Nursing (NUR) courses during their stay at BCC.

\* For example, and not by way of limitation, a student takes NUR 41, earns a 'D' grade, repeats NUR 41 and earns a 'C' grade. This same student takes NUR 42, earns a 'D' grade, repeats NUR 42 and earns a 'C' grade. This student may not repeat any other "NUR" course during his/her stay at BCC.

\* Exceptions to these regulations are possible only through appeal to the Department of Nursing Waiver and Promotion Committee.

### 7.3 Reinstatement to a Course



#### 7.3.1 Procedure

to a course after a student officially withdraws from the course or is debarred by the instructor may be instituted by the instructor after deliberation with the student. The procedures for implementing reinstatement shall be established by the Registrar's Office.

### **7.4 Withdrawal from the College**

#### 7.4.1 Procedure prior to end of registration

Students wishing to withdraw from the College (leave of absence) prior to the end of the registration period, must officially apply for a leave through the Registrar's Office.

#### 7.4.2 Procedure prior to eleventh week of classes

Students wishing to withdraw from College (leave of absence) after the end of the registration period, must officially apply for such a leave through the Department of Student Development. This procedure is effective from the fourth through and including the tenth (10th) week of classes only.

#### 7.4.3 Grades affecting Leaves of Absence

Students who withdraw from the College after the change of program period, receive a grade of W in all courses for which they are registered. A total withdrawal from all courses in which the student has registered will be denoted as "Unsatisfactory Pursuit of Progress," and the student may face financial aid penalties as a result of withdrawal.

#### 7.4.5 Re-admission after Leave of Absence

Students may be re-admitted to the College after a leave of absence and while in matriculated or probation status by making official application for re-admission to the Registrar's Office.

#### 7.4.6 Requirements for re-admission to Nursing

Students returning after an absence from the Nursing Program may be re-admitted subject to the priority list found in Section 4.2.1 of this codification.

## Grades

### 8.1 Academic Grades.

#### 8.1.1 Basis for academic evaluations.

The following final grades are used to describe the student's academic achievement at the conclusion of a semester. These grades represent the instructor's evaluation of work performed, the level of scholarship and competence of the student, based on a composite of the elements that went into the course. Individual departments may set up policies with respect to minimum essentials, relative weighing of factors such as term papers, laboratory work, periodic quizzes, final examinations, special projects, et cetera. Whether the grading policies are department-wide or those of an individual instructor, they should be communicated to the students reasonably early in the semester. The course syllabus should indicate any policy, which is definitive in this regard.

#### 8.1.2 Definition of Academic Grades. (Used until Fall 2000)

Grade	Numerical Average	Description	Quality Points
A+	90 – 100	Excellent	4
B +	85 - 89	Very Good	3.5
B	80 - 84	Good	3.0
C +	75 - 79	Above Average	2.5
C	70 - 74	Average	2.0
D +	65 - 69	Below Average	1.5
D	60 - 64	Poor (lowest passing grade)	1.0
F	0 - 59	Failure	0.0

Students should be aware that although these grades are considered passing they have the effect of lowering the GPA below the level necessary for graduation. Consistent performance at this grade level will result in probation and subsequent suspension from the College.

#### 8.1.2 Definition of Academic Grades. (Effective Fall 2000)

Grade	Numerical Average	Description	Quality Points
A+	97 – 100	Exceptional	4
A	93 – 96.9	Excellent	4
A-	90 – 92.9	Very Good	3.7
B+	87 – 89.9	Very Good	3.3
B	83 – 86.9	Good	3.0
B-	80 – 82.9	Good	2.7
C+	77 – 79.9	Above Average	2.3
C	73 – 76.9	Average	2.0
C-	70 – 72.9	Below Average*	1.7
D+	67 – 69.9	Below Average*	1.3
D	63 – 66.9	Below Average*	1.0
D-	60 – 62.9	Below Average*	0.7
F**	0 – 59.9	Failing	0.0

#### 8.1.3 Issuance of Academic Grades.

The academic grades indicated above may only be assigned to students who complete all the work in a course, including the final evaluation.

#### 8.1.4 Final examination policy.

Each academic department sets its own policy on final examinations, but the policy must include a final examination or evaluative procedure.

#### 8.1.5 Grade improvement and repetition of courses.

Courses passed with grades of D- or higher may not be repeated for purposes of grade improvement. (For regulations governing the Nursing curriculum see below.)

Students may audit courses for increased facility with the subject.

(See Minimum GPA to Register in Distance Learning Courses in Appendix A)

### 8.2 Grading requirements in Special Curricula

#### 8.2.1 Nursing

(See Updates in Appendices B and F)

##### 8.2.1.1 Nursing - minimum acceptable grade.

The minimum acceptable grade in the Nursing Technology courses each semester shall be the grade of D-, D, D+ or C-. Grades of D-, D, D+ or C- in Nursing Technology Courses must be repeated if the student wishes to receive a degree in Nursing. Grades of D or D+ in Nursing Technology courses may be repeated, subject to the following conditions:

- The course must be repeated and completed before the next higher level course may be taken.
- Both grades received in the same course will be used to calculate the student's cumulative Grade Point Average (GPA). (For exception to this rule see Section 4.3.5 of this codification).
- The credit for a repeated course may be applied only once toward graduation.
- A student may repeat such a course only once.

8.2.1.2 Nursing - repetition limitations (This section is included only for clarification purposes; it is the same as section 7.2.2, which was passed by the Senate in SProng 2004.) In light of the special restrictions placed on the Nursing Department by the Board of Trustees of CUNY with respect to restricting enrollment and upgrading standards within the curriculum, the following special regulations will be enforced:

\* Nursing students may attempt a given Nursing (NUR) course only twice. An attempt is defined as having been registered in the course and received any grade, academic or administrative.

For example, and not by way of limitation, a student takes NUR 41 and obtains a 'D' grade requiring a repetition of the course; the next semester the student withdraws and obtains a 'W' grade or has attempted the course as defined above. No further attempt of NUR 41 is allowed and the student may not continue in the program.

\* Nursing students may only repeat two different Nursing (NUR) courses during their stay at BCC.

\* For example, and not by way of limitation, a student takes NUR 41, earns a 'D' grade, repeats NUR 41 and earns a 'C' grade. This same student takes NUR 42, earns a 'D' grade, repeats NUR 42 and earns a 'C' grade. This student may not repeat any other "NUR" course during his/her stay at BCC.

\* Exceptions to these regulations are possible only through appeal to the Department of Nursing Waiver and Promotion Committee.

In light of the special restrictions placed on the Nursing Department by the Board of Trustees of CUNY with respect to restricting enrollment and upgrading standards within the curriculum, the following special regulations will be enforced:

\* Nursing students may attempt a given Nursing (NUR) course only twice. An attempt is defined as having been registered in the course and received any grade, academic or administrative.

For example, and not by way of limitation, a student takes NUR 41 and obtains a 'D' grade requiring a repetition of the course; the next semester the student withdraws and obtains a 'W' grade or has attempted the course as defined above. No further attempt of NUR 41 is allowed and the student may not continue in the program.

- \* Nursing students may only repeat two different Nursing (NUR) courses during their stay at BCC.
- \* For example, and not by way of limitation, a student takes NUR 41, earns a 'D' grade, repeats NUR 41 and earns a 'C' grade. This same student takes NUR 42, earns a 'D' grade, repeats NUR 42 and earns a 'C' grade. This student may not repeat any other "NUR" course during his/her stay at BCC.
- \* Exceptions to these regulations are possible only through appeal to the Department of Nursing Waiver and Promotion Committee.

## 8.2.2 Radiologic Technology

### 8.2.2.1 Radiologic Technology - RAD Courses and NMT 84

The minimum acceptable grade in the Radiologic Technology didactic courses (RAD designation and NMT 84) each semester shall be the grade of C+. Grades of C or lower must be repeated if the student wishes to receive a degree in Radiologic Technology. Grades of C or lower may be repeated subject to the following conditions:

- \* Permission to repeat is subject to the availability of space and at the review of the program faculty
- \* The course must be completed with a C+ or higher grade before the next higher level course may be taken.
- \* Both grades received in the same course will be used to calculate the student's cumulative Grade Point Average (GPA).
- \* The credit for a repeated course may be applied only once toward graduation.
- \* A student may repeat such a course only once.
- \* Repetition of courses passed may negatively impact on financial aid eligibility.

### 8.2.2.2. Radiologic Technology - CLE Courses

The minimum acceptable grade in the Clinical Education courses (CLE designation) in the Radiologic Technology program each semester shall be a grade of B. Grades of C+ or lower in CLE courses must be repeated if the student wishes to receive a degree in Radiologic Technology. Grades of C+ or lower may be repeated subject to the following conditions:

- Permission to repeat is subject to the availability of space and at the review of the program faculty.
- The course must be completed with a B or higher grade before the next higher level course may be taken.
- Both grades received in the same course will be used to calculate the student's cumulative Grade Point Average (GPA).
- The credit for a repeated course may be applied only once toward graduation.
- A student may repeat such a course only once.
- Repetition of courses passed may negatively impact on financial aid eligibility.

### 8.2.2.3 Reinstatement into RAD courses

The Physics department will set up guidelines for the method of reinstating students into RAD Tech, based upon criteria approved by the CAS.

Guidelines for re-admission shall be:

- Students with a W in a Radiologic Technology course during the previous semester, who were doing well in the Radiologic Technology program but withdrew because of illness or personal reasons
- Students returning after an absence of one or more semesters from the Radiologic Technology Program with a C+ or better in each Radiologic Technology course and B or better in each Clinical Education course.
- Students who did not achieve at least a C+ in any one Radiologic Technology course (or Nuclear Medicine Technology 84) will be placed on a waiting list. Students will be able to re-register according to the following priorities:
  - 1) Those who have been on a waiting list for at least one semester
  - 2) Those who have been on the waiting list for less than one semester

Note: Students who received grades of less than C+ in more than one Radiologic Technology course (including NMT 84) or less than B in any one Clinical Education Course (CLE) will not be eligible for re-admission to this program

(See Appendix K for Criteria for Animal Care and Management)

(See Appendix C for Criteria for Licensed Practical Nursing)

### 8.3 Administrative Grades

#### 8.3.1 Definition of Administrative Grades.

Letter	Quality Points	Definition
W	0	Officially withdrew from course. Student-initiated. May only be administered from third through tenth weeks of a semester.
WA	0.0	The grade applied to students who are excluded from classes for reasons of non-compliance with immunization regulations. Note: any student who receives such a grade will have incurred full tuition liabilities and will not be entitled to any tuition refunds. A student's financial aid eligibility and academic standing may be affected by the student's not having completed the semester as a result of not fulfilling the immunization requirement. (See following section 8.3.1.1 for additional information regarding this grade.)
WF	0.0	Officially withdrew failing. Student-initiated. Indicates student was failing the course at the time of official withdrawal. May be administered from the third week of a semester through the end of the semester. Counts as 0.0 quality points in the Grade Point Average (GPA).
WU	0.0	Withdrew unofficially. May be issued only for excessive absence from a course. It is classified as an administrative grade which is initiated by the instructor to students who attend class only once during the first three weeks of the semester or who are excessively absent from the third week of a semester to the end, exclusive of the assigned dates for the final examination. Counts as 0.0 quality points in the Grade Point Average (GPA).

