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## **ARTICLE 1 – ADMISSION TO MONTGOMERY COLLEGE**

### **1.1 – Admissions Procedures for Students**

See the Collegewide Policies and Procedures, Section 41001CP, for procedures for admission to Montgomery College.

### **1.2 – Equivalency Standards**

An applicant who furnished high school equivalency through tests of General Educational Development must attain scores that correspond to the state of Maryland's regulations for receiving high school equivalency diplomas.

### **1.3 – Admission of Students with Advanced Standing**

An applicant for admission with advanced standing is subject to the provisions of AR 3.1, AR 3.2, AR 3.3, AR 3.4, and/or AR 3.5.

### **1.4 – Admissions Decision**

Admission decisions will rest with the College Registrar or designee in accordance with the policy, guidelines, and procedures for admissions.

## **ARTICLE 2 – ACADEMIC PROGRAMS**

### **2.1 – Curriculum Request**

Each student will request a specific curriculum at the time of application for admission. The student will remain in this approved curriculum unless it is changed by official action in accordance with AR 2.3.

### **2.2 – Advising**

Students should work with an academic advisor appropriate to their curriculum each semester they are at the College. The advisor could be a Counseling faculty member or an instructional faculty member.

### **2.3 – Changing Curriculums**

A student who wishes to change curriculums must submit a “Declaration or Change of Program of Study” form to the campus Office of Records and Registration.

### **2.4 – General Education Requirements**

#### **A. Associate Degree Requirements**

General education requirements must be fulfilled as outlined below, with the exception of the curricula which have been duly exempted (see AR 2.5)

- (1) Two courses in arts and humanities
- (2) Two courses in social and behavioral sciences
- (3) Two science courses, at least one of which shall be a laboratory course
- (4) One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem solving skills, and mathematical concepts and techniques that can be applied in the student's program of study)
- (5) One course in English composition, completed with a grade of C or better.  
*(Pursuant to COMAR Sec. 13b.02.02 Graduation Requirements and 13b.06.01.03 – General Education Requirements for Public Institutions.)*

### **B. Completion through Coursework, Examination, or Competency Tests**

General education requirements may be completed through satisfactory completion of credit courses, through credit by examination, and/or through satisfactory completion of performance or competency tests, and/or other advanced standing opportunities.

### **C. Completion through Transfer Credit**

General education requirements may also be met through satisfactory formal transfer of credit from other accredited institutions of higher learning. Students who transfer to Montgomery College with a bachelor's or associate degree from an institution accredited by a regional accrediting association will be considered as having fulfilled the Montgomery College general education requirements.

### **D. Completion through Substitutions**

Substitutions for specific general education course requirements will be permitted in accordance with the approval of the General Education Standing Committee. Proposed general education course substitutions must meet at least one of the following criteria:

- (1) The course was on the general education list at the time the student completed the course
- (2) The course has been added to the general education list since the time the student completed the course.
- (3) The course has a general education prerequisite from within the same academic discipline.

If a course substitution does not meet one of the above criteria, the appeal may be considered on a case-by-case basis if the student receives support for the substitution by signature and comment from the chair of the academic

department administering the proposed substitution certifying that the course as taught at the time the student completed it fulfilled the content and learning objectives of the pertinent foundation or distribution area (as defined in COMAR).

Students requesting substitutions of general education courses will follow the procedure set forth on the general education webpage.

Before submitting an appeal, students must meet with an academic program advisor or counselor.

Students requesting to substitute general education courses that are specifically listed in their major should see AR 2.6.

Students should contact the Office of Disability Support Services for course substitutions that are based on a disability.

### **E. Number of Credits**

Any general education course substitution permitted through the established appeals procedures will not reduce the number of credits needed by the student to complete the College's general education requirements. The total number of general education requirements will not be waived.

## **2.5 – Exemption to the General Education Requirements**

When program coordinators/discipline faculty have assured themselves that external accrediting/licensing/certifying requirements or exceptional curricular requirements effectively prohibit students from meeting the internal general education requirements within the State mandated maximum limitation of 70 credit hours for the award of the associate's degree, they shall so inform the appropriate instructional dean. Upon verification of the conflict, the instructional dean will assist the program coordinator/discipline faculty in preparing complete documentation of the conflict. The recommended exemption, with supporting documentation, will be forwarded through normal administrative channels to the General Education Standing Committee for review and recommendation to the President/ Senior Vice President for Academic Affairs. Exemptions will be granted only for a limited period of time and will be subject to regular, periodic review. The decision to grant an exemption to the general education requirements rests with the President/ Senior Vice President for Academic Affairs and will be final.

## **2.6 – Non-General Education Course Substitutions**

### **A. Course Substitution Approval**

Only a department chair or program coordinator may approve course substitutions for a program of study (other than General Education).

### **B. Maximum Number of Course Substitutions**

A total of no more than nine semester hours may be substituted in any curriculum in accordance with C below.

### **C. Criteria for Course Substitutions**

(1) In the case of non-general education curricular requirements, course(s) substituted must be of similar content and of equivalent or more advanced level than the course(s) being replaced. Courses are similar if they have the same course prefix or are grouped together in the Course Descriptions section in the College catalog. A student submitting a request will be required to provide documentation to show how the proposed course is equivalent or more advanced than the course(s) being replaced.

(2) A student submitting a request will be required to provide documentation to show how the proposed course is equivalent or more advanced than the course(s) being replaced.

(3) Courses substituted must meet the intent or objectives of the curriculum and/or the requirements of the institution to which the student intends to transfer.

(4) All substitutions must be recorded on the appropriate College form at the time the department chair or department designee grants them.

## **ARTICLE 3 – EVALUATION AND ACCEPTANCE OF CREDIT**

### **3.1 – Work at Other Institutions**

#### **A. Acceptance of Credit**

Credits earned at other institutions are accepted for advanced standing, subject to the conditions of AR 3.2, AR 3.3, AR 3.5, and AR 3.7.

#### **B. Grades from Transfer Credits**

Grades for courses transferred to Montgomery College as provided for in AR 3.2, AR 3.3, AR 3.4, AR 3.5, AR 3.7, and AR 3.8 are not included in determining grade point averages. (See AR 6.7).

### **3.2 – Credit for Coursework and Requirements Waived from Other Institutions**

#### **A. Criteria for Transfer Credit**

Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program, and provided its acceptance is consistent with the policies governing Montgomery College students following the same program. Transfer of credits shall be evaluated on a course-by-course basis. Credits earned with a "D" shall be accepted provided the student has earned a cumulative grade point average equivalent to at least a "C" from the sending institution(s) and such "D" courses fit into the curriculum pursued at

Montgomery College as set forth in 58002CP Assessment Testing and Appropriate Course Placement.

