
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 operational process to enable faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs 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. The functions of the Committee are: to review, evaluate, and update the College academic regulations; 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; 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 to advise the Senior Vice President for Academic Affairs with respect to College academic regulations and standards. From time to time the Senior Vice President for Academic Affairs 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 make a specific assignment.
- B. The Committee consists of:
1. 9 faculty members, apportioned as follows:
 - 6 teaching faculty, two from each campus, appointed by the Faculty Council¹; both transfer and career curricula should be represented.
 - 3 counseling faculty (one from each campus) appointed by the Faculty Council
 2. Two instructional deans and one dean of student affairs, appointed by the Collegewide Deans group.
 3. Three non-voting administrative members (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.

¹ As defined by the new governance structure effective May 2012.

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- C. The Committee selects its own chairperson, who is a full-time faculty member, and such other officer(s) as it chooses.
 - 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
- A. Proposed changes to the College Academic Regulations may be recommended by any member of the College community by forwarding the recommendation, in writing, to the chairperson of the Committee.
 - B. The chairperson will forward proposed changes to the members of the Committee for analysis and evaluation. The Committee will meet at the call of the chairperson to consider proposed changes.
 - C. Normally, changes to the academic regulations take effect at the start of an academic year. To be considered for implementation at the start of an academic year, proposed changes should be forwarded to the chairperson of the Committee no later than November 15 of the academic year immediately preceding the academic year in which the change is to take place.
 - D. Editorial and minor changes to the academic regulations are reviewed by the Committee and approved by the Senior Vice President for Academic Affairs without further consultation.
 - E. If substantive changes to the academic regulations are recommended to the Committee, the Committee, through the representative faculty members on the Committee, will provide for further consultation with College and campus faculty representative groups and, if necessary, with the full-time faculty. Academic administrators on the Committee will ensure further consultation with campus administrators. In some circumstances, however, broader consultation may not be possible before implementing a change. For example, State law or regulation may require immediate action by the College. In these circumstances, the Senior Vice President for Academic Affairs may approve substantive modifications without further consultation and advise the Committee of such action.
 - F. In all cases, the final approval authority for revisions, deletions and additions to the academic regulations resides with the Senior Vice President for Academic Affairs.
 - G. The responsibility for the dissemination of information concerning approved academic regulation changes and the authority for follow-up on the implementation of such changes resides with the Committee.

IV. Committee Procedures

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, it is expected that each member will keep his/her constituency informed on Committee work and seek formal constituency input as appropriate. (See attached chart for visual representation of Committee procedures.) Further, the committee chairperson, or designee, will post meeting notices, agendas, and approved Committee minutes the Committee website. As determined by the Committee members, the chairperson will also circulate meeting notices and agendas to all faculty members on substantive issues. Within this general context, Committee members will consider new and revised academic regulations and standards according to the following procedures:

- A. Each Committee member will regularly report on Committee work to the body or individual responsible for his/her appointment to obtain opinions, guidance and direction.
- B. As drafts are prepared, the chairperson will provide members with copies to be shared with their constituencies for comment and recommendations. Various members of the College community may be invited to specific meetings as advisors or consultants.
- C. Committee members will attempt to resolve constituency disagreement on proposed actions before committee vote on a final draft.
- D. When the Committee is satisfied that it has produced a final draft on which there is substantive agreement and which has satisfactorily resolved differences of opinion from the various constituencies, the proposal will be forwarded to the Senior Vice President for Academic Affairs with a recommendation for action.
- E. If resolution is impossible and disagreement remains on substantive or hotly contested issues, the members of the Academic Regulations and Standards Committee will vote on sending the issue to referendum. To initiate the referendum, six Committee members, two of whom must be vice president/provosts' representatives, must vote in favor of the call for referendum. Committee vote will be by written ballot. If the referendum procedure is initiated, the Faculty Council will provide for faculty hearings and a written ballot on the issue. When the results are known, the Committee chairperson will call a joint meeting of the Committee, the Faculty Council chair for final discussion and review in an effort to reach resolution. The positions of individual campus administrations will be represented by the Collegewide Deans group representatives on the Committee. If agreement is reached, a recommendation for action by the Committee will be forwarded to the Senior Vice President for Academic Affairs. If disagreement remains, the Committee may still make a recommendation for action to the Senior Vice President for Academic Affairs, but will also report on the minority opinion(s) and their rationale.
- F. The Senior Vice President for Academic Affairs will review the recommendation, consult with academic administrators, make a decision, and inform the Committee and give rationale for any modification.

V. Academic Regulations

Current Academic Regulations are incorporated in the Appendix to this procedure.

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