#### 8.3.1.1 WA Grade Policy

The following Policy is adapted from the University Vice-Chancellor for Academic Affairs statement dated May 25, 1995.

1. Students must be informed in writing, that the WA designation will appear on their transcript for every course in which they are registered until the immunization requirement has been satisfied within the same semester. If students remain non-compliant beyond the end of the semester, the WA designation is

permanent.

2. The college administration will apply the WA designation to students who have registered for six or more credits who have not submitted the second proof of immunization for measles by the end of the respective grace periods of 30 or 45 days. It should be noted that colleges may impose this policy for all students including those with less than six credits. The University policy statement indicates that students not in compliance with immunization requirements are to be excluded from classes.

3. There are two steps needed to reverse the WA designation, thereby allowing students to return to class and to receive a regular letter grade from the instructor: (1) to satisfy the Health Officer with the proper proof of immunization; (2) to obtain approval to return to class after the 30th or 45th day, respectively. Students may present such proof until the last day of regular classes.

The instructor or each class affected will have the discretion to determine whether a student is eligible to return to class or to receive a regular grade. If the instructor approves the return to class, the WA designation would then be reversed. If the instructor determines that the student has not fulfilled the attendance requirements for the course so that the student could not earn a grade for the course, the WA designation would be kept on the transcript. Prior to the non-compliance period and recording of the WA designation, a faculty issued grade of WU/WF will remain on the transcript.

4. The WA designation is not reversible beyond the semester in question. If students satisfy the immunization requirement during the following semester, for example WA designations still remain on the transcript.

5. If students provide satisfactory evidence of immunization, they will be permitted to register for the next semester. WA designations in the prior semester will not be affected, however, and will remain on the transcript.

### 8.3.2 Regulations affecting change of program period.

During the change of program period (usually the first through third week of a semester, or dates as published by the Registrar's Office), students who officially drop a course or section or who take an official leave of absence, are considered as having canceled their particular registration and no grade is assigned. Students are subject to the tuition refund policy in effect at that time, as adopted by the Board of Trustees.

### 8.3.3 Precedence of grades.

If the grade of WU or WF is assigned by the instructor prior to the date of official withdrawal from the College by the student, or by the initiation of a leave of absence by the student, then the grade of WU or WF previously assigned will take precedence.

## 8.4 R Grade for Remediation Courses.

### 8.4.1 R Grade defined.

Letter	Quality Points	Definition
R	0.0	Issued only in remediation courses (equated credit skill improvement course) to designate significant achievement on the part of the student. Achievement level falls short of the satisfactory minimum skill standard considered necessary for performance in degree-creditable courses requiring the particular skill involved. Students receiving the grade of R are required to repeat the course in the particular skill development area. The grade of R may not be assigned more than once in a single course. The grade of R should not be used to signify

		progress up to and beyond the minimum skill standard considered necessary for performance in degree-creditable courses requiring the particular skill involved. In such cases, the grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D or D- must be issued. The grade of F should be used to indicate lack of achievement or insignificant progress when evaluating student performance.
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#### 8.4.2 Grades issued in error.

In cases where grades of W, WU, WF, or R have been erroneously assigned or entered on a student's record, (e.g. assigned by an instructor for a student who had formally dropped the class during the change of program period), correction of such cases should be directly handled by the Registrar's Office, and the student should not be subjected to the appeals procedures. Such actions should be reported by the Registrar to the CAS.

### 8.5 Special Grades.

#### 8.5.1 Special grades defined.

Letter	Quality Points	Definition
AUD	0.0	Audit. Registration only by special permission of the Registrar, instructor, and/or department.
NC	0.0	No Credit - authorized only by use by the English Department and which may be given to English 10 students who pass the English 02 component but fail the English 11 component.
Z	0.0	An administrative indicator of a missing grade. No grade submitted by instructor for a course in which the student has been registered. Z may not be assigned by an instructor.

#### 8.5.2 Regulations pertaining to auditing courses.

Permission to Audit - A student may audit courses only with official approval of the Department Chairperson. Consideration will be given to the student's course load for the semester, before any approval to audit is given. (Applications should be made on the "Application to Audit Form" available in the Registrar's Office)

Registration of Auditors - After being granted permission to audit, students must register for these audit classes in the same manner as prescribed for regular classes. Students auditing courses must pay any fee required as if registering for credit in the course. Once registration is completed as an auditor, no credit may be granted for that course during that semester.

Grade Assigned - Only the grade of "AUD" may be recorded for a student registered as an auditor.

### 8.6 Temporary Grades.

#### 8.6.1 Temporary grades defined.

Letter	Quality Points	Definition
ABS	0.0	Absent from final exam. Makeup exam is permitted following application by student. To be

		eligible for an ABS grade the student should be passing in the course. The grade may not be assigned to a student who has taken the final exam. ABS grades may resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. The grade is automatically converted to F if unresolved within one semester after conclusion of course.
INC	0.0	Incomplete. The student has failed to complete some work in the course but upon such completion is expected to pass the course. May not be assigned to a student absent from the final examination. May resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. The grade is automatically converted to F if unresolved within one semester after conclusion of course.

#### 8.6.2 Effect of registration in subsequent-level courses.

Students with the grades of ABS or INC in any course, may not register for any course for which the aforementioned course is a pre-requisite. Exceptions to this rule may be granted with written permission from the Department Chairperson concerned.

#### 8.6.3 Effect of temporary grades on academic status.

Grades of ABS and INC do not satisfy pre-requisite requirements for registration in higher level courses. They are recorded on Student Grade Reports at the conclusion of the semester in which such grades are assigned without being included in the calculation of the student's credits, quality points, or index. At such time as these grades are resolved, the appropriate calculation and modification of the student's credits, quality points, and index, will be made.

#### 8.6.4 Deadline for the resolution of temporary grades. (Passed by Senate - Fall 2000)

\* The deadline for a student to resolve a temporary grade (INC or ABS) by completing coursework shall be the end of the 10th week of the semester immediately following the one in which the grade was given.

\* If a student cannot comply with the 10th week deadline for submission of required coursework, he/she may file for an extension of the temporary grade only with the approval of the instructor and/or department chair. The instructor and/or the department chair will then specify the period of time by which the coursework must be completed (no later than the 10th week of the semester following the one in which the extension was granted).

\* These grades will automatically convert from INC to FIN and from ABS to FAB at the end of the 10th week of the semester immediately following the one in which the grade was given unless the student has completed the coursework or has been granted an extension.

#### 8.6.5 Makeup examination application procedure.

Students who for unavoidable reasons miss a regularly scheduled final examination in a course, must apply to their instructor for permission to take a make-up examination. A fee must be paid by the student prior to taking the make-up examination. Evidence of payment of the fee shall be given to the student by the Registrar for presentation to the instructor responsible for preparing the make-up examination. Students, after payment of the make-up examination fee, shall arrange a mutually convenient date with the instructor of the course for the make-up examination.

#### 8.6.6 Departmental responsibility for makeup examinations.

Makeup examinations shall be the responsibility of the department in which the missed examination occurs. The policy regarding the scheduling and proctoring of such examinations shall be solely the prerogative of the department.

#### 8.6.7 Student failure to take make-up exam.

Students who miss the scheduled makeup examination, may apply in writing through the Registrar to



the Department Chairperson concerned for a special examination. If the Department Chairperson does not grant permission for such an examination, the Chairperson must so advise the CAS through the Registrar.

## **8.7 Grade Records.**

### **8.7.1 Grade folders.**

Grades are recorded by instructors in Grade Folders which must be submitted to the Department Chairperson at the conclusion of each semester and become official primary source records of the College.

### **8.7.2 Grade sheets.**

Instructors indicate midterm and final grades on Grade Sheets in accordance with instructions and schedules distributed by the Registrar. Instructors will record "midterm" evaluations during the week of the midterm point designated in the academic calendar. Midterm grades must be communicated to the individual students by their instructors during the period specified in the academic calendar. The method of such notification is left to the discretion of the individual instructor. The instructor may assign only the CUNY standard grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, WU, WF and R. Copies of Grade Sheets for midterm and final grades are distributed to Department Chairperson.

### **8.7.3 Student grade reports.**

Student Grade Reports are issued after the conclusion of each semester. These reports must be presented by students at registration for the subsequent semester.

### **8.7.4 Permanent Records**

A Permanent Record for each student is maintained by the Registrar.

### **8.7.5 Change of Grades**

Individual instructors are responsible for changing their students grades. The instructor is to complete and sign the change-of-grade form supplied by the Registrar. As authentication of the instructor's signature, all change of grade forms are to be countersigned by the Chair, or a Deputy Chair, of the department involved. A copy of the change of grade form is to be kept on file in the department for at least two years. The Chair of a department may not veto the grade change made by an instructor.

If an instructor is unable - or not available - to complete the official change-of-grade form, then the Chair, or Deputy Chair, of the department involved is empowered to change the grade in the name of the instructor.

## **8.8 Grade appeals.**

### **8.8.1 Grade appeals adjudicated by the CAS.**

The CAS is empowered to adjudicate all questions involving:

- Resolution of grades from an academic to a non-academic grade, where the student has failed to complete the requirements of the course, including the final examination, and therefore an academic grade is inappropriate.
- Administrative grades such as the grades of W, WU, and WF.

### **8.8.2 Grade appeals not adjudicated by the CAS.**

The CAS is not empowered to adjudicate:

- Appeals of an academic grade to a non-academic grade where the student has completed all the course requirements including the final examination.
- Appeals for change of a non-academic grade to an academic grade.
- Appeals for change of one academic grade to another academic grade.
- The CAS shall direct such appeals to the appropriate department for action in accordance with the following section. [ The student has a limit of two years after the grade was received to file an appeal. Final exams are to be kept on file by the department for a minimum of two years.]

### **8.8.3 Grade appeals adjudicated by the department.**

Appeals not adjudicated by the CAS are the responsibility of the department in which the grade was issued. The procedure for implementation of those appeals follows.

- A student who appeals for a change in grade is directed to make the appeal in writing through the CAS appeals agent to the Registrar as Executive Secretary of the CAS.
- The Registrar will then direct the student appeal to the instructor who assigned the grade. In the event an instructor is no longer at the College the appeal shall be forwarded to the Department Chairperson who shall act for the instructor.