### **B. Waiver of Coursework**

If students are granted a waiver of a course by virtue of their proficiency in the area, the waiver will be honored. A waiver is the exclusion of any course from a given graduation requirement but is not a reduction in the number of credits required for graduation.

### **3.3 – Non-Equivalent Courses**

Course content must be equivalent to the corresponding course offered at Montgomery College. At the discretion of the College Registrar a maximum of nine semester hours of credit may be granted for non-equivalent courses.

### **3.4 – General Education Credit for Work at Institutions Outside the University of Maryland System**

#### **A. General Education Transfer Credit for Equivalent Courses**

Credit earned for courses taken at institutions outside the University of Maryland System shall be transferable as meeting general education requirements if the courses are equivalent to courses in the Montgomery College General Education program.

#### **B. General Education Transfer Credit for Non-Equivalent Courses**

Credit earned in non-equivalent courses at institutions outside the University of Maryland System may be applied toward general education requirements up to a maximum of three courses if all of the following criteria are met:

- (1) The credit is accepted by the College Registrar or designee, in accordance with AR 3.3,
- (2) The credit satisfies the sending institution's general education requirements,
- (3) The General Education Standing Committee determines whether or not the transfer credit meets the criteria for courses in the General Education program.

### **3.5 – Distance Education/Correspondence Courses**

On receipt of an official transcript from an accredited institution, advanced standing credit may be awarded for course credit earned through the completion of distance education/correspondence courses.

### **3.6 – Credit by Examination**

#### **A. Eligibility**

Any formally admitted student is eligible to request credit by examination for courses designated as offering this option in the catalog. Students must have met the prerequisite(s) for the course for which they wish to earn credit by examination. Student requests must have the approval of a designated discipline instructor and be confirmed by the instructional dean or designee. The approval or denial of such requests by these individuals is final.

### **B. Non-Eligibility**

No student will be eligible to earn credit by examination for any course that has been attempted within the last five years at Montgomery College or at any other college.

### **C. Grades**

In disciplines/units offering credit by examination, students may receive credit under this regulation by earning a passing grade on the examination attempted.

(1) The grade of "P" will be used to indicate that the student has passed the examination with a grade of "C" or higher. No grade will be recorded on the transcript if the students did not pass the examination.

(2) The "P" grade from credit by examination will not be factored into the grade point average.

## **3.7 – Maximum Credit Earned in Lieu of Direct Instruction at Montgomery College**

### **A. Maximum College Credit through Transfer and Assessment**

The maximum credit earned through sources other than Montgomery College coursework that can be applied to the award of a Montgomery College associate degree or certificate is 45 credit hours for an associate degree or 70 percent of the credit hours required for a certificate. Examples of credit earned through sources other than Montgomery College coursework are national testing service examinations, credit by examination, portfolio assessment, and transfer from other institutions.

#### ***1. Credit through Transfer:***

The maximum credit that may be transferred in from other institutions is 45 credits for an associate degree or 70 percent of the credit hours required for a certificate.

#### ***2. Credit through Assessment:***

The maximum combined credit earned by means of assessment such as national testing service examinations, internal evaluations of competencies, and portfolio assessment cannot exceed 30 credit hours for an associate degree or 50 percent of the credit hours required for a certificate.

(1) The maximum credits from national testing services (CLEP or AP) cannot exceed 30 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate.

(2) The maximum credits from credit by exam or portfolio assessment cannot exceed 15 credit hours for an associate degree or 25 percent of the number of credits required for a certificate.

### **B. Permission to Enroll at Other Institutions**

Montgomery College students who choose to take courses at other institutions should obtain prior approval from the counselor or faculty advisor and the College Registrar in order to be assured of receiving Montgomery College credit. Without prior approval, there is no obligation on the part of the College to accept such transfer credits. For other degree requirements, see Article 8.

### **C. Transfer Credit**

Students may transfer in credits earned before, during, or after their attendance at Montgomery College to satisfy requirements for an associate's degree or certificate, subject to the terms and conditions in parts A and B of this regulation.

## **3.71 – Credit by Proficiency Assessment for Career Technical Education (CTE) courses taken in Montgomery County Public Schools**

### **A. Proficiency Assessment Credit**

A Montgomery County Public School (MCPS) student who is admitted to Montgomery College (MC) can be awarded MC course credit for course(s) for which they have demonstrated competency through a Proficiency Assessment developed and/or adopted and approved by MC faculty and the appropriate collegewide instructional dean and evaluated according to MC department standards.

### **B. Course Eligibility**

The eligibility of a course for Proficiency Assessment credit is determined by the discipline faculty and dean leadership, and then referred to the Collegewide Curriculum Committee for its recommendation to the Senior Vice President for Academic Affairs.

### **C. Grade**

For those students who complete an eligible Proficiency Assessment (see 3.7 A, B), the corresponding grade "A," "B," or "C" as assigned by MC faculty will be recorded on the student's official MC transcript as "Proficiency Credit." Grades lower than a "C" will not be recorded on the student transcript.

### **D. Grade Point Average**

No credit or grade earned through a Proficiency Exam (see 3.7 A, C), will be factored into the grade point average.

#### **E. Attempts**

A Proficiency Assessment may only be taken one time per eligible course.

### **3.8 – Credits Granted for Coursework Done in the U.S. Armed Services**

#### **A. Evaluation of Credit**

All evaluations of credits shall be made on the basis of recommendations issued by the American Council on Education in its "Guide to the Evaluation of Educational Experiences in the Armed Services."

#### **B. Distance Education/Correspondence Courses**

Credit may be granted for distance education/correspondence courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student enrolls at Montgomery College.

#### **C. Credit Limit**

There is no limit to the number of credits that can be awarded for U.S. Armed Forces Institute courses and service-training courses.

## **ARTICLE 4 - REGISTRATION**

### **4.1 – Full-Time, Half-Time, and Less Than Half-Time Enrollment**

#### **A. Full-Time Enrollment**

A full-time student is one who is enrolled in 12 or more credit hours to include any combination of 7-week courses, 15-week courses, or courses offered over any part of a full 15-week semester.

For summer, a full-time student is one who is enrolled in 12 or more credit hours across summer sessions.

Students who plan to enroll full-time are strongly advised to consult with designated counselors or academic program advisors for review of all course registration.

#### **B. Half-Time Enrollment**

A half-time student is one who is enrolled in at least 6 but fewer than 12 credit hours to include any combination of 7- week courses, 15-week courses, or courses offered over any part of a full, 15-week semester.

For summer, a half-time student is one who is enrolled in 6 but fewer than 12 credit hours across summer sessions.

