

Chapter: Educational Program

Modification No. 016

Subject: **Academic Regulations and Standards**

I. Purpose

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

II. College Committee on Academic Regulations and Standards

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

B. The functions of the Committee are:

1. to review, evaluate, and recommend updates to the College academic regulations;

2. to inform College administrators responsible for implementation and the College community when revisions, deletions and additions to the academic regulations are approved by the Senior Vice President for Academic Affairs ~~College Provost~~;

3. ~~to follow up on the status of implementation of approved revisions, deletions and additions to the academic regulations;~~ to conduct special, in-depth analyses of aspects of the College's academic regulations; and

4. ~~and~~ to advise the Senior Vice President for Academic Affairs ~~College Provost~~ with respect to College academic regulations and standards.

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

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

1. Voting Members

~~4~~a. 9 full-time faculty members, apportioned as follows:

i. ~~6~~ teaching/instructional faculty, ~~two from each campus, appointed by the Faculty Council<sup>†</sup>; both transfer and career curricula should be represented.~~

ii. ~~3~~ counseling faculty, ~~(one from each campus) appointed by the Faculty Council~~

<sup>†</sup>As defined by the new governance structure effective May 2012.

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

~~2b.~~ Two instructional deans and one dean of student affairs, ~~appointed recommended~~ by the Collegewide Deans group.

2. Non-voting members

~~3.~~ Three non-voting administrative members who should be representatives from Financial Aid, the Registrar's Office, and Office of Communications. (the Chief Enrollment Services and Financial Aid Officer, College Registrar, and a representative from Information Technology, or designees who serve in ex-officio capacity as staff resource for the Committee.

GD. Committee members serve staggered two-year terms. Each member may serve up to two terms, which may or may not be served concurrently ~~but do not need to be.~~

E. The Committee selects its own chair ~~person~~, who is a full-time faculty member ~~and such other officer(s) as it chooses.~~

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

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

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

3. The chair ~~person~~ is automatically appointed as a voting member of Faculty Council.

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

~~D.~~ ~~The Committee will meet at the call of the chairperson or at the request of Senior Vice President for Academic Affairs, as appropriate. A schedule of meetings will be announced at the beginning of each semester.~~

~~E.~~ ~~Committee members serve staggered two-year terms. Faculty representative groups and the campus provosts shall notify the Senior Vice President for Academic Affairs of their appointments at the beginning of the academic year.~~

~~F.~~ ~~The Office of the Vice President for Planning and Institutional Effectiveness will provide staff support to aid in the administration and implementation of committee functions and responsibilities.~~

III. General Procedures for Modification of Regulations

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- 103 A. Proposed changes to the College Academic Regulations may be recommended at any  
 104 time by any member of the College community by forwarding the recommendation, in  
 105 writing, to the chair~~person~~ of the Committee.  
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- 107 B. ~~The chairperson will forward proposed changes to the members of the Committee for~~  
 108 ~~analysis and evaluation. The Committee will meet at the call of the chairperson to~~  
 109 ~~consider proposed changes.~~  
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- 111 ~~C.~~ ~~Normally~~In all possible cases, changes to the academic regulations take effect at the  
 112 start of an academic year. -To be included ~~considered for implementation in the~~  
 113 regulations taking effect at the start of an academic year, proposed changes must ~~should~~  
 114 be fully approved by ~~be forwarded to the chairperson of the Committee no later than~~  
 115 ~~November 15 of the academic year immediately preceding the academic year in which~~  
 116 ~~the change is to take place.~~March 1 of that year. - Regulations will be clearly labelled with  
 117 the academic year to which they apply and will remain in effect until the update at the  
 118 start of the next academic year.  
 119
- 120 CD. Editorial and administrative ~~minor~~ changes to the academic regulations are reviewed by  
 121 the ~~c~~Committee and approved by the Senior Vice President for Academic Affairs ~~/~~  
 122 College Provost without further consultation with F~~faculty~~ C~~ouncil~~ or other constituents. ~~.~~  
 123
- 124 D. ~~If~~Substantive content changes, including any modifications, deletions and ~~to~~additions, to  
 125 the academic regulations are considered via the following process: ~~are recommended to the~~  
 126 ~~Committee, the Committee, through the representative faculty members on the Committee,~~  
 127 ~~will provide for further consultation with College and campus faculty representative groups~~  
 128 ~~and, if necessary, with the full-time faculty. Academic administrators on the Committee will~~  
 129 ~~ensure further consultation with campus administrators. In some circumstances, however,~~  
 130
- 131 1. The committee works to create and/or modify the academic regulation(s) under  
 132 consideration.
  - 133
  - 134 3. The committee votes by simple majority rule on the proposed modification(s). A  
 135 quorum of 50% + 1 of voting members is required to hold a vote.  
 136
  - 137 4. The draft modification(s) are presented to Faculty Council who vote on whether to  
 138 accept it as presented or to request further modification by the committee.  
 139
  - 140 5. Modification(s) approved by both the committee and then Faculty Council it is  
 141 forwarded to the Senior Vice President for Academic Affairs ~~/~~ College Provost for  
 142 review.  
 143
- 144 E. ~~In cases of broader consultation may not be possible before implementing a change. For~~  
 145 ~~example, State~~ federal, state, and local laws, procedures, rules and regulations ~~aw or~~  
 146 regulation may requiring ~~re~~ immediate action by the College. ~~In these circumstances,~~ the  
 147 Senior Vice President for Academic Affairs ~~/~~ College Provost may approve substantive  
 148 modifications without further consultation and ~~advise~~ inform the Committee of such action.  
 149
- 150 F. ~~F.~~ In all cases, the final academic approval authority for revisions, deletions and  
 151 additions to the academic regulations resides with the Senior Vice President for  
 152 Academic Affairs ~~/~~ College Provost.  
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154 G. The College reserves the right to suspend regulations or amend them outside of the  
 155 timeline specified in III.E above in response if it is in the best interest of students in  
 156 emergency situations or in order to comply with accreditation standards or federal, state,  
 157 or local laws or regulations.