- A student whose appeal is not granted by his/her instructor may request a review of the case by the department chairperson. The departmental chairperson may not change any grade assigned by an instructor still at the College.
- Student appeals not reconciled by the previous steps are directed back to Registrar who shall request that the department convene a special Ad hoc committee to review and adjudicate the appeal.
- The Ad hoc committee of the department shall consist of three members of the department, chosen in a manner to be determined by that department, but excluding the instructor involved in the appeal.
- The student and instructor, if still at the College, should be informed in writing by the department that the appeal is to be heard, and a mutually convenient time shall be arranged for the student and instructor to meet separately with the Ad hoc committee. It is the student's responsibility to meet with the Ad hoc committee on the date(s) agreed upon. Failure of the student to appear after two scheduled meeting dates of an Ad hoc committee, forfeits the right of the student to appeal through the Ad hoc committee procedures of the CAS.
- Within one month (during the academic year) from the Registrar's request to convene an Ad hoc committee the department shall submit to the Registrar the dates for hearing the appeal which have been mutually agreed upon by all parties involved in the appeal.
- At the appeal meeting(s) the student should submit to the Ad hoc committee all relevant evidence upon which the appeal is based. The instructor, or departmental chair, if acting for an instructor no longer at the College, should submit all relevant evidence upon which the grade is based.
- The Ad hoc committee should examine all available materials as presented by the student and by the instructor or departmental chair.
- After deliberation the Ad hoc committee will vote on the appeal by secret ballot, and report, in writing, its decision to the Registrar's Office within five days of the vote being taken. The decision report must include the reason(s) for the final decision as well as written indication by the Ad hoc committee that the procedures governing academic grade appeals have been followed.
- The rendering of a decision should be accomplished by the Ad hoc committee within two months from the Registrar's request to establish the Ad hoc committee.
- The Registrar as Executive Secretary of the CAS, shall report the decision of the Ad hoc committee to the CAS and to the student. If the decision is to change a grade, the grade change is to be recorded on the student's Permanent Record as having been made by an Ad hoc committee.
- Upon written request of either party involved in an Ad hoc committee decision, a specially convened CAS Review subcommittee shall be permitted to review the case and make a determination with respect to whether the procedures of the CAS relating to grade appeals have been followed.
- The Review subcommittee must be composed of the Registrar or designee, the Dean of Students or designee, and three CAS members, one of whom is the CAS representative of the department involved. The subcommittee may also include a representative of the Office of the Dean of Academic Affairs, and a member of the department involved. The CAS may request a substitute from the department involved to replace the CAS departmental representative on the review subcommittee. No person involved in the original action may serve on this subcommittee of the CAS.
- Where the CAS Review Subcommittee judges that the procedures of the CAS have not been followed, a report of that fact shall be made to the full CAS. If the full CAS agrees with the Review Subcommittee's recommendation, the matter shall be returned to the department for reconsideration.

#### 8.8.4 Procedures to Appeal Administrative Grades (W, WF, WU) (Revisions passed by the Senate - Spring 2006).

Appeals of administrative grades are referred to the Subcommittee on Student Appeals of the CAS for review and recommendation to the CAS.

Membership of the Subcommittee must always include the Registrar or designee, the Appeals Agent (the representative from the Department of Student Development) or designee, and at least two faculty members of the CAS.

The Subcommittee is authorized to request the instructor who assigned the grade, the Registrar's Office, and the student, to supply all available evidence it considers necessary in order to make its recommendation.

Decisions are made by the CAS after recommendations of the Subcommittee are received. If the CAS

approves the recommendations of the Subcommittee, such changes are noted on the student's permanent record.

#### 8.8.5 Procedures to Appeal Temporary Grades (ABS, INC).

Appeals of temporary grades are referred to the Subcommittee on Student Appeals of the CAS, for investigation and recommendation to the CAS.

Membership of the Subcommittee must always include the Registrar or designee, a representative from the Department of Student Development, and at least two members of the teaching faculty other than department chairpersons.

The Subcommittee is authorized to request the instructor who assigned the grade, the Registrar's Office, and the student, to supply all possible available evidence it considers necessary in order to make its recommendation.

The Subcommittee is not authorized to hear appeals which request the change of a temporary grade to an academic grade (A through F). Such actions may only be adjudicated through the departmental appeals procedure.

The Subcommittee is authorized to recommend to the CAS:

1. extensions of deadlines to resolve temporary grades and
2. their conversion to other non-academic grades if, in the opinion of the subcommittee, the original grade was issued in error.

Decisions are made by the CAS after recommendations of the Subcommittee are received. If the CAS approves the recommendation of the Subcommittee, such changes are noted on the student's permanent record.

## Attendance

### 9.1 Attendance

Class attendance and participation are significant components of the learning process and play a major role in determining overall student academic achievement. Therefore, students are strongly encouraged to attend and participate in all class sessions of the courses in which they are registered. Faculty members are encouraged to monitor class participation in order to facilitate and support the College's student retention efforts. Course syllabi will specify an instructor's or department's absence and lateness policy and the corresponding academic consequences.

## Exemption

### 10.1 Exemption regulations.

#### 10.1.1 Definition of Exemption.

Exemption is an action permitting a student to forgo a required course by taking a substitute or equivalent course.

#### 10.1.2 Credit, grade and index value for exemption.

Exemption is granted with credit, but no grade or index value (quality points) is assigned.

Assignment of grade and quality points is only granted for courses taken on permit subsequent to a student's being granted admission to the College or as otherwise noted in section 10.1.

#### 10.1.3 Exemption categories.

- \* Transfer Credit.
- \* Advanced Placement Test.
- \* College Proficiency Examination (CPE).
- \* College Level Examination Program (CLEP).
- \* TV Courses.
- \* Departmental Examination.
- \* Action of the Ad Hoc Committee on Exemptions

#### 10.1.4 Maximum credits by exemption.

Credits by exemption are limited to a maximum of 30 credits whether earned at another college or by other acceptable method listed above. They are also subject to the specific limitations applying to their specific category.

#### 10.1.5 Terminal transfer limitation.

Students leaving BCC to attend another institution prior to graduating from BCC may apply for a maximum of 10 credits to be applied to their work in their BCC curriculum. These terminal credits are subject to the maximum credits by exemption listed above.

#### 10.1.6 Specialization limitations on exemption.

In general, one half of the career specialization (exclusive of General Education courses), must be taken at Bronx Community College. Because of the nature of the curriculum, no such regulation in the Liberal Arts and Sciences Curriculum is recommended. Curricula having limitations are:

- \* Engineering Science - 25 credits, excluding humanities credits.
- \* Career Curriculum - one half of the credits of the Departmental Career Courses.
- \* Nursing - Only credits for Nursing courses allowed by the Nursing Department.
- \* Radiologic Technology - Only credits for CLE and RAD courses allowed by the Nursing

Department.

#### 10.1.7 Exemption in Physical Education Courses

When Physical Education requirements are exempted for reasons of health, the student is required to complete the degree credit requirement for the curriculum. Such exemptions are granted through the Chairperson of the Health, Physical Education and Wellness Department and sent to the Vice President of Student Development for review. Students are requested to renew such exemptions during each semester of attendance unless specifically instructed otherwise.

(See [Modern Languages Exemptions in Appendix I](#))

### 10.2 Exemption by transfer credit.

#### 10.2.1 Equivalency determination for transfer credit

The equivalency status of courses offered by institutions other than BCC shall be determined by the Registrar. Such determination may occur prior or subsequent to completion of the course by the student. This evaluation may be accomplished before, during, or after the student's attendance at BCC.

#### 10.2.2 Transfer credit limitations.

Students must complete sufficient credits in residence at BCC to satisfy curriculum requirements. They are also limited by the maximum exemption credit limitation and the terminal transfer limitations discussed in this Section.

#### 10.2.3 Permit requirements.

The College recognizes a student's prerogative to take courses elsewhere during his/her academic career at Bronx Community College. In advance of taking such courses, students should obtain a permit from the Registrar. This permit is a written verification of the equivalency and transferability of the course. Failure to obtain the necessary permit in advance of taking a course may result in the course not being credited if the course is found not to be equivalent to that offered by the College.

#### 10.2.4 Grade requirements

For transfer-of-credit purposes, all courses taken by students on permit following their admission to the College are considered in the same manner as if completed at BCC.

Grades in equivalent courses from recognized colleges taken prior to admission to BCC shall be considered as follows:

- \* D or higher - Degree credit granted, not calculated in index.
- \* F or equivalent - No degree credit granted; not calculated in index.

#### 10.2.5 Credit values

Credits from other institutions are calculated at their face value. For example, 2 credits from another college in a course which is 3 credits at BCC, are transferred as 2 credits. Courses will be considered for transferability regardless of credit value, provided the course content is equivalent to that of the BCC courses. In all cases, students must satisfy minimum BCC degree credit requirements.

#### 10.2.6 Recording of transfer credit and index.

All courses and grades for which degree credit is granted are entered on the student's permanent academic record. In addition there is to be listed on a student's permanent record the number of credits and quality points in courses taken elsewhere which are equivalent to those required in the student's Bronx Community College curriculum, regardless of whether transfer degree credit is granted for such courses or not.

#### 10.2.7 Elective credits.

Elective credits toward the degree for appropriate courses not offered at BCC, and taken on permit or transferred from another institution, may be granted.

### **10.3 Exemption by Advanced Placement Test. (Passed by the Senate - Spring 2002)**

#### 10.3.1 Application procedure.

Advanced Placement courses are college-level courses taken by students while in high school. At the conclusion of the AP course, students take the corresponding AP exam which is administered by the College Entrance Examination Board ([www.collegeboard.com](http://www.collegeboard.com)). At the time of matriculation, students must arrange with the College Board to have an official copy of their scores sent to the Office of the Registrar. Students must then apply in writing to the Registrar for course credit based on their AP score. Upon receiving a request for credit by AP exam, the Registrar shall forward the request and a copy of the AP scores to the appropriate department for equivalency determination.

#### 10.3.2 Equivalency determination

Equivalency of the AP exam is determined by the academic department in which the equivalent course is given. Academic departments have full jurisdiction over the number of course credits awarded. The AP score (AP scores range from 1 to 5) that will allow the student exemption from the equivalent BCC course will be determined by the department in which the equivalent course is given. Each department will submit to the Registrar a list of exams accepted for course credit, the equivalent BCC course or courses, and the score needed on each exam in order to be granted credit.

#### 10.3.3 Grades.

Academic grades will not be given for courses granted as equivalents on the basis of AP exams .

#### 10.3.4 Credit value.

The credit value given to the student will be determined by the equivalent BCC course. Credit may be granted for more than one course where the examination is deemed equivalent in scope to a multi-semester sequence of courses. A maximum of 30 combined CLEP, AP, and transfer credits may be applied to a student's degree program.

#### 10.3.5 Elective credit for AP exams

If the AP course is not deemed equivalent to a course offered at the College, elective credit may be granted toward the elective possibilities in a curriculum. The amount of credit granted in such cases is subject to determination by the department in which the subject has relevance.