Students who plan to enroll in less than half-time are strongly advised to consult with designated counselors or academic program advisors for review of all course registration.

### **C. Less than Half-Time Enrollment**

A less than half-time student is one who is enrolled in fewer than 6 credit hours, to include any combination of 7-week course, 15-week courses, or courses offered over any part of a full, 15-week semester.

For summer, a less than half-time student is a student who is enrolled in fewer than 6 credit hours across summer sessions.

Students who plan to enroll less than half-time are strongly advised to consult with designated counselors or academic program advisors for review of all course registration.

## **4.2 – Sophomore Students**

A sophomore student is a student who has a minimum of 28 earned semester hours. All other students are freshmen.

## **4.3– Registration**

### **A. On-Time Registration**

Montgomery College strongly encourages students to register before classes start. Registration on or after the first official meeting date of a course may incur an administrative late fee. See AR 4.6 for requirements to register in a course that has met one or more times.

### **B. Tuition Waiver for Maryland Senior Citizens or National Guard Registration**

For information on Montgomery College's full or partial tuition waiver agreement for Maryland senior citizens and Maryland National Guard registration, see the Collegewide Policies and Procedures Manual, Section 43003.

## **4.4– Academic Coursework Load**

### **A. Maximum Load in Fall and Spring Semesters including Overlapping Sessions**

Students who are not on Academic Restriction (AR 7.3) or Academic Suspension (AR 7.4) may enroll in no more than 18 credit hours in one semester across any overlapping parts of term within a fall or spring semester (See AR 4.1). Exceptions may be made for students in Good Academic Standing (AR 7.1)

seeking to enroll in more than 18 credit hours but less than 22 credit hours with the permission of the academic program advisor, counselor, or the Dean of Student Affairs. Students in Good Academic Standing seeking to enroll in 22 credit hours or more may request permission from the Dean of Student Affairs.

#### **B. Maximum Load in Summer Sessions including Overlapping Sessions**

Students who are not on Academic Restriction (AR 7.3) or Academic Suspension (AR 7.4) may enroll in no more than 7 credit hours in one summer session or 10 credit hours in overlapping summer sessions. Exceptions may be made for students in Good Academic Standing (AR 7.1) with the permission of the Dean of Student Affairs.

#### **C. Maximum Load in Winter Sessions including Overlapping Sessions**

Students who are not on Academic Restriction (AR 7.3) or Academic Suspension (AR 7.4) may enroll a maximum of 7 credit hours across winter sessions. Exceptions may be made for students in Good Academic Standing (AR 7.1) with the permission of Dean of Student Affairs.

### **4.5– GPA, Course Load, and Coursework from Other Colleges based on Coursework from Other Colleges**

While the grade point average of work at other colleges cannot be used to improve the cumulative grade point average at Montgomery College, it may be considered as supporting evidence in determining an appropriate course load at Montgomery College. (See the regulations in Article 7 for procedures and limitations.)

### **4.6 – Change of Schedule**

#### **A. Late Enrollment Prior to 20 Percent Date**

To enroll in a course section once the course has met, but prior to the official 20 percent date of the course, a student must obtain written or electronic permission to enter the course section from the instructor of record, or the instructor's designee. The instructor may require students to provide proof of eligibility for the course.

#### **B. Late Enrollment after 20 Percent Date**

The 20 percent date deadline specified above may be waived by the College Registrar under extraordinary circumstances. All other conditions in part A apply.

#### **C. Mid-Semester Course Changes**

At any point during the semester an instructor may recommend a course change in order to place a student in a course commensurate with the student's ability. In this case, the approval of both initiating and receiving instructors is required.

## **4.7 – Register for Audit**

### **A. Deadline for Audit**

Students wishing to register for audit at the beginning of the semester or who wish to change from credit must do so prior to the completion of 20 percent of the duration of the course.

### **B. No Credit for Audit**

The grade of “AU” carries no credit.

### **C. Instructor Signed Approval Requirement**

Students who register for audit (AU) before the semester begins are not required to get the instructor’s signed approval. After the course begins, but before the completion of 20 percent of the course, the change from audit to credit may only be made with signed approval of the instructor and the appropriate Campus Registrar. Registration for audit does not count as an attempt. (See AR 4.8 for students wishing to change from audit to credit.)

### **D. Instructor Consultation and Student Participation Requirement**

All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status, and are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation. Failure to consult with the instructor or to so participate may result in the grade of “W” being awarded. This action may be taken by the instructor by changing the “AU” to “W” on the final grade sheet.

## **4.8 – Change from Audit to Credit**

A student registered for audit (AU) may change to credit without the instructor's signed approval before the course begins. After the course begins, but before the completion of 20 percent of the course, the change from audit to credit may only be made with the signed approval of the instructor. After 20 percent of the course has been completed, students cannot change from audit to credit.

## **4.9 – Repeated Courses**

### **A. Maximum Number of Allowed Attempts**

A course can be attempted three times unless the catalog states otherwise.

(1) Except in the case of Nursing/Allied Health Science Courses (see AR 4.9C), students will be permitted to attempt a course three times. Any registration that has reached the point of being recorded, except audit, constitutes an attempt (see AR 4.9B and 4.10C).

(2) After the second attempt, a registration block will prevent the student from

registering a third time. The student must meet with a counselor or academic program advisor for academic advising and removal of the block.

### **B. Recorded Grades**

All grades from all courses are recorded on the student's transcript. For grade point average computation and for repeated courses, see AR 6.7A.

### **C. Nursing/Allied Health Science Course Exception**

Students may repeat a nursing or allied health science course with the written approval of the specific medical health chair or program coordinator. The approval or denial of such requests by this individual is final.

## **4.10– Withdrawal from Classes**

### **A. Student Responsibility**

It is the responsibility of the student to officially withdraw from a class or classes. If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, the grade of "F" will be recorded at the end of the semester (see also AR 5.1).

### **B. Withdrawal Deadline and Involuntary Withdrawal Process**

No course may be officially dropped with a grade of "W" or "WC" after the completion of 73 percent of its duration, EXCEPT that withdrawal from all or some courses may be made upon evidence certifying to one of the following conditions:

- (1) called to active military duty via enlistment, activation, or deployment
- (2) ill health of the student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other regular member of the individual's household) and supported by medical certification
- (3) involuntary transfer by the student's employer which precludes the possibility of continued attendance at the College
- (4) death of the student or a member of his/her immediate family
- (5) crisis situation to include natural disasters, national crises, acts of war, government-mandated restrictions, or other incidents where there is a deemed credible risk to student's health and well-being.

Involuntary withdrawals (as described in 4.10B1-4) will be recorded on a student's transcript as "W" – withdrawal. A crisis situation withdrawal (as described in 4.10B 5) will be recorded on a student's transcript as "WC" – Withdrawal due to crisis.

