



# ACADEMIC RULES AND REGULATIONS

Updated: February 2022

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# Committee on Academic Standing

## 1.1 Authority of the Committee on Academic Standing

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

### 1.1.1 Functions

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

### 1.1.2 Membership

- a. The Vice President or a representative from the Office of the Vice President of Academic Affairs.
- b. One faculty member elected by and from each department.
- c. The Registrar who shall act as Executive Secretary of the Committee.
- d. Five Students: two elected by and from the Student Government Association; three who are not members of the Student Government Association to be elected by the Student Government Association from the student body.

### 1.1.3 Quorum and privilege of the floor

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

### 1.1.4 General Policies Regarding Committees of the Senate

- a. Recommendations and actions by all committees are subject to ratification by the Senate. Such committee recommendations or actions must be presented to the Senate one meeting prior to the one at which action may be taken.

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

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

# Committee on Academic Standing Procedural Matters

## 2.1 Officers of the CAS

### 2.1.1 Chairperson

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

### 2.1.2 Executive Secretary

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

### 2.1.3 Recording Secretary

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

### 2.1.4 Interim Elections

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

## 2.2 Communications

### 2.2.1 Communications and Correspondence to the CAS

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

### 2.2.2 Communications and Correspondence from the CAS

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

### 2.2.3 Minutes of the CAS

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

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

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

## **2.3 Interim Action during Recess of the CAS**

### **2.3.1 Executive Committee Executive Committee**

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

### **2.3.2 Structure of the Executive Committee**

- a. The Executive Committee shall be composed of no less than five members appointed by the Chairperson of the CAS according to the following criteria: Representation in the Executive Committee shall include: the Registrar or designee; the CAS representative of the Office of the Vice President of Academic Affairs or designee; the Appeals Agent or designee; and at least two faculty members of the CAS.
- b. The Chairperson or designee and/or the Executive Secretary or designee shall convene and shall coordinate the activities of the Executive Committee in accordance with the needs of the College and its students. Decisions shall be by majority vote of voting members.

### **2.3.3 Actions of Executive Committee**

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

## **2.4 Time limits**

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

- a. There will be on every item on the agenda, a maximum of one half-hour for discussion, deliberation, and possible action. Debate on any agenda item may be extended beyond the one half-hour time limit by majority vote of the Committee.
- b. When an item is not completed, it is to be carried to the next meeting in its appropriate place on the agenda.
- c. Student appeals may be treated as separate agenda items.

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

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

## **2.5 Voting Procedures for the CAS**

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

### **2.5.1 Passage of a Motion**

- a. Passage of a motion by the CAS requires a majority vote of the total CAS membership (including vacant seats).

### **2.5.2 Motion to Reconsider**

- a. A motion to reconsider an action taken previously by the Committee must be made by a member of the Committee who voted on the winning side for the original motion. The second for a motion to reconsider shall have the same requirement.
- b. Such a motion, to pass, requires a two-thirds majority vote of those members present and voting at the meeting during which the motion to reconsider is made.

# Definitions

## 3.1 Definitions

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

### 3.1.1 Academic Dismissal

- a. The status of a student who has failed to meet the minimum grade point average (GPA) of the College after serving at least one semester on probation.

### 3.1.2 Academic Appeals Agent of the CAS

- a. The Academic Appeals Agent gathers academic appeals from students and brings them to CAS.

### 3.1.3 Completed course

- a. Course in which the student was permitted to sit for and did actually take the final examination, or other final evaluative instrument administered by the instructor or an officially designated proctor. Successful completion of a course occurs when a permanent final academic grade of A+ through D- is assigned. Temporary grade-of INC does not constitute successful completion.
- b. INC: The grade of "INC" (Incomplete) should only be given by the instructor in consultation with the student with the following guidelines: When there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term. Upon timely completion of said incomplete work, the student would earn passing grade.

### 3.1.4 Course enrollment

- a. Sections in which a student is registered at the conclusion of the add/drop period of registration.

### 3.1.5 Credits accumulated

- a. Credits are accumulated only when grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR, and P are earned in degree credit courses only.

### 3.1.6 Credits attempted

- a. The number of credits for which a student has registered and for which any grade, administrative or academic, has been assigned. The phrase "credits attempted" is defined differently when referring to student's academic standing and satisfactory academic progress (see section 4.3.4).

### 3.1.7 Cumulative credits

- a. Cumulative credits are the number of credits a student has earned in college level courses.

### 3.1.8 Degree credits

- a. The credits a student earns in college level courses which are used to fulfill the credit requirements for the degree.

### 3.1.9 Equated credits

- a. The number of credits assigned to remediation courses. Such credits are not included in the total credits required for graduation, nor may they be used to substitute for a college level course. These courses carry credit weights for accounting purposes.

### 3.1.10 Equivalent course

- a. Course which is substantially equal to the required course in terms of depth, difficulty, content, and contact hours.

### 3.1.11 Exemption

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

### 3.1.12 Free elective

- a. Student may choose any course; course does not have to come from a designated list.

### 3.1.13 Non-Degree credits

- a. See equated credits.

### 3.1.14 Non-Degree student

- a. A student who is taking courses not in the pursuit of a degree or has lost matriculated status due to a low GPA. Registration priority for this category of student is last. A non-degree student may file for matriculation status with the Registrar's Office, provided the student meets the determination for certification of degree status as defined in Sections 4.1 and 4.2 and/or meets GPA requirements for specific credit bands. A non-degree student is required to maintain the same academic standards as a matriculant student in regard to index classification.

### 3.1.15 Permanent Academic Dismissal

- a. The status of a student who has failed to meet the minimum grade point average (GPA) regulations of the College after returning from academic dismissal.

### 3.1.16 Probation

- a. The temporary status of students who fail to meet the required standards as prescribed in the Classification Chart for minimum cumulative grade point average (GPA).

### 3.1.17 Repetition of a course

- a. Re-registration in a course for which a student has previously received a failing academic grade.

### 3.1.18 Restricted elective

- a. Course which may be chosen from a designated list of courses.

### 3.1.19 Substitute course

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

# Academic Status

## 4.1 Matriculation

### 4.1.1 Determination of certification for matriculation

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

### 4.1.2 Requirements for matriculation

- a. Students classified as matriculants may retain that status if their academic index satisfied the requirements of the grade point average (GPA) classification chart. See 4.3.2.

### 4.1.3 Maximum program for a matriculant

- a. In no case shall a student take more than eighteen (18) academic and/or equated credits per semester, unless approved by the Vice President of Academic Affairs or designee.

### 4.1.4 Minimum score required on TOEFL, IELTS, Pearson