#### 10.3.6 Permanent record

When a student is granted AP credit, the department Chairperson shall submit an official letter to the Registrar's Office designating the BCC course for which AP credit is being granted, as well as the number of credit hours to be applied. Upon receipt of this letter, the Registrar will post credit to the student's BCC permanent record and clearly mark it "by AP Examination Program." The student will receive confirmation that credit has been posted to his/her transcript within four weeks.

### **10.4 Exemption by New York State College Proficiency Examination.**

#### 10.4.1 Application procedure.

Students may apply to the Registrar for credit or exemption based on the New York State College Proficiency Examination. Credit or exemption granted by other institutions on the basis of the New York

State College Proficiency Examination is not automatically acceptable. Upon receiving a request for credit by the New York State College Proficiency Examination the Registrar shall forward the request to the appropriate department for determination of the equivalency of the test.

#### 10.4.2 Determination of New York State College Proficiency Examination equivalency.

Course equivalency of the New York State College Proficiency Examination is to be determined by the department concerned. Credit or exemption may be granted for more than one course where the examination is deemed equivalent in scope to a multi-semester sequence of courses. Approval for credit or exemption based on the New York State College Proficiency Examination in laboratory science or technical courses, will be granted only after the department concerned has ascertained that the student has adequate laboratory skill and experience in the course. In those subjects where ratings in laboratory work are customarily included in the determination of final grades, the department will determine a composite grade (of New York State College Proficiency Examination and laboratory evaluation) upon which credit, exemption, or denial of the student's request is to be based.

#### 10.4.3 Grades.

Grades of A, B, or C on the New York State College Proficiency Examination, for approved examinations, are granted credit toward the degree. Grades of D and F are ineligible for exemption or credit.

#### 10.4.4 Credit.

The credit value of the equivalent BCC course will be used for calculation of exemption credit for New York State College Proficiency Examination.

#### 10.4.5 Elective credit for New York State College Proficiency Examination.

If the New York State College Proficiency Examination is not deemed equivalent to a course offered in the College, free elective credit may be granted toward the elective possibilities in a curriculum. The amount of credit granted in such cases, is subject to determination by the department in which the New York State College Proficiency Examination bears the greatest relevance.

#### 10.4.6 Permanent record notation.

Approved credit or exemption will be posted on a student's BCC permanent record, and clearly marked "by New York State College Proficiency Examination."

### **10.5 Exemption by College Level Examination Program (CLEP). (Passed by the Senate Spring 2002)**

#### 10.5.1 Application procedure.

At the time of matriculation, students who want CLEP credit must arrange with CLEP ([www.collegeboard.com](http://www.collegeboard.com)) to have an official copy of their scores sent to the Officer of the Registrar. Students must then apply in writing to the Registrar for course credit based on CLEP. Upon receiving a request for credit by CLEP, the Registrar shall forward the request and a copy of the CLEP scores to the appropriate department for equivalency determination. Students who want to take a CLEP exam after enrolling at BCC must get department approval.

#### 10.5.2 Equivalency determination

Equivalency of the CLEP exam is determined by the academic department in which the equivalent course is given. Academic departments have full jurisdiction over the number of course credits awarded. The CLEP score (CLEP scores range from 20-80) that will allow the student exemption from the equivalent BCC course will be determined by the department in which the equivalent course is given. Each department will submit to the Registrar a list of exams accepted for course credit, the equivalent BCC course, and the score needed on each exam in order to be granted credit. Each department may set a maximum number of credits it will accept from CLEP exams. Approval for credit or exemption based on CLEP in laboratory science or technical courses will be granted only after the department concerned has ascertained that the student has adequate laboratory skill and experience in the course. In those subjects where ratings in laboratory work are customarily included in the determination of final grades, the department will determine a composite grade (of CLEP and laboratory evaluation) upon which credit by exemption, or denial of the student's request, is to be based.

#### 10.5.3 Grades

Academic grades are not given for courses granted as equivalents on the basis of CLEP exams.

#### 10.5.4 Credit value

The credit value given to the student will be determined by the equivalent BCC course. Credit may be granted for more than one course where the examination is deemed equivalent in scope to a multi-semester sequence of courses. A maximum of 30 combined CLEP, AP, and transfer credits may be applied to a student's degree program.

#### 10.5.5 Elective credit for CLEP

If the CLEP is not deemed equivalent to a course offered in the College, elective credit may be granted toward the elective possibilities in a curriculum. The amount of credit granted in such cases is subject to determination by the department in which the subject has relevance.

#### 10.5.6 Permanent record

When a student is granted CLEP credit, the department Chairperson shall submit an official letter to the Registrar's Office designating the BCC course for which CLEP credit is being granted, as well as the number of credit hours to be applied. Upon receipt of this letter, the Registrar will post credit to the student's BCC permanent record and clearly mark it "by College Level Examination Program." The student will receive confirmation that credit has been posted to his/her transcript within four weeks.

### **10.6 Exemption by Credit for TV courses.**

Credit for TV courses offered by accredited institutions taken by BCC students are subject to advanced standing regulations.

### **10.7 Exemption by Departmental examination.**

Students may earn degree credit through exemption by departmental examinations in those departments offering examinations designed to verify knowledge or skills gained through work experience at non-collegiate institutions, or through independent study.

### **10.8 Exemptions by actions of the Curriculum Coordinator and Department Chair (Passed by the Senate - Fall 2002) BACK TO SECTION 2.3**

#### 10.8.1 Application procedure

Requests for exemption under this category are made by the student in writing to the appropriate curriculum coordinator. These requests must be made prior to the meeting in which the CAS considers the student's candidacy for graduation.

#### 10.8.2 Exemptions by equivalent course or substitute course.

Exemptions made under this policy are those permitting a student to forgo a required course in his or her curriculum by reason of exceptional circumstances. Students receiving such exemptions shall be responsible for completing the credits that are exempted. These credits are replaced by taking either an equivalent course or a substitute course.

An equivalent course is one that is substantially equal to the required course in terms of depth, difficulty, content and contact hours. For equivalent courses at Bronx Community College, a list of such courses shall be compiled by each department and forwarded to the College Curriculum Committee. Curriculum coordinators may approve the use of equivalent courses without the necessity of other approvals since such courses have been previously approved by the College Curriculum Committee. Since these courses have been approved by the College Curriculum Committee as being equivalent to the required courses both credit and index value (quality points) will be awarded in these cases.

A substitute course is a course to be taken in place of a required course within a curriculum and needs approval of the Chair of the Department in which the required course is given. The curriculum coordinator who receives a request for a substitution shall ask the Department Chair of the required course for approval to substitute a course. The Department Chair acts on individual requests of students, and the Department Chair's action is not to be considered as setting a precedent upon which decisions concerning future requests are based. It is recognized that these substitutions should be granted only for exceptional and unusual situations. The Chair of the Department in which the required course is given must give his/her approval for the substitution in writing to the Registrar prior to the CAS graduation meeting.



## **Degree Requirements**

### **11.1 Course Requirements.**

Course requirements for the degree for all students are those in effect at the time the student first attains matriculated status at BCC. Students are responsible for completing these course requirements. If the course requirements for the degree are changed, the matriculated student who aspires to a curriculum must secure in writing from his/her Curriculum Coordinator an approved means of satisfying the curriculum course requirements. Any request for waiver, substitution, exemption, or equivalency of a course required for a degree must be made by the student in writing, to his/her Curriculum Coordinator in ample time for graduation. The Curriculum Coordinator shall report the decision concerning these requests to the CAS.

In addition to the degree requirements as specified in this section, certain categories of students are also required to meet the unit requirements as outlined in Section 14 of this Codification. This section outlines the College Preparatory Initiative (CPI) standards as developed by the Board of Trustees of the City University of New York.

### **11.2 Credit requirements.**

#### 11.2.1 Minimum credits required for degree.

Students shall be considered for a degree when all course and grade point average requirements for their curriculum have been met. The minimum number of degree credits required for a degree shall be the number stated in the College Catalog for his/her curriculum at the time the student entered the College.

#### 11.2.2 Status of non-credit courses.

Non-credit courses taken to remove preparatory deficiencies, are not creditable toward the degree and are not considered in calculating the minimum and maximum credits required for the degree.

#### 11.2.3 Maximum credits permitted for degree.

Students who are permitted a Clause A extension must have the additional course(s) approved by the student's Curriculum Coordinator. A record of the Curriculum Coordinator's approval should be sent to the Registrar.

#### 11.2.4 Clause A and B motions by CAS.

These motions are appropriate for students who have completed all degree course credit requirements and filed a Candidate for Degree Application but whose cumulative index makes them ineligible for a degree. The CAS may apply one of the clauses to such students. The decision of whether to apply Clause A or B is usually based on a combination of factors including among others, the number of credits taken and the number of credits earned by the student.

#### 11.2.5 Time limitations for degree credits.

There is to be no limitation on the time that a course counts toward graduation. (see exception to this rule for NUR courses in 12.2.6)

#### 11.2.6 Time limitations for Nursing Technology Courses

All Nursing Technology courses required for graduation, must be successfully completed within a five-year time span. The implementation of this regulation is effective with the Fall 1985 semester.

### **11.3 Index Requirements.**

#### 11.3.1 Minimum index.

An index of at least 2.00 in College Level courses is required for a degree. Every course for degree credit taken at BCC is included in the calculation of a student's scholastic grade point average (GPA). The only exception to this rule are courses specifically deleted from index calculation by action of the CAS or by provision of this codification of academic rules and regulations.

#### 11.3.2 F grade Policy - Board of regulation

See paragraph 4.3.5 of this codification for details of this regulation.

Note: A maximum of 16 credits may be excluded during the student's entire stay at any branch of the City University. This 16 credit bank may be used only once during the student's career at the university. All 16 credits may be used at the Associate degree level but once used are unavailable at the senior CUNY college level. For this reason students should be advised of the desirability of holding some or all of this credit bank for later studies at the senior college level. Students should make written request for such exclusions to the Registrar who will have the responsibility of informing students of their rights with regard to this regulation. (Board of Trustee mandated policy endorsed 2/14/90).

### **11.4 Graduation.**

#### 11.4.1 Candidates for graduation.

All students who file a Candidate for degree application to the Registrar and who have completed all the requirements for their respective degree with a cumulative grade point average of 2.00 or higher, shall be granted their respective degrees.

#### 11.4.2 Requirements for special consideration.

The CAS entertains for individual consideration only the candidacy of those students who have been classified by the Registrar as being doubtful candidates for the degree. Criteria for this classification are found in the Section found below on "awarding the degree by special action of the CAS". Such candidates are considered individually with a thorough examination of each student's entire record. Motions to award the degree by special action of the CAS or to deny the degree with Clause A or Clause B are appropriate motions to be made subsequent to discussion. Alternatively the CAS reserves the right to table consideration of such candidates.

#### 11.4.3 Criteria for consideration by special action.

In considering individual cases, the following criteria are among those considered:

- \* Trend of the student's academic performance;
- \* achievement in the major field and;
- \* relationship of awarding the degree to the student's career employability.