Based on special circumstances one through five, a student may appeal in writing to the Campus Registrar, or designee, for permission to retroactively withdraw from a course.

All requests will be evaluated on an individual, case-by-case basis and approval is not guaranteed. Providing an exception to the college's stated withdrawal policy is at the discretion of the College's Administration.

Appeals for a retroactive withdrawal for other reasons should be made to the campus Committee on Academic Appeals (See AR 9.1.). Withdrawal due to crisis situation "WC" (as described in 4.10B 5) may also be requested as an academic appeal

### **C. Assignment of Grades**

A class dropped on or before 20 percent of its duration will not be recorded on the student's transcript. If a class is dropped after the completion of 20 percent of its duration and before the completion of 73 percent of its duration, the grade of "W" will be recorded. If a class is dropped after the completion of 73 percent of its duration, a grade of "F" (or a "U" for developmental courses) will be recorded (for exceptions, see AR 4.10B, above).

### **D. Official Withdrawal Date**

The official date of withdrawal is the date on which the student officially drops the class online or files a "Credit Registration/ Schedule Change Form" at the Office of Enrollment Services. (For retroactive withdrawals, see AR 4.10B, above.)

## **4.11– Prerequisites**

### **A. Registration Requirement and Prerequisite Waiver**

Students may not register for a course with a prerequisite(s) unless they have satisfied the prerequisite(s) as specified in the catalog. (An "I" does not satisfy a prerequisite). This regulation can be waived only by consent of the appropriate discipline representative.

### **B. Preregistration during Prerequisite Enrollment**

Students may preregister for a course while enrolled in its prerequisite(s) with such registration contingent upon successful completion of the prerequisite course(s). In the event that students are unsuccessful in completing the prerequisite course(s), the College may issue an administrative "drop" prior to the first day of class.

### **C. Instructor Initiated Withdrawal**

In the event that students succeed in enrolling in a course for which they lack the prerequisite(s) as designated in the College Catalog, the instructor, after consultation with the student, may drop the student from the course, immediately

notifying the Office of Enrollment Services of the decision in writing; this action to be taken on or before the published date, which is based on the principle of completion of 12 percent of the duration of the course (2 weeks in a 15-week semester or its equivalent).

## **ARTICLE 5 – CLASSES AND INSTRUCTION**

### **5.1 – Definition of Credit or Semester Hour**

A credit hour or semester hour is equivalent to approximately 15 hours of lecture, 30 hours of laboratory or studio, or 45 hours of an alternative instructional situation, such as an internship. Based on term duration, the number of class meetings will vary.

### **5.2– Class Attendance**

#### **A. Attendance Requirement**

Students are expected to attend and participate in all class sessions. Instructors are required to take attendance for each course they teach.

#### **B. Definition of Attendance**

The federal definition of attendance for the purpose of Title IV funding is: Physically attending class, submitting an academic assignment, taking an exam, interactive tutorial, or computer-based instruction, attending a school assigned study group, or participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about subject matter. Attendance does not include logging into an online course without active participation, or academic counseling.

#### **C. Excessive Absences**

“Excessive absences” is defined as one more absence than the number of times a class meets per week during a fall or spring semester. The number of absences is prorated for accelerated sessions, which include summer or winter terms.

#### **D. Instructor Initiated Drop for Excessive Absences**

In cases involving excessive absences from class, the instructor may request that the Office of Enrollment Services administratively drop the student from the course (resulting in a grade determined in accordance with AR 4.10C). If the student is registered for audit and is dropped by the instructor, the grade of “W” will be recorded.

#### **E. Required Reporting of Non-Attendance**

Faculty are required to report students who have never attended their courses by use of the “NA” (Never Attended) midterm grade placeholder. The “NA” should

be reported on the midterm grade roster in the Student Information System by the twenty-percent meeting date of the course.

### **5.3 – Absence of Instructor**

In the event an instructor does not arrive at the appointed class within 15 minutes after the time the class is scheduled to begin, the students may assume the class will not meet that day.

### **5.4 – Academic Dishonesty and Misconduct**

#### **A. Determination of Academic Dishonesty and Misconduct**

The course instructor determines student acts of academic dishonesty and misconduct, such as cheating, plagiarism, and any other form of academic dishonesty, common examples of which are cited in the “Student Code of Conduct”.

#### **B. Academic Dishonesty**

##### **1. Grade Sanctions**

Faculty members may impose grade sanctions for academic dishonesty, normally ranging from a minimum of F on the assignment in which the dishonesty occurred to a maximum of an F in the course.

##### **2. Alternative Sanctions**

Faculty members also have the prerogative of implementing alternatives such as having the student repeat the assignment or examination.

##### **3. Additional Sanctions**

Faculty members also have the prerogative of referring a case in writing to their campus Dean of Student Affairs with a specific request that the dean consider imposing additional sanctions.

#### **C. Student Rights**

Students are entitled to prompt notification of an alleged violation, the sanction to be imposed, and the reasons for it. They must also be informed of the appeals process and receive a copy of any written communication detailing the alleged violation, its circumstances, and the nature of the evidence sent to their respective campus Dean of Student Affairs.

#### **D. Appeal Process for Sanctions**

A student may appeal a sanction for academic misconduct to the Vice President/Provost for the Campus or Workforce Development and Continuing Education, or designee, whichever is applicable. The appeal must be submitted,

in writing, to the VP/P or designee within ten business days of the date the student is informed of the imposition of the sanction. A grade sanction can only be changed through the appeal process and not through withdrawal from the course.

## ARTICLE 6 – GRADING SYSTEM AND STANDARDS

### 6.1 – Grading Scale

The following grading system is used:

Grade	Standard	Grade Points
A	Superior	4
B	Good	3
C	Average	2
D	Pass without Recommendation	1
F**	Failure	0
I	Incomplete	None
IC	Incomplete due to Crisis	None
P	Pass (Credit by Examination)	None
AU	Audit	None
W	Withdrawn	None
WC	Withdrawn due to Crisis	None
S	Satisfactory Progress	None
U**	Unsatisfactory Progress	None
H*	Successful completion of 1st half of “Math Prep” MATH017, MATH020, MATH045 OR MATH098	0

### 6.2 – Mid-Semester Grades

Mid-semester grades of all students enrolled in regularly scheduled full semester courses shall be posted by the end of the designated mid-semester week. Mid-semester grades shall be made available to all students immediately after they have been posted.