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 160 ~~G. The responsibility for the dissemination of information concerning approved academic regulation~~  
 161 ~~changes and the authority for follow-up on the implementation of such changes resides with the~~  
 162 ~~Committee.~~

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 164 ~~IV. Committee Procedures~~

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 166 ~~Considering that the membership of the Academic Regulations and Standards Committee~~  
 167 ~~functions in a representative fashion in its advisory role to the Senior Vice President for Academic~~  
 168 ~~Affairs, it is expected that each member will keep his/her constituency informed on Committee~~  
 169 ~~work and seek formal constituency input as appropriate. (See attached chart for visual~~  
 170 ~~representation of Committee procedures.) Further, the committee chairperson, or designee, will~~  
 171 ~~post meeting notices, agendas, and approved Committee minutes the Committee website. As~~  
 172 ~~determined by the Committee members, the chairperson will also circulate meeting notices and~~  
 173 ~~agendas to all faculty members on substantive issues. Within this general context, Committee~~  
 174 ~~members will consider new and revised academic regulations and standards according to the~~  
 175 ~~following procedures:~~

176  
 177 ~~A. Each Committee member will regularly report on Committee work to the body or individual~~  
 178 ~~responsible for his/her appointment to obtain opinions, guidance and direction.~~

179  
 180 ~~B. As drafts are prepared, the chairperson will provide members with copies to be shared with their~~  
 181 ~~constituencies for comment and recommendations. Various members of the College community~~  
 182 ~~may be invited to specific meetings as advisors or consultants.~~

183  
 184 ~~C. Committee members will attempt to resolve constituency disagreement on proposed actions~~  
 185 ~~before committee vote on a final draft.~~

186  
 187 ~~D. When the Committee is satisfied that it has produced a final draft on which there is substantive~~  
 188 ~~agreement and which has satisfactorily resolved differences of opinion from the various~~  
 189 ~~constituencies, the proposal will be forwarded to the Senior Vice President for Academic Affairs~~  
 190 ~~with a recommendation for action.~~

191  
 192 ~~E. If resolution is impossible and disagreement remains on substantive or hotly contested issues,~~  
 193 ~~the members of the Academic Regulations and Standards Committee will vote on sending the~~  
 194 ~~issue to referendum. To initiate the referendum, six Committee members, two of whom must be~~  
 195 ~~vice president/provosts' representatives, must vote in favor of the call for referendum. Committee~~  
 196 ~~vote will be by written ballot. If the referendum procedure is initiated, the Faculty Council will~~  
 197 ~~provide for faculty hearings and a written ballot on the issue. When the results are known, the~~  
 198 ~~Committee chairperson will call a joint meeting of the Committee, the Faculty Council chair for~~  
 199 ~~final discussion and review in an effort to reach resolution. The positions of individual campus~~  
 200 ~~administrations will be represented by the Collegewide Deans group representatives on the~~  
 201 ~~Committee. If agreement is reached, a recommendation for action by the Committee will be~~  
 202 ~~forwarded to the Senior Vice President for Academic Affairs. If disagreement remains, the~~  
 203 ~~Committee may still make a recommendation for action to the Senior Vice President for Academic~~  
 204 ~~Affairs, but will also report on the minority opinion(s) and their rationale.~~

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206 ~~The Senior Vice President for Academic Affairs will review the recommendation, consult with academic~~  
207 ~~administrators, make a decision, and inform the Committee and give rationale for any~~  
208 ~~modification.~~

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210 IV. Academic Regulations [Applicability](#)

211 Students shall follow the Academic Regulations aligned with the Catalog in place at the time of  
212 their matriculation. If a regulation has been modified since their matriculation, they may choose to  
213 follow that instead.

214  
215 ~~Current Academic Regulations are incorporated in the Appendix to this procedure.~~ SevenFive -  
216 years of academic regulations will be available on the College's website, and older regulations  
217 will be maintained by the Office of Academic Affairs.

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222 Administrative Approval: June 20, 1983; July 16, 1986; June 6, 1990; March 5, 1999; December 17,  
223 2002; June 18, 2008; August 13, 2010; July 11, 2012; November 5, 2012; June 24, 2013; July 2, 2013  
224 (Administrative correction); October 16, 2014; February 24, 2016; November 28, 2023; February 12,  
225 2024; April 23, 2024; [DATE](#).

226  
227 ~~Attachment~~  
228 ~~Appendix~~