### 11.5 Graduation meeting motions.

#### 11.5.1 Awarding degrees/certificates.

Motions to award the appropriate degree (AA, AS, AAS) or certificate to all students meeting all the requirements of their respective curricula or certificate program.

#### 11.5.2 FWE and GM motions.

Motions to permit the Registrar to approve, in the name of the CAS, the award of degrees to those students whose records are not complete at the time of the CAS graduation meeting as a result of registration at other colleges from which official transcripts have not been received to date, or who are missing grades. Such approval is to be granted upon receipt of official transcripts, or grades, assuming all other requirements for the degree have been met. The awarding of the degree to those students who did not satisfy all the degree requirements is subject to action of the Executive Committee of the CAS (doubtful cases).

#### 11.5.3 L and B motions.

Motions to permit the Registrar to approve, in the name of the CAS, the award of degrees to those students who have Library and /or Business Office obligations outstanding at the time of the CAS graduation meeting. Such approval is to be granted upon notification and certification by the Librarian or Business Officer that these obligations have been met. Award of the degree is contingent upon the student meeting all other requirements for the degree.

#### 11.5.4 Motion to award the degree by special action of the CAS.

This motion is appropriate only for students determined by the Registrar to be in the doubtful category of the CAS. The doubtful category of the CAS includes students who:

- \* file a candidate for degree card with the Registrar,
- \* have met all the required courses for their curriculum,
- \* have earned the minimum number of degree credits required by the State of NY for awarding a degree and
- \* have an academic index equal to or greater than 1.95.
- \* Each student in this category will be considered individually for possible graduation by special action of the CAS. Consideration will consist of reviewing the student's academic record at the college, trend of academic achievement, areas of weakness, repeat grades in courses failed, written explanations proffered by the student, recommendations of faculty and counselors, and the advice of the CAS faculty member representing the area of the student's concentration of study when applicable. The CAS is well aware that in view of the considerations mentioned it is quite possible, in those cases where indexes are below 2.00, for one student to be awarded the degree with a cumulative index lower than that of another who is denied the degree.

#### 11.5.5 Clause A motion.

To extend, contingent on a calculation that the student may reasonably attain a 2.00 cumulative index or higher with additional credits, the privilege of enrolling for a specified number of credits in order to earn the index required for a degree The student is to be notified that the attainment of a 2.00 or higher index and the award of the degree under these circumstances, does not mean that the student will necessarily be admitted as a matriculated student to the four-year colleges of the City University of New York.

#### 11.5.6 Clause B motion.

The student is to be informed that he has exhausted the possibility of registering for degree or index credit at BCC and may continue to register only as a non-degree student.

### **11.6 Multiple Degrees.**

(See Updates in Appendices D and G)

#### 11.6.1 Requirements for multiple degrees.

A student may earn only one Associate in Arts (AA) degree. However, a student may earn multiple Associate in Science (AS) degrees, or multiple Associate in Applied Science (AAS) degrees, or an AA degree and multiple AS degrees in areas in which the degrees are distinct and different. Course requirements for the second degree are those curriculum requirements in effect when application for the second degree is approved.

#### 11.6.2 Application for an additional degree.

A student must obtain an application for a second degree from the Registrar's office. The application must then be approved by the curriculum coordinator of the new curriculum who will document which course from the first degree will be applied to the second degree and which courses still need to be taken for the second degree. A student may not apply for a second degree until the first degree has been awarded.

#### 11.6.3 Course credits for additional degrees.

Credits that may be counted twice (i.e. both curricula) are courses in the Core Requirements and in the Required Areas of Study. Grades for all of the course a student has taken at Bronx Community College for credit will be computed in the Grade Point Average (GPA) for the second degree. In addition, no grade used for the first degree will be changed under the Statute of Limitations or F Grade policy. Only the additional courses that have been listed Curriculum Coordinator can be changed using these policies.

#### 11.6.4 Minimum credit requirements for additional degrees

An applicant for a second degree must complete a minimum of fifteen (15) additional credits for the second degree. At least fifteen (15) of the additional credits must be taken at BCC, except in those curricula in which all specialization courses are required to be completed at BCC.

#### 11.6.5 Advance standing limitations on multiple degrees

A student may receive a maximum of thirty (30) advance standing/exemption credits for a particular degree during his/her tenure at BCC. If a student is required to take more than 15 credits to complete a multiple degree, then that student may transfer in additional credits as long as the total number of advanced standing credits counted toward the second degree does not exceed thirty (30) credits.

#### 11.6.6 Matriculation status for students attempting multiple degrees

A student who has been awarded a degree by the College may continue to attend under non-degree regulations.

After the application for a second degree has been approved, the Registrar will determine the matriculation status based on the student's GPA.

### **11.7 Graduation Honors**

(See Updates in Appendix H)

It is generally recognized that the academic honor of valedictorian or salutatorian is reserved to students who have accomplished the highest academic achievements in their graduating class. The college commencement committee shall be responsible for the selection of the valedictorian and salutatorian.

In making their selections the committee shall follow the following criteria:

1. The valedictorian and salutatorian shall be those students having the highest and next highest academic index among those graduating.
2. Calculation of the academic index for such determination shall include all courses taken and counted toward their respective degrees including those taken at institutions other than BCC.
3. Calculation of the academic index for June graduates shall include all courses taken and counted toward their respective degree exclusive of those currently being taken during their terminal Spring semester.
4. Mid term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian for students whose final grades in their terminal Spring semester will not be available in a timely fashion for graduation.
5. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee may consider all additional factors impacting on the scholarship performance of candidates including but not limited to:

- a) academic deficiencies at entrance to the college.
- b) number of withdrawals and course repeats.
- c) program load per semester.
- d) utilization of the Trustee's F grade policy in the attainment of their final index.

Note: In the above paragraphs the term shall is construed to be mandatory while the term may is construed to be permissive.

## Military Service

### 12.1 Academic leaves.

#### 12.1.1 Military, Peace Corps, or Vista leaves of absence.

Students who enlist, are inducted, or recalled into service, must present and leave on file in the Registrar's Office a copy of the official or military notice indicating the exact date on which they must report for service. The following regulations shall apply only if the above evidence is on file.

#### 12.1.2 Minimum time of attendance for course credit.

In order to obtain a grade and full academic credit for a course interrupted by such a leave of absence, a student must attend approximately thirteen weeks (five weeks for Summer Session).

#### 12.1.3 Refund of tuition and fees.

Refund of tuition and all other fees except for Application Fee, will be made in accordance with the established policy of the Board of Trustees. Refunds shall be made to students who enter the above services but who do not attend a sufficient time to qualify for a grade. To qualify for this refund they must continue in attendance to within two weeks (four days for Summer Session) of induction. No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.

##### 12.1.3.1

In instances where students who are drafted into the Military or are recalled to active duty do not attend for a sufficient time to qualify for a grade, there shall be a 100% refund of tuition and all other fees except application fees.

##### 12.1.3.2

In instances where students who have enlisted in the Military, the Peace Corps, or VISTA do not attend for a sufficient time to qualify for a grade but continue in attendance to within 2 weeks of induction, refund of tuition and all other fees except application fees will be made in accordance with the following principles:

- Withdrawals before beginning of the 5th calendar week (3rd calendar week for Summer Session) after scheduled opening date of session 100%
- Withdrawals thereafter 50%

##### 12.1.3.3 Tuition Liability and Financial Aid

If a tuition liability exists, a student may be eligible for a State TAP award. Please refer to the Office of Student Financial Assistance's TAP Policy and Procedures Manual as to the treatment of these students for TAP eligibility. For Federal financial aid programs, eligible students may be entitled to some financial aid based upon attendance at the institution. The Financial Aid Office will determine the amount of the award and any amount to be refunded. If financial aid is provided, either grades of "W" must be shown on the student's transcript or attendance must be documented in order to substantiate the awarding of such aid. If financial aid is not provided, then the student's registration can be voided and no transcript record will exist.

##### 12.1.3.4 Readmission Fees

Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.

#### 12.1.4 Grades Assigned for students

If the student who has to withdraw due to Military Service, Peace Corp, or VISTA service has attended for the necessary time period, the decision to grant a grade rests with the faculty member. If the faculty member feels that he/she does not have enough information to warrant the granting of a grade, the student will be given a "W" grade. If the faculty member feels that there is enough information to grant a grade, that grade will be assigned on the final grade roster. The student has the right to change the assigned grade to a "W." He/She must make this request in writing to the Registrar's Office.

### 12.2 Degree credit for military service.

#### 12.2.1 Application procedure for degree credit.

Students wishing to receive credit for military service must request such credit from the Registrar through the Office of Veteran's Affairs. Application must be received no later than the deadline date established by the Registrar's Office for filing for candidacy for a degree during the semester in which the student plans to graduate.

### 12.2.2 Requirements and limitations.

Students who have been discharged from military service under honorable conditions, may apply for a maximum of four elective credits. These credits for military service are in lieu of taking four credits of free electives in their curriculum. The actual number of credits permitted for military service shall depend upon the number of free elective credits permitted in the student's curriculum.

## College Preparatory Initiative (CPI)

### 13.1 Background

#### 13.1.1 History

On April 27, 1992 the Board of Trustees of the City University of New York passed a resolution mandating the establishment of academic unit requirements for students entering in the Fall 1993 semester and thereafter. The affected students would have to meet these unit requirements in order to be eligible for graduation from any of the colleges of the City University of New York. (See sections 14.2.3 and 14.3 for exceptions to this requirement.)

#### 13.1.2 Rationale

The College Preparatory Initiative seeks to have students complete a series of academic courses in high school that will prepare them to succeed in college as well as the workplace. The sequence includes courses in English, Mathematics, Laboratory Science, Social Science, Foreign Language and Fine Art.

The initiative in no way affects or changes the University's historical commitment to open access. Rather the project seeks to:

- Insure equal opportunity for success in college as well as equal access.
- Increase career and program-of-study options for all students.
- Encourage more rapid credit accumulation.
- Better prepare students, whether bound for immediate college enrollment or for the workplace, for an evolving and increasingly demanding job market.

(Abstracted from the Summary of the Chancellor's Advisory Committee.)

### 13.2 College Preparatory Initiative

#### 13.2.1 Overview

Beginning in the Fall of 1993 all students entering the University directly from high school will be expected to have completed academic units in accordance with the chart located in paragraph 14.2.4 of this codification. Exceptions to this requirement are found in paragraph 13.2.3

#### 13.2.2 Evaluation of Academic Units

The University Application Processing Center (UAPC) will be responsible for evaluating entering freshmen records and supplying the College with CPI information. The CPI document will indicate the high school units completed by the student.