### 6.3 – Final Grades

The semester grade as reported to the Office of Records and Registration at the end of the semester is final and will not be changed except on the written acknowledgement by the instructor that there was an error in computation or recording. Such a change must be completed within the four weeks following the beginning of the next full semester. In extraordinary circumstances, the College Registrar may waive the four-week deadline for grade changes. In extraordinary circumstances, the College Registrar may waive the four-week deadline for grade changes.

### 6.4– Grades

### **A. Criteria for Incomplete Grade “I” and “IC”**

Incomplete grades are given to students who have attended the vast majority of a course and who are doing satisfactory work but, for circumstances beyond their control, are unable to complete a small portion of the course work. Incomplete due to Crisis “IC” grades are given to students during a crisis situation to include natural disasters, national crises, acts of war, government-mandated restrictions, or other incidents where there is a deemed credible risk to student’s health and well-being.

### **B. Deadline for Incomplete Grade Form**

The instructor will provide students with incomplete forms stipulating work to be done by a certain date, usually by the fourth week of the following fall or spring semester. Incomplete due to crisis might require additional time beyond the fourth week. Every student should receive an incomplete form if an “I” or “IC” grade is warranted. The incomplete form is available at the final grade worksheet in MyMC. Upon completion of this form, a copy will be sent to the faculty member, the student, and the Office of Records and Registration for inclusion in the student’s record. Forms must be completed within two weeks of the grade submission deadline.

### **C. Conversion of Incomplete Grade “I” or “IC” to “F”**

Failure to fulfill the terms of the form will lead to conversion of the “I” or “IC” grade to an “F”.

The instructors are afforded access to “I” and “IC” grades they have assigned and both students and instructors are e-mailed about the original arrangement and are warned as deadlines approach.

### **D. Deadline for Completion of Course Work**

When the grade of “I” or “IC” is recorded, the course work must be completed within the four weeks following the beginning of the next full semester, unless the instructor notifies the Office of Records and Registration that an extension has been granted.

## **6.5 – Final Grade Determination with Unavailable Instructor of Record**

Should the instructor of record for a course/courses be unavailable to determine and submit final grades for students in a timely fashion, the department chair is responsible for obtaining all pertinent student records from the instructor of record. If deemed necessary, the department chair will then consult with the appropriate coordinator or faculty member(s) and shall name a faculty member or committee of faculty most closely associated with the course(s) to take possession of appropriate records and to make grade determinations, which are final.

## 6.6 – Disputed Final Course Grades

The following procedures shall be followed when a student wishes to dispute a final course grade. This review will *not* address matters of faculty academic judgment relating to the evaluation of the student’s academic performance. If the appeal is allowed to continue to the college level, the posted grade will remain in place during the college level review process.

A final course grade dispute must start at the departmental level. The reasons(s) for a grade dispute must be at least one of the following:

- (1) the basis for the final course grade was the result of something other than the student’s academic performance;
- (2) the faculty member did not have a process in place for determining the final grade;
- (3) the faculty member did not communicate the process or expectations for determining the final grade;
- (4) the communicated process for determining the final grade was not followed;
- (5) the standards of performance were not uniformly applied to all students in the class.

The appeal will be dismissed and the current grade will remain if the reasons given for a grade dispute at the departmental level do not fall under the situations covered above. See Part III Section A.

Throughout this regulation, the term “business days” is defined as Monday through Friday during the fall or spring semester or summer sessions excluding legal holidays and winter sessions.

All communications throughout this process may be distributed electronically.

### **A. Departmental Level Review**

#### **1. General**

The procedures outlined below may commence during any academic semester or summer session.

#### **2. Conference with Faculty Member**

A student intending to question the final grade awarded in a course must first confer with the faculty member who assigned the grade in an effort to resolve the issue. Contact with the faculty member must be made within forty-five (45) calendar days of the deadline for grade submission. If the student and faculty member of record cannot reach a mutually satisfactory solution, and the student still wishes to pursue the matter, the student must complete the Final Grade

Dispute Form. On the Final Grade Dispute Form, the student is responsible for documenting the date, time, and outcome of this conference, and must provide a copy (written or electronic) to the faculty member and to the department chair, with a request for the faculty member's comments and signature. The faculty member must send the completed form to the student and the chair. If the faculty member is unavailable, the student will meet with the department chair instead, who will then document the conference. If the faculty member who assigned the grade is the department chair, then the Grade Dispute will be mediated by another department chair designated by the supervising dean.

### ***3. Conference with Department Chair***

If the student still wishes to pursue the matter, the student must schedule a meeting with the department chair within ten (10) business days of the conference with the faculty member referred to in Part II Section B, or the dispute will be terminated. The student must bring any and all relevant materials in the student's possession, such as course syllabi, exams, and any other graded documents pertinent to the dispute to the meeting with the department chair.

The department chair will gather information and mediate the issue at hand. At the chair's discretion, a joint meeting of the student, faculty member, and department chair may be held. Elements to be considered by the department chair will include the process leading to the determination of the assigned grade and the quantitative and subjective components used in reaching it. In the gathering of facts, the department chair is encouraged to discuss the dispute with the appropriate coordinator, if this position exists within the academic department. Whether or not the dispute is resolved, the department chair will distribute a memorandum of record to the student and the faculty member within ten (10) business days of the meeting with the student.

If the chair finds that the student's dispute has not met the criteria for a department level review, then the chair has the authority to terminate the dispute at that level.

### ***4. Student Request for College-Level Review***

If a solution cannot be worked out as detailed above, and the dispute has not been dismissed, the student may request a college-level review as follows. Within five (5) business days of the memorandum of record referred to in Part II Section C, the student must request that the department chair forward the completed Final Grade Dispute Form along with all relevant materials, such as course syllabi, exams, and other graded coursework, to the dean of the corresponding discipline for a college-level review of the process and components used in determining the final grade. A copy of all relevant materials will be forwarded to the faculty member by the chair.

## **B. College Level Review Procedure**

College level disputes will be heard on one of the regularly scheduled Review Committee meeting dates. The procedure for review at this level is explained in the following sections.

**1. Dismissal of Dispute**

The appropriate supervising dean, in consultation with the department chair, will dismiss the dispute if:

- (1) The grade dispute does not meet the criteria given in Section I, as determined by the dean.
- (2) The dispute concerns the professional academic judgment of the faculty member, such as grading or other policies clearly articulated in the syllabus.
- (3) The same or substantially the same complaint has been resolved by any other formal dispute procedure, including petitioning the Academic Appeals Committee.
- (4) Required timelines were not followed by the student. However, the supervising dean may grant extensions on a case-by-case basis. The length of any extension will be determined by the supervising dean unless the dean is unavailable, in which case the chair will make that determination.

**2. Finality Clause**

A student who files a dispute in writing understands that there are no other procedures and that the decision resulting from the application of the established procedures is final.