#### 13.2.3 Exceptions to the CPI

The following are exempted from the CPI requirements:

- Students who have graduated from high school prior to 1993.
- Students who have received a General Equivalency Diploma (GED) prior to January 1994.
- Students enrolled in Certificate Programs.
- Non-Degree students.
- Students admitted to the College prior to Fall 1993.
- Students who have graduated from a foreign high school prior to Fall 1993.
- Students or students in academic programs found to be exempt from these regulations by the University Office of Academic Affairs. (See also section 14.2.8)

#### 13.2.4 Unit Requirements

Date	Unit Total	Lab Science	Math	English	Social Sciences	Fine Arts	Foreign Language	Elective Units
1993	9	1	2	3	0	0	0	3
1995	11	1	2	4	0	0	0	4
1997	13	1	2	4	2	0	0	4
1999	15	2	3	4	2	0	0	4
2000	16	2	3	4	4	1	2	0

Unit requirements will be phased in according to the chart above. Students entering in the Fall 1993 semester will be required to meet a 9 unit requirement while at full implementation, in the year 2000, a total of 16 units will be in effect. Note that these requirements are in addition to any degree requirements of the student's curriculum.

#### 13.2.5 Implementation Date

The CPI requirements will be effective starting with the Fall 1993 semester.

### 13.2.6 Remediation of Unit Deficiencies

It is expected that students graduating from high school will have completed their academic units prior to entering the College. Students lacking units may:

- take the courses listed in Appendix B of this codification to fulfill those requirements. This list of equivalent unit requirements has been prepared by the College Curriculum Committee and approved by the College Senate.
- take examinations approved by the College which demonstrate satisfactory completion of the unit requirements of the CPI.

### 13.2.7 Graduation and Transfer requirements

All associate and bachelor's degree students will be required to complete the CPI standards in effect at their time of entry into the College.

Prior to 1996, associate degree students desiring to transfer within CUNY will be required to complete CPI expectations in English and acquire, at least, one additional CPI unit in mathematics if needed. After 1996, students will be required to complete all deficiencies in mathematics and English before transfer.

### 13.2.8 Exemption from CPI requirements

All exemptions from the CPI requirements must be approved by the University Office of Academic Affairs.

## 13.3 Special Categories of Students

### 13.3.1 General Education Diploma (GED)

Students who received General Education Diplomas prior to January 1994 will be exempt from CPI expectations.

Students with GEDs who are not exempt from the CPI will:

\* submit high school transcripts showing evidence of meeting some or all of the high school unit requirements when the student has taken such courses.

\* be evaluated on the basis of their scores on the GED tests. An index will be developed to award unit requirements depending on performance levels attained by the student on the GED tests. A joint CUNY/Board of Education Task Force on the GED is charged with the responsibility of developing this protocol.

### 13.3.2 Foreign Secondary School Graduates

Students who have graduated from high school prior to 1993 will be exempt from CPI expectations.

The University Application Processing Center (UAPC) will evaluate the foreign student's transcript and produce a CPI transcript for the College. It is expected that fluency in the student's native language may be used to fulfill the foreign language unit requirement.

### 13.3.3 Transfer students

Students transferring to CUNY from another college outside CUNY will be required to meet prevailing CPI expectations. The College will determine those college courses taken at other institutions that may satisfy CPI unit requirements.

### 13.3.4 ESL students

All ESL will be expected to meet the CPI requirements except to the extent that they fall under other special categories.

### 13.3.5 SEEK / CD students

The prevailing admissions and program standards for SEEK and College Discovery Students remain in effect.

## 13.4 Program Review

### 13.4.1 CPI Reviews

The Chancellor will periodically provide the Board of Trustees with reports on the impact of the initiative, including an examination of the compliance of the New York City high schools. This report shall include data concerning the number of academic units presented by the incoming classes and the scores on the skills tests, GPA, credits accumulated and retention rates for students who entered the University since the implementation of the CPI. Data on the impact on special student populations will be included.

These data have been collected and analyzed for the years preceding the initiative as part of the University's enrollment and retention studies, providing "baseline" data as a basis for comparison.





**Appendices**  
to  
**Bronx Community College Academic Rules and Regulations**  
**(Version November 2012)**  
**Appendix revision: September 2017**

**Guide for Usage:**

- The following items add to, replace, or revise the policies found in the main document, the *Academic Rules and Regulation* (version November 2012).
- When the items in this appendix conflict with items in the main document, the former items take precedence, since they are more recent. Additionally, conflicts within the appendix are resolved in favor of the more recent item. Items are listed in chronological order, with the most recent appearing last.
- The items in this appendix have been fully approved by relevant governing bodies (e.g., the BCC Committee on Academic Standing, the BCC College Senate, the CUNY Board of Trustees).
- The typical format used in the appendix to present items includes the original text on the left, with removed items struck out, and updated text on the right, with new text underlined.

<b>Appendix:</b>	<b>Subject:</b>	<b>Approval Date:</b>	<b>Page #</b>
Appendix A	<b>Minimum GPA to Register in Distance Learning Courses</b>	<b>April 2012</b>	<b>2</b>
Appendix B	<b>Revision to Nursing Grade Criteria</b>	<b>November 2014</b>	<b>2</b>
Appendix C	<b>Revision to Licensed Practical Nurse Minimum Grade Criteria</b>	<b>January 2015</b>	<b>3</b>
Appendix D	<b>Clarification of Second Degree Requirements</b>	<b>June 2015</b>	<b>4</b>
Appendix E	<b>Change to Minimum Grade for MTH 1</b>	<b>June 2015</b>	<b>5</b>
Appendix F	<b>Revision to Nursing Grade Criteria</b>	<b>January 2016</b>	<b>6</b>
Appendix G	<b>Clarification of Second Degree Requirements</b>	<b>June 2016</b>	<b>7</b>
Appendix H	<b>Revision Valedictorian and Salutatorian Selection Criteria and Process</b>	<b>April 2017</b>	<b>8</b>
Appendix I	<b>Revision to Modern Language Exemption Policy</b>	<b>April 2017</b>	<b>11</b>
Appendix J	<b>Updates to Dean's and President's List Definition and Criteria</b>	<b>June 2017</b>	<b>12</b>
Appendix K	<b>Creation of Minimum Academic Standards for the Certificate in Animal Care and Management</b>	<b>June 2017</b>	<b>16</b>

**Appendix A: Minimum GPA to Register in Distance Learning Courses**

<b>From</b>	<b>To</b>
	Students registering in online (hybrid, blended, or asynchronous) courses must have a minimum GPA of 2.0.
	Effective: Fall 2012

**SOURCE: BCC Senate Minutes April 2012**

**Appendix B: Revision to Nursing Grade Criteria**

From	To
<p>To be eligible for admission into nursing course work (NUR designated courses) a student must achieve a <del>minimum</del> GPA of <del>2.5</del> in the pre-nursing sequence (<del>BIO 23, CMS 11, ENG 10 or 11, PHM 10, PSY 11</del>). A C+ or better is required in BIO 23 and PHM 10. If a student has earned a passing grade of C-, D+, D, D- or a failing grade of F or WU in <del>CMS 11, ENG 10 or 11, or PSY 11</del>, the student will not be eligible for admission into the registered nursing program (RN), even if she/he retakes the course. This also applies to students who transfer into BCC’s Nursing Program from other institutions. PHM 10 and BIO 23 must be passed with a C+ or better. These courses can only be repeated once to achieve that grade.</p> <p>All Nursing (NUR) courses required for graduation must be passed with a C or better within five years of entry into the clinical sequence of the nursing program.</p> <p>A nursing student may repeat <del>two different</del> Nursing (NUR) courses, excluding <del>NUR 41 and NUR 42</del>. A grade of <del>C+ or better</del> must be obtained in the repeated course to remain in the program.</p> <p>Nursing students who do not achieve a C or better in <del>three</del> Nursing (NUR) courses (<del>NUR 43-48</del>) may not continue in the program.</p>	<p>To be eligible for admission into nursing course work (NUR designated courses) a student must achieve a <u>cumulative</u> GPA of <u>2.7</u>, with a minimum grade of <u>“C” or better</u> in the pre-clinical sequence (<u>COMM 11, ENG 10 or 11, PSY 11</u>). A <u>“C+”</u> or better is required in BIO 23 and PHM 10. If a student has earned a passing grade of <u>“C-”, “D+”, “D”, “D-”</u> or a failing grade of <u>“F” or “WU”</u> in <u>COMM 11, ENG 10 or 11, or PSY 11</u>, the student will not be eligible for admission into the registered nursing program (RN), even if she/he retakes the course. This also applies to students who transfer into BCC’s Nursing Program from other institutions. PHM 10 and BIO 23 must be passed with a <u>“C+”</u> or better. These courses can only be repeated once to achieve that grade.</p> <p><u>BCC students sitting out for a year or more will be held to the new standards.</u></p> <p><u>Transfer students from other institutions must be in good academic standing. Students who are on academic probation, have failed out of a nursing program, or have been dismissed (ethical, integrity or safety issues) from any nursing program at a previous school are not eligible for admission to the BCC Registered Nursing (RN) Program.</u></p> <p>All Nursing (NUR) courses required for graduation must be passed with a <u>“C+”</u> or better within five years of entry into the clinical sequence of the nursing program.</p> <p>A nursing student may repeat <u>one</u> Nursing (NUR) course, excluding <u>Level I Courses (Gerontological Nursing and Nursing Care Across the Lifespan I)</u>.</p> <p>Nursing students who do not achieve a <u>“C+”</u> or better in <u>two</u> Nursing (NUR) courses (<u>Nursing Care Across the Lifespan level II-IV</u>) may not continue in the program.</p>

SOURCE: November 2014 Chancellor’s report

## Appendix C: Revision to Licensed Practical Nurse Minimum Grade Criteria

From	To
<p>To be eligible for admission into practical nursing course work (PNR designated courses) students must meet the following criteria;</p> <p>A cumulative GPA of <del>2.5</del> must be obtained, with a minimum grade of C or better in the pre-clinical sequence (<del>CMS</del> 11, ENG 10 or 11, PSY 11). If a student has earned a passing grade of C-, D+, D, D- or a failing grade of F or WU in <del>CMS</del> 11, ENG 10 or 11, or PSY 11, the student will not be eligible for admission into the Licensed Practical Nursing Program (LPNP) even if she/he retakes the course. A C+ or better is required in BIO 23. BIO 23 may be repeated once to achieve a grade of C+ or better. This policy also applies to students who transfer into BCC's LPNP from other institutions.</p> <p>While in the program, students must maintain a grade of C in all PNR <del>and</del> supporting course work (BIO 24, BIO 28, NTR 11, PHM 11). Students may repeat each supporting course with a grade of "C-" or less once in order to achieve a "C" grade.</p> <p>All PNR courses required for graduation must be taken within three years from the date of admission into the program. Practical Nursing (PN) students may not repeat any first semester PNR course (PNR 11, PNR 12, PNR 13) in which they have earned less than a grade of C. A PN student with a grade of C- or less may repeat two different PNR courses <del>and then must obtain a minimum grade of C+ or better on the second attempt of the repeated course to remain in the program.</del></p>	<p>To be eligible for admission into practical nursing course work (PNR designated courses) students must meet the following criteria;</p> <p>A cumulative GPA of <u>2.7</u> must be obtained, with a minimum grade of C or better in the pre-clinical sequence (<u>COMM</u> 11, ENG 10 or 11, PSY 11). If a student has earned a passing grade of "C-", "D+", "D", "D-" or a failing grade of "F" or "WU" in <u>COMM</u> 11, ENG 10 or 11, or PSY 11, the student will not be eligible for admission into the Licensed Practical Nursing Program (LPNP) even if she/he retakes the course. A "C+" or better is required in BIO 23. BIO 23 may be repeated once to achieve a grade of "C+" or better. This policy also applies to students who transfer into BCC's LPNP from other institutions.</p> <p><u>BCC students sitting out for a year or more will be held to the new standards.</u></p> <p><u>Transfer students from other institutions must be in good academic standing. Students who are on academic probation, have failed out of a nursing program, or have been dismissed (ethical, integrity or safety issues) from any nursing program at a previous school are not eligible for admission to the BCC Licensed Practical Nursing (LPN) Program.</u></p> <p>While in the program, students must maintain a grade of "C±" in all PNR <u>courses</u> and a "C" in supporting course work (BIO 24, BIO 28, NTR 11, and PHM 11). Students may repeat each supporting course with a grade of "C-" or less once in order to achieve a "C" grade.</p> <p>All PNR courses required for graduation must be taken within three years from the date of admission into the program. Practical Nursing (PN) students may not repeat any first-semester PNR course (PNR 11, PNR 12, PNR 13) in which they have earned less than a grade of "C±". A PN student with a grade of "C-" or less may repeat two different PNR courses.</p>

Rationale: Raising academic standards for admission to and progression in the Licensed Practical Nursing program is necessary to ensure the best-trained graduates and maintain passing rates on the licensing exam.

SOURCE: January 2015 Chancellor's report

**Appendix D: Clarification of Second Degree Requirements**

<b>From</b>	<b>To</b>
<p>11.6.2 Application for an additional degree.</p> <p>A student must obtain an application for a second degree from the Registrar's office. The application must then be approved by the curriculum coordinator of the new curriculum who will document which course from the first degree will be applied to the second degree and which courses still need to be taken for the second degree. A student may not apply for a second degree until the first degree has been awarded.</p> <p>11.6.3 Course credits for additional degrees. Credits that may be counted twice (i.e. both curricula) are courses in the Core Requirements and in the Required Areas of Study. Grades for all of the course a student has taken at Bronx Community College for credit will be computed in the Grade Point Average (GPA) for the second degree. In addition, no grade used for the first degree will be changed under the Statute of Limitations or F Grade policy. Only the additional courses that have been listed Curriculum Coordinator can be changed using these policies.</p> <p>11.6.4 Minimum credit requirements for additional degrees. An applicant for a second degree must complete a minimum of fifteen (15) additional credits for the second degree. At least fifteen (15) of the additional credits must be taken at BCC, except in those curricula in which all specialization courses are required to be completed at BCC.</p>	<p>11.6.2 Application for an additional degree.</p> <p>A student must obtain an application for a second degree from the Registrar's office. The application must then be approved by the curriculum coordinator of the new curriculum who will document which course from the first degree will be applied to the second degree and which courses still need to be taken for the second degree. A student may not apply for a second degree until the first degree has been awarded.</p> <p>11.6.3 Course credits for additional degrees. Credits that may be counted twice (i.e. both curricula) are courses in the Core Requirements and in the Required Areas of Study. Grades for all of the course a student has taken at Bronx Community College for credit will be computed in the Grade Point Average (GPA) for the second degree. In addition, no grade used for the first degree will be changed under the Statute of Limitations or F Grade policy. Only the additional courses that have been listed Curriculum Coordinator can be changed using these policies.</p> <p>11.6.4 Minimum credit requirements for additional degrees. An applicant for a second degree must complete a minimum of fifteen (15) additional credits <u>required by</u> the second degree. At least fifteen (15) of the additional credits must be taken at BCC, except in those curricula in which all specialization courses are required to be completed at BCC.</p>
Effective: Spring 2015	Effective: Fall 2015

SOURCE: June 2015 Chancellor's report

**Appendix E: Change to Minimum Grade for MTH 1**

<b>From</b>	<b>To</b>
The academic grades for MTH 1: A+, A, A-, B+, B, B-, C+, C, C-, <del>D+, D, D-, F,</del> and R.	The academic grades for MTH 1: A+, A, A-, B+, B, B-, C+, C, C-, and R.
Effective: Spring 2015	Effective: Fall 2015

SOURCE: June 2015 Chancellor's report

**Appendix F: Revision to Nursing Grade Criteria**

From:	To:
<p><del>A nursing student may repeat one Nursing (NUR) course, excluding Level I Courses (Gerontological Nursing and Nursing Care Across the Lifespan I). Nursing students who do not achieve a “C”+ or better in two Nursing (NUR) courses Nursing Care Across the Lifespan level II-IV) may not continue in the program.</del></p> <p>8.2.1 Nursing</p> <p>8.2.1.1 Nursing - minimum acceptable grade.</p> <p><del>Both grades received in the same course will be used to calculate the student’s cumulative Grade Point Average (GPA).</del></p> <p>8.3 Administrative Grades</p>	<p><u>NUR 101 may not be repeated. Students who do not earn a “C+” or better may not continue in the program.</u></p> <p><u>The following courses must be passed with a grade of “C+” or better: NUR 100, NUR 201, NUR 301, NUR 401, and NUR 402. A student may repeat one of these courses a maximum of one time in order to earn a “C+” or better.</u></p> <p>8.2.1 Nursing</p> <p>8.2.1.1 Nursing - minimum acceptable grade.</p> <p><u>When a student receives a grade of “C”, “C-“, “D+”, “D”, “D-“, “F”, “WU” or “FIN” in NUR 100, NUR 201, NUR 301, NUR 401, or NUR 402 and repeats the course and earns a grade of “C+” or better, the first grade will be converted to an “NC”. This policy may only be applied once.</u></p> <p>8.3 Administrative Grades</p> <p><u>NC: No credit granted. Restricted to students in the Nursing Clinical Program.</u></p>
Effective:	Effective: Fall 2016

SOURCE: January 2016 Chancellor’s report



**Appendix G: Clarification of Second Degree Requirements**

Current Policy	Proposed Policy
<p>11.6 Multiple Degrees.</p> <p>11.6.1 Requirements for multiple degrees. A student may earn only one Associate in Arts (AA) degree. However, a student may earn multiple Associate in Science (AS) degrees, or multiple Associate in Applied Science (AAS) degrees, or an AA degree and multiple AS degrees in areas in which the degrees are distinct and different. Course requirements for the second degree are those curriculum requirements in effect when application for the second degree is approved.</p> <p>11.6.2 Application for an additional degree. A student must obtain an application for a second degree from the Registrar's office. The application must then be approved by the curriculum coordinator of the new curriculum who will document which course from the first degree will be applied to the second degree and which courses still need to be taken for the second degree. A student may not apply for a second degree until the first degree has been awarded.</p> <p>11.6.3 Course credits for additional degrees. Credits that may be counted twice (i.e. both curricula) are courses in the Core Requirements and in the Required Areas of Study. Grades for all of the course a student has taken at Bronx Community College for credit will be computed in the Grade Point Average (GPA) for the second degree. In addition, no grade used for the first degree will be changed under the Statute of Limitations or F Grade policy. Only the additional courses that have been listed Curriculum Coordinator can be changed using these policies.</p> <p>11.6.4 Minimum credit requirements for additional degrees An applicant for a second degree must complete a minimum of fifteen (15) additional credits required by the second degree. At least fifteen (15) of the additional credits must be taken at BCC, except in those curricula in which all specialization courses are required to be completed at BCC.</p>	<p>11.6 Multiple Degrees.</p> <p>11.6.1 Requirements for multiple degrees. A student may earn only one Associate in Arts (AA) degree. However, a student may earn multiple Associate in Science (AS) degrees, or multiple Associate in Applied Science (AAS) degrees, or an AA degree and multiple AS degrees in areas in which the degrees are distinct and different. Course requirements for the second degree are those curriculum requirements in effect when application for the second degree is approved.</p> <p>11.6.2 Application for an additional degree. A student must obtain an application for a second degree from the Registrar's office. The application must then be approved by the curriculum coordinator of the new curriculum who will document which course from the first degree will be applied to the second degree and which courses still need to be taken for the second degree. A student may not apply for a second degree until the first degree has been awarded.</p> <p>11.6.3 Course credits for additional degrees. Credits that may be counted twice (i.e. both curricula) are courses in the Core Requirements and in the Required Areas of Study. Grades for all of the course a student has taken at Bronx Community College for credit will be computed in the Grade Point Average (GPA) for the second degree. In addition, no grade used for the first degree will be changed under the Statute of Limitations or F Grade policy. Only the additional courses that have been listed Curriculum Coordinator can be changed using these policies.</p> <p>11.6.4 Minimum credit requirements for additional degrees An applicant for a second degree must complete a minimum of fifteen (15) additional credits required by the second degree. At least fifteen (15) of the additional credits must be taken at BCC, except in those curricula in which all specialization courses are required to be completed at BCC. <u>The 15 additional credits required by the second degree can be completed either before or after the awarding of the first degree.</u></p>
Effective: Spring 2016	Effective: Fall 2016

SOURCE: June 2016 Chancellor's report

**Appendix H: Revision Valedictorian and Salutatorian Selection Criteria and Process**

Current Policy	Proposed Policy
<p><b>11.7 Graduation Honors</b></p> <p>It is generally recognized that the academic honor of valedictorian or salutatorian is reserved to students who have accomplished the highest academic achievements in their graduating class. The college commencement committee shall be responsible for the selection of the valedictorian and salutatorian.</p> <p>In making their selections, the committee shall follow the following criteria:</p> <ol style="list-style-type: none"> <li>1. The valedictorian and salutatorian shall be those students having the highest and next highest academic index among those graduating.</li> <li>2. Calculation of the academic index for such determination shall include all courses taken <del>and counted toward their respective degrees, including those taken at institutions other than BCC.</del></li> <li>3. Calculation of the academic index for June graduates shall include all courses taken <del>and counted toward their respective degree</del> exclusive of those currently being taken during their terminal Spring semester.</li> <li>4. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian <del>for students whose final grades in their terminal spring semester will not be available in a timely fashion for graduation.</del></li> <li>5. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee <del>may</del> consider <del>all</del> additional factors <del>impacting on</del> the scholarship performance of candidates <del>including but not limited to:</del> <ol style="list-style-type: none"> <li>a) <del>Academic deficiencies at entrance to the college.</del></li> <li>b) <del>Number of withdrawals and course repeats.</del></li> </ol> </li> </ol>	<p><b>11.7 Graduation Honors</b></p> <p>It is generally recognized that the academic honor of valedictorian or salutatorian is reserved for students who have accomplished the highest academic achievements in their graduating class. The college commencement committee <u>(which is open to both faculty and staff)</u> shall be responsible for the selection of the valedictorian and salutatorian. <u>Recommendations to the commencement committee regarding the selection of the valedictorian and salutatorian shall be made by a subcommittee, to be comprised of members of the commencement committee as well as the CAS chair or designee.</u></p> <p>In making their selections, the committee shall follow the following criteria <u>and process</u>:</p> <ol style="list-style-type: none"> <li>1. The valedictorian and salutatorian shall be those students having the highest and next highest academic index among those graduating.</li> <li>2. Calculation of the academic index for such determination shall include <u>grades for courses transferred, if any.</u></li> <li>3. Calculation of the academic index for June graduates shall include all courses taken exclusive of those currently being taken during their terminal Spring semester.</li> <li>4. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian.</li> <li>5. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee <u>shall consider the following</u> additional factors <u>to distinguish</u> the scholarship performance of candidates:             <ol style="list-style-type: none"> <li>a) <u>number of credits with grade of A+.</u></li> <li>b) <u>GPA after recalculation that includes all grades earned at all colleges, including F grades (or other grades) that may have been forgiven by institutional policies.</u></li> </ol> </li> </ol>