**3. The Review Committee**

- (1) A Review Committee Pool will be assembled by the Faculty Council. This pool will consist of twelve faculty members (including counseling faculty), of whom nine are full-time and three part-time, and three currently enrolled students, with representation from all three campuses. This pool will be available for a full calendar year to serve on Review Committees as needed and as the personal schedules of the pool faculty members and students will permit.
- (2) Within five (5) business days of receipt of the written dispute, the appropriate supervising dean will assemble a Review Committee. The work of the Review Committee is an academic proceeding and not a judicial proceeding. (See Policies and Procedures, Section 64002CP for information on professional liability.)
- (3) In assembling this Review Committee, the appropriate supervising dean will select from the pool three faculty members from similar disciplines (if possible), with at least one faculty not from the same discipline in order to encourage a varied balance of disciplines represented on the committee. If a faculty member from a different discipline is needed, the dean may seek appropriate

representation from outside the pool. The dean will seek the recommendations and concurrence of the appropriate governance leadership in selecting members of the Review Committee when possible. At the same time, the dean will request that the Dean of Student Affairs from the campus of the class for which the grade is disputed select two students from the Review Committee Pool to serve on the Review Committee. If a student from the Review Committee Pool is unavailable, the Dean of Student Affairs may seek appropriate representation from outside of the pool.

(4) The supervising dean will attempt to ensure that those faculty and students selected for this Review Committee will be impartial. Once the dean has assembled the Review Committee, the dean will appoint one of the faculty members as chair. If, at the time the Review Committee is being assembled, no students are available or able to serve, then the proceedings of the Review Committee will continue, provided there is agreement on the part of both the supervising dean and the campus Dean of Student Affairs.

(5) The supervising dean will provide the members of the Review Committee with copies of the written dispute and all relevant materials and will forward a copy of the dispute to the faculty member, who will be requested to provide a full written response. This written response must be received by the supervising dean and the chair of the Review Committee within ten (10) business days of the date on which the written dispute was sent to the faculty member.

(6) The supervising dean will provide the members of the Review Committee with copies of the faculty member's response, and will forward a copy of the response to the student.

#### ***4. Final Grade Dispute Meeting Procedure***

(1) In the event of a college-level review, the Review Committee will conduct six Final Grade Dispute Meetings during the calendar year, two each in the Fall and Spring semesters, and one in each summer session. In the fall and spring semesters, the meetings will be scheduled during the third and eleventh weeks. In each summer session, the meeting will be scheduled during the third week. The supervising dean will set the dates after consulting with all parties. At the time of the meeting, if full committee representation is unavailable due to extenuating circumstances, then the meeting may still take place, provided there is agreement between the supervising dean and the campus Dean of Student Affairs.

(2) The Final Grade Dispute Meeting will have both the faculty member and student present and will be closed to the public. The proceedings of the Review Committee will remain confidential, except as otherwise required by law. Each party may be assisted only by a student or faculty member of his or her choice in the presentation of his or her case, in an advisory capacity only. The procedures contained in this regulation do not preclude the right of the Review Committee to simultaneously hear multiple cases involving students in the same class who have the same dispute, nor do they require the Review Committee to do so.

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(3) The chair of the Review Committee will conduct the meeting in a fair, orderly, and focused way. All issues related to meeting procedures will be decided by the Review Committee chair. Each party will have an opportunity to make an opening statement, present information, present supporters, question the supporters of the other party, offer personal statements, and provide other material relevant to the dispute. It is the responsibility of all parties to be completely prepared and to ensure that all supporters are present at the time of the Final Grade Dispute Meeting.

(4) At the beginning of the Final Grade Dispute Meeting, the committee chair will outline the meeting procedure, which is as follows

a. The student will first present his or her complete case. The faculty member (or head of the corresponding academic unit who may represent an unavailable faculty member) will then present his or her response.

b. If desired, each disputant will then have an opportunity to question the supporters of the other disputant.

c. Upon the completion of the presentation of all supporting material and questioning of supporters, each party will have an opportunity to present a closing statement.

d. The Review Committee may set forth time limits for the presentation of information, statements of supporters, questioning of supporters, and closing statements.

(5) The student bringing the disputed grade to the Review Committee will have the burden of demonstrating that his or her case has merit.

(6) The Review Committee has the prerogative to determine whether the presented material is relevant as well as the right to exclude material from consideration.

(7) All documents and materials filed by the student and the faculty member with the Review Committee will be available to the members of the Committee and will become part of the record of the meeting.

(8) The Review Committee has the right to question any person giving supporting statements for either party. The Committee also has the right to request the presence of or a written statement from any person it believes has relevant information about the dispute.

(9) If either the faculty member or the student fails to appear at the agreed upon time and place for the Final Grade Dispute Meeting, the meeting will proceed as scheduled.

(10) All documents and materials relevant to the dispute will remain on file in the office of the supervising dean for a period of two years following the final

recommendation of the Review Committee. At the end of the two years, the documents and materials will be destroyed.

**5. The Review Committee's Decision**

- (1) The decisions rendered by this Review Committee will be the result of a majority vote of the Committee members, after private deliberations.
- (2) If the Review Committee finds the dispute is warranted, the Committee will:
  - a. determine the student's final course grade based on information presented at the Grade Dispute Meeting and
  - b. possibly take other action as deemed appropriate by the committee.

If the Review Committee decides that the dispute is unwarranted, it will be dismissed.

- (3) The decision rendered by the Review Committee will be final.
- (4) Within five (5) business days of a Grade Dispute Meeting, the Review Committee will forward its written decision to the appropriate supervising dean.
- (5) The appropriate supervising dean receiving the Review Committee's decision will forward copies of the decision to the faculty member and student within three (3) business days. The appropriate supervising dean will notify the student and the campus registrar of any grade change(s).
- (6) The appropriate supervising dean will be responsible for assuring prompt implementation of the final decision of the Review Committee.

**C. Timelines**

Timelines to be followed are summarized here:

Maximum Time	Action	Paragraph
45	Student confers with faculty member within 45 calendar days of the deadline for grade submission.	II.B.
10	Student submits Final Grade Dispute Form and meets with department chair within 10 business days of conference with faculty member.	II.C.
10	Department chair distributes memorandum of record within 10 business days of meeting with student.	II.C

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10	Student requests college level review within 10 business days of receiving memorandum of record with all materials sent to supervising dean.	II.D
5	Dean will dismiss the dispute or assemble Committee within 5 business days of request for college review, provide all Review Committee members with relevant materials dispute, forward a copy to the faculty member, and request faculty member and request faculty member to provide a full written response.	III.C2
10	Faculty member provides full written the dean and chair of the Review Committee within 10 business days of receiving materials relevant to the dispute that were provided to Review Committee members.	III.C4
	Review Committee will meet on one of the 6 published dates for college level reviews	III.D
5	Review Committee will forward its written decision to the supervising dean within 5 business days.	III.E4
3	Dean will forward copies of the decision of the Review Committee to the faculty member and within 3 business days, notify campus registrar of any grade changes, and promptly implement the final decision of the Review Committee.	III.E5
2 years	All documents and materials relevant to the dispute will remain on file in the office of the supervising dean for two years following the final recommendation of the Review Committee and then destroyed.	III.D11

## 6.7 – Grade Point Averages (GPA)

### A. Requirements for Grade Point Averages

#### 1. Grade Point Average (GPA) Hours

Grade point average hours are the credit-bearing courses are included in the computation of the grade point average.

#### 2. Earned Grades

(1) Only earned grades with assigned grade points are used in the computation of the grade point average. Grades marked as “none” in AR 6.1 are excluded.

(2) When courses at Montgomery College are repeated (See AR 4.9), only the GPA hours from the last attempt will be used in the computation of the grade point average.

(3) Grades for courses transferred from other institutions (See AR 3.1) and other advanced standing opportunities (See AR 3.6 and 3.71) are not included in computing the grade point average.

### **3. Quality Points and Total Quality Points**

For credit-bearing courses, the assigned grade points for the earned grade multiplied by the number of GPA hours equals the quality points. Total quality points are the sum of the quality points for all credit-bearing courses during a fall/spring semester or summer/winter session.

## **B. Computation of Grade Point Averages**

### **1. Semester Grade Point Average**

All students who have accumulated at least one credit hour will have a semester grade point average computed and reported on the academic transcript and grade report. A semester grade point average is the total number of quality points earned in a particular fall/spring semester or summer/winter session, divided by the total number of grade point average (GPA) hours for that semester or session.

### **2. Cumulative Grade Point Average**

All students who have an academic record will have a cumulative grade point average computed and reported on the academic transcript and grade report. A cumulative grade point average is the total quality points earned in all semesters and summer/winter sessions, divided by the total number of grade point average (GPA) hours in all semesters and summer/winter sessions.

## **6.8 – Honors - Dean's List Eligibility**

To be eligible for the Dean's List a student must have a semester grade point average of 3.50 or higher and earn six or more GPA hours (as defined in AR 6.7), excluding developmental, academic courses for non-native speakers of English, and non-credit courses. The Dean's List designation is indicated on the academic transcript.

## **ARTICLE 7 – ACADEMIC STANDING**

### **7.1 Good Academic Standing**

To remain in good academic standing, all students must maintain a minimum cumulative grade point average of 2.0. Students are encouraged to meet with an academic advisor/counselor in order to maintain good academic standing. (See

AR 6.7 for definition and computation of semester and cumulative grade point average).

## **7.2 Academic Alert**

A student who has accumulated at least one Grade Point Average (GPA) hour, has a cumulative grade point average below 2.0, and is not on academic restriction or suspension is on academic alert. Such students are encouraged to meet with a counselor or academic advisor.

## **7.3 Academic Restriction**

Students who have accumulated at least 12 Grade Point Average (GPA) hours with a cumulative GPA below 1.75 will be placed on academic restriction and are subject to the following requirements:

### **A. Approval of Course Registration**

Such students will have a registration hold and must consult with a counselor for review of all course registration.

### **B. Enrollment Limits and Requirements**

Such students are limited to enrollment in up to two college-level courses or up to six hours per semester.

### **C. Removal of Academic Restriction**

The academic restriction status will be removed when the student achieves a cumulative GPA of 1.75 or higher.

## **7.4 Academic Suspension**

Students who have accumulated at least 30 Grade Point Average (GPA) hours and whose GPA falls below 1.25 will be placed on academic suspension.

### **A. Enrollment Limits**

Such students are prohibited from enrolling in college-level courses at Montgomery College for an entire fall or spring semester.

### **B. Removal of Academic Suspension**

The academic suspension status will be removed when the student achieves a cumulative GPA of 1.25 or higher. Students who return from a period of suspension will have their academic standing updated to academic restriction and will be subject to the guidelines of AR 7.3. Students may appeal academic suspension to the Dean of Student Affairs.

## 7.5 Future Registration and Academic Standing

Those who have registered before receiving the previous semester's grades are subject to the limitations and procedures of AR 7.1, AR 7.2, AR 7.3, and AR 7.4 above.

Students who have registered before receiving the previous semester's grades and as a result of these grades are placed on Academic Suspension, will have all of their courses dropped. Students will be recommended via email and/or letter in a timely manner to meet with a counselor to discuss their educational plan and the possibility of appeal.

## ARTICLE 8 - GRADUATION REQUIREMENTS

### 8.1 – Minimum GPA for Certificate or Associates Degree

To qualify as candidates for a certificate or the associate's degree, students must have a minimum cumulative point average of 2.0 and a 2.0 grade point average (GPA) in the courses of the curriculum in which the degree will be granted. The teacher education transfer program associate of arts in teaching (A.A.T.) requires a minimum cumulative GPA of 2.75 and qualifying scores as established by the State Superintendent of Schools on the teacher certification tests approved by the State Board of Education.

### 8.2 – Requirements for Certificate

A certificate program is a planned sequence of learning experiences with a short-term career focus. Certificate programs consist of at least 12 semester hours of college-level work at the freshman or sophomore levels or both and do not normally exceed one-half of the maximum number of academic credit hours required by the state for the award of the associate's degree. To be awarded a certificate, a student must have satisfactorily completed the requirements of a specific certificate program.

### 8.3 – Requirements for Associates Degree

To be awarded the degree of associate of arts, associate of science, or associate of applied science, associate of arts in teaching, and associate of fine arts, a student must have earned a minimum of 60 credit hours, which must include the following:

#### A. Direct Instruction

A minimum of 30 credit hours of direct instruction;

#### B. Montgomery College Coursework

A minimum of 15 credit hours of coursework at Montgomery College; (See also AR 3.7A.)

### **C. General Education Requirement**

The Montgomery College general education requirements must be fulfilled in accordance with AR 2.4C.

### **D. Curriculum Requirements**

All courses required in the program of study elected by the student.

(1) Students may elect to graduate from a curriculum by meeting the curriculum requirements as outlined in any catalog in effect during their enrollment provided they graduate within seven years of the catalog chosen.

(3) Readmitted students whose period of non-enrollment at Montgomery College (excluding summers) is two consecutive academic years must select and complete a curriculum as specified in any catalog in effect during their subsequent enrollment, in accordance with A above.

(4) Since courses and programs may be discontinued at the discretion of the College, without prior notice, the college and administering academic department will provide all students affected by such decisions with assistance in choosing appropriate courses and programs for completion.

## **8.4 – Requirements for Second Associates Degree**

To be awarded a second Associates degree at Montgomery College, a student must earn a minimum of fifteen additional credits unique to the new program of study beyond the first degree and meet all other graduation requirements. All additional credits must be earned at the College.

In all cases, to be awarded a second Associates degree, a student must earn a minimum of seventy-five credits.

## **8.5 – General Regulations Concerning Graduation**

### **A. Deadlines for Filing Application**

In order to receive an official graduation review from the Office of Enrollment Services in time to make adjustments to their final semester's schedule, candidates are expected to file application for candidacy with the College Registrar no later than October 1 for fall graduation, February 15 for spring graduation, and June 1 for summer graduation. Applications submitted after these deadlines can be applied to the next term.

### **B. Physical Education Waiver**

A student who presents a physician's certificate is exempt from activity courses PE 101 through 144. (See also AR 2.6.)

### **C. Review of Academic Standing**

Upon successful completion of at least 45 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate, students may request the Assistant Director of Enrollment Services/College Registrar to review their academic standing and report on their qualifications for graduation.

#### **D. Graduation with Honors**

A candidate for graduation whose final cumulative grade point average is 3.50 or higher will graduate "with honors." The honors designation is indicated on the academic transcript.

## **ARTICLE IX – PETITION AND APPEAL**

### **9.1 – Petition and Appeal Procedures**

#### **A. Regulations Subject to Appeal**

If at any time a student believes the application of AR 2.6, AR 4.7, AR 4.9A, AR 4.10B, or AR 8.3D is unwarranted in her/his individual case, the student may petition for review and consideration by the Academic Appeals Committee

#### **B. Initiation, Completion, and Submission of Appeals Form**

Counseling and Advising will explain the academic appeals process and assist the student in the completion of the appeals form. The students will write a statement of appeal indicating specific dates and circumstances, and include any supporting documentation. The student will be responsible for securing all relevant signatures and recommendations from faculty and a counselor as noted on the Academic Appeal Petition Form. The completed petition will then be submitted by the student to the Office of Enrollment Services, which in turn will submit the petition and relevant supporting documents to the Academic Appeals Committee

#### **C. Faculty Involvement**

Faculty members involved in such appeals are free to address the committee directly with the understanding that any information provided to the committee will be available to student petitioner after the Committee hearing.

#### **D. Final Action by Committee**

In appeal cases involving the regulations specified above, the Academic Appeals Committee is empowered to act for the faculty. The campus Office of Records and Registration shall notify the student of the decision made within five working days of the meeting. The Committee chairperson shall inform the Faculty Council of its actions at least once a year in accordance with the Faculty Council constitution.

#### **E. Decision of the Committee on Academic Appeals**

The decision of the Academic Appeals Committee is final, with the exception of concerns regarding due process.

## **F. Reviewing Appeals for Lack of Due Process**

Any student who believes her/his petition was not approved by the Academic Appeals Committee because of a lack of due process may, after consultation with the Committee chairperson, appeal the decision in writing to the Faculty Council chairperson. If the Faculty Council finds that due process was lacking, it will return the appeal to the Academic Appeals Committee for further consideration on these grounds.

## **9.2 – Academic Appeals Committee**

### **A. Membership**

#### ***1. Committee Membership***

The academic appeals committee will be a collegewide committee composed of full-time faculty. Department chairs can serve as members of the committee if necessary to fill open positions. This committee shall consist of seven voting full-time counseling and instructional faculty representatives that include the following members:

- i. 1 faculty representative from Arts, Business, Education, English, and Social Sciences
- ii. 1 faculty representative from Science, Technology, Engineering, and Mathematics
- iii. 1 faculty representative from Communications, Health and Physical Education, Humanities, and ELAP
- iv. 1 faculty representative from Applied Technologies, and Gudelsky Institute for Technical Education
- v. 1 faculty representative from Counseling and Advising
- vi. 1 faculty representative from Disability Support Services
- vii. 1 additional faculty representative from any discipline not concurrently represented on the committee

Additionally, there shall be a non-voting representative from the Office of Records and Registration for each campus responsible for processing the appeals.

Committee members commit to serving during the fall and spring semesters of their terms.

The co-chairs will recruit members from the fall and spring committee to serve during the summer and winter sessions. These committee members must serve during the summer and winter terms. This committee shall consist of one voting faculty representative from each campus, one of whom must be a counselor.

Additionally, there shall be a non-voting representative from the Office of Records and Registration.

## **2. Committee Chairs**

From the above-mentioned members there will be one chair from each campus for a total of 3 co-chairs.

At the end of each co-chair term, the members shall elect a new co-chair who will serve for 2 consecutive years. There must be (3) co-chairs at all times, one per campus.

Department chairs can be considered as members of the appeals committee in the event that insufficient members are otherwise present.

## **B. Meetings**

### **1. Fall and Spring**

During the fall and spring semesters, meetings will be held 2 to 3 times per month, to ensure student access to timely decisions and to access on all campuses.

Meeting dates and times must be published on the College's website before the end of the previous term.

### **2. Summer**

The summer committee will meet 2 to 3 times per month, starting in June and ending in August, to ensure student access to timely decisions and to access on all campuses. The dates will be determined by the committee and will be published before the first meeting in June. The last meeting of the summer must be held the week before professional week.

### **3. Winter**

The winter committee shall meet at least once during the month of January, to ensure student access to timely decisions and to access on all campuses. One meeting must be held at least one week before spring classes start.

## **C. Term Limits**

(1) A term consists of two full academic years. A faculty member may serve a maximum of two consecutive terms. After leaving the committee, a faculty member may return to serve on the committee once at least two years have passed.

(2) Term limits do not apply to the non-voting members.

(3) The committee must have at least three members with at least one year of service on the committee. Term limits may be extended by a maximum of one year to maintain a sufficient number of experienced members.

(4) Members are recruited by department chairs and confirmed by the chair of the appeals committee with Faculty Council.

#### **D. Reporting**

The Committee must submit three (3) reports to Faculty Council and share them with the Senior Vice President for Academic Affairs and the Senior Vice President for Student Affairs. The fall report includes the results of meetings from September to December. The spring report includes the results of the meetings from January to May. The summer report includes the results of the meetings from June to August.

The reports shall include the following information.

- i. Membership and terms of committee members
- ii. Data on appeals
  - a. appeal type (4<sup>th</sup> attempts, WC's, etc.)
  - b. course
  - c. semester/term, including part of term
  - d. total number of appeals by type
- iii. Outcome of appeal by type
- iv. A brief narrative of overall issues encountered.