<p>e) <u>Program load per semester.</u></p> <p>d) <u>Utilization of the Trustees F grade policy in attainment of their final index.</u></p> <p>Note: in the above paragraphs, the term that “shall” is construed to be mandatory while the term “may” is construed to be permissive.</p>	<p>c) <u>fewest number of transfer credits.</u></p> <p>d) <u>number of credits with honors designation.</u></p> <p><u>(Note that the above four items—a, b, c, d—are sequential and exclusive. That is, 5a shall be considered before 5b. If 5a distinguishes the candidates, no consideration of 5b is permissible, etc.)</u></p> <p><u>6. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee will name co-valedictorians and no salutatorian.</u></p> <p>Note: in the above paragraphs, the term that “shall” is construed to be mandatory while the term “may” is construed to be permissive.</p>

SOURCE: April 2017 Chancellor’s report

**Appendix I: Revision to Modern Language Exemption Policy**

<p>Current:</p> <p>Placement Information</p> <p><del>Students who enter with successful completion of two years of a foreign language in high school have fulfilled their college language requirement.</del></p> <p>The Modern Language Department does not grant exemption or college credit for the Regents examination, regardless of score.</p> <p>CLEP (College Level Examination Program): The BCC Department of Modern Languages will follow the CUNY-wide Council on Foreign Language Study policy of not granting college credit or exempting the students from the instituted language requirement.</p> <p>AP (Advanced Placement): The BCC Modern Language Department will grant <del>3 credits equivalent for SPN 120 course to those students who receive a score of</del></p> <p><del>5 on the AP Spanish Language Exam. The Department of Modern Languages will grant 6 credits equivalent for SPN 121 and 122 courses to those students who receive a</del></p> <p><del>score of 4 or 5 on the AP Spanish Literature Exam.</del></p>	<p>Proposed:</p> <p>Placement Information</p> <p><u>The Modern Language Department will consider exemption requests for students who present appropriate evidence that they have completed full-time study at a college or university outside of the United States in which the language of instruction was other than English. These students will be exempted from a foreign language requirement at Bronx Community College.</u></p> <p><u>Regents Examination:</u> The Modern Language Department does not grant exemption or college credit for the Regents examination, regardless of score.</p> <p>CLEP (College Level Examination Program): The BCC Department of Modern Languages will follow the CUNY-wide Council on Foreign Language Study policy of not granting college credit or exempting the students from the instituted language requirement.</p> <p>AP (Advanced Placement): The BCC Modern Language Department will grant college <u>credit to students who score a five in a foreign language or a four or higher in literature on the College Board Advanced Placement Exam. These students are also exempt from any foreign language requirement at Bronx Community College.</u></p>
<p>Effective:</p>	<p>Fall 2017</p>

SOURCE: April 2017 Chancellor’s report

## Appendix J: Updates to Dean's and President's List Definition and Criteria

Current Policy:	Proposed Policy (Effective: Spring 2018):
<b>Dean's List and President's List</b>	<b>Dean's List and President's List</b>
<b>5.1. Eligibility for Dean's List.</b> Students shall be eligible for inclusion on the Dean's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.3 or higher.	<b>5.1. Eligibility for Dean's List.</b> Students shall be eligible for inclusion on the Dean's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a <u>spring and/or fall</u> semester with an average of 3.3 or higher.
<b>5.2 Evaluation for Dean's List.</b> Students shall be evaluated for the Dean's List upon successful completion of 12 or more college credits in a semester.	<b>5.2 Evaluation for Dean's List.</b> Students shall be evaluated for the Dean's List upon successful completion of 12 or more college credits in a <u>spring and/or fall</u> semester.
<b>5.3 Limitations governing Dean's List</b> No student <del>may</del> be included on the Dean's List more than six (6) times during his or her stay at the college.	<b>5.3 Limitations governing Dean's List</b> No student <u>may</u> be included on the Dean's List more than six (6) times during his or her stay at the college.
A student with a grade of F, WU, FIN, or WF shall not be eligible <del>for that band</del> . An INC or PEN grade must be completed before the start of the following semester for a student to be considered for the Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.	A student with a grade of F, WU, FIN, or WF shall not be eligible. An INC or PEN grade must be completed before the start of the following <u>spring and/or fall</u> semester for a student to be considered for the Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.
Transfer credits are not applicable for Dean's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.	Transfer credits are not applicable for Dean's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.
<b>5.4 Regulations for Part-Time Students</b>	<b>5.4 Removed 2/22/17</b>
<del>All of the aforementioned criteria for full time matriculated students shall be applicable to part time matriculated students. A part time matriculated student shall be eligible for the Dean's List upon completion of</del>	<b>5.5 Dean's List for Graduation</b> To be considered for the Dean's List at the time of graduation, a student must have a cumulative Grade-Point Average (GPA) of 3.3 <u>or higher</u> , with no PEN or INC grades.

~~twelve (12) college level credits during an "accumulation period."~~

~~An "accumulation period" will consist of two consecutive semesters completing twelve (12) college-level credits.~~

**5.5 Dean's List for Graduation** To be considered for the Dean's List at the time of graduation, a student must have a cumulative Grade-Point Average (GPA) of 3.3, with no PEN or INC grades.

**5.6 Eligibility for President's List** (Effective Fall 2012). Students shall be eligible for inclusion on the President's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.7 or higher.

**5.7 Evaluation for President's List** Students shall be evaluated for the President's List upon successful completion of 12 or more college credits in a semester.

**5.8 Limitations Governing President's List** A student who qualifies for the President's List in a given semester or at graduation is not eligible to be on the Dean's List at the same time.

A student with a grade of F or WU shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for President's List. A student with a Z grade shall not be considered until the grade is resolved.

**~~5.9 Regulations for Part-Time Students~~**

~~All of the aforementioned criteria for full-time matriculated students shall be applicable to part-time matriculated students. A part-time matriculated student shall be eligible for the President's List upon completion of twelve (12) college-level credits during an "accumulation period." An "accumulation period" will~~

**5.6 Eligibility for President's List**

Students shall be eligible for inclusion on the President's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a spring and/or fall semester with an average of 3.7 or higher.

**5.7 Evaluation for President's List**

Students shall be evaluated for the President's List upon successful completion of 12 or more college credits in a spring and/or fall semester.

**5.8 Limitations Governing President's List**

A student who qualifies for the President's List in a given spring and/or fall semester or at graduation is not eligible to be on the Dean's List at the same time.

No student may be included on the President's List more than six (6) times during his or her stay at the college.

A student with a grade of F or WU shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for President's List. A student with a Z grade shall not be considered until the grade is resolved.

**5.9 Removed 2/22/17**

**5.10 President's List for Graduation**

To be considered for the President's List at the time of graduation a student must have a cumulative Grade-Point Average (GPA) of 3.7 or higher, with no PEN or INC grades.

**Part-Time Dean's and President's List**

**5.11 Part-Time Dean's List**

Students shall be eligible for inclusion on the Part-time Dean's List if they have been assigned academic grades for a minimum of six (6) and up to eleven (11) college-level credits in a spring and/or fall semester with an average of 3.3 or higher.

**5.12 Evaluation for Part-Time Dean's List**

Students shall be evaluated for the Part-time Dean's List

~~consist of two consecutive semesters completing twelve (12) college level credits.~~

**5.10 President's List for Graduation** To be considered for the President's List at the time of graduation a student must have a cumulative Grade-Point Average (GPA) of 3.7, with no PEN or INC grades.

upon successful completion of 6 to 11 college credits in a spring and/or fall semester.

**5.13 Limitations governing Part-Time Student Dean's List**

No student may be included on the Part-time Dean's List more than six (6) times during his or her stay at the college.

A part-time student with a grade of F, WU, FIN, or WF shall not be eligible. An INC or PEN grade must be completed before the start of the following spring and/or fall semester for a student to be considered for the Part-Time Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.

Transfer credits are not applicable for the Part-Time Dean's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.

**5.14 Part-Time President's List**

Students shall be eligible for inclusion on the Part-Time President's List if they have been assigned academic grades for a minimum of six (6) and up to eleven (11) college-level credits in a spring and/or fall semester with an average of 3.7 or higher.

**5.15 Evaluation for Part-Time Student President's List.**

Students shall be evaluated for the Part-time President's List upon successful completion of 6 to 11 college credits in a spring and/or fall semester.

**5.16 Limitations governing Part-Time Student President's List**

No student may be included on the Part-Time President's List more than six (6) times during his or her stay at the college.

	<p><u>A part-time student with a grade of F, WU, FIN, or WF shall not be eligible. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for the Part-Time Student President's List. A part-time student with a Z grade shall not be considered until the Z grade is resolved.</u></p> <p>-</p> <p><u>Transfer credits are not applicable for the Part-Time President's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.</u></p>
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SOURCE: June 2017 Chancellor's report



## **Appendix K: Creation of Minimum Academic Standards for the Certificate in Animal Care and Management**

To be eligible for admission into Animal Care and Management courses, a student must achieve the following in addition to the listed course prerequisites:

- a minimum grade of “C” or higher in BIO 11 General Biology I prior to attempting BIO 15 Zoology. BIO 11 can be repeated only once to achieve the minimum required “C” grade needed to take BIO 15.
- a minimum grade of “C+” or higher in BIO 15 prior to attempting ACM 90 Animal Care and Management Internship. BIO 15 can be repeated only once to achieve the minimum required “C+” grade needed to take ACM 90.

A grade of “W” will not be counted in a student’s two attempts in BIO 11 or BIO 15 to meet the minimum grade requirement. If a student repeats either BIO 11 or BIO 15, the higher of the two grades will determine eligibility. Students are permitted to transfer BIO 11 credits from other institutions that are grades of “C” or better.

SOURCE: June 2017 Chancellor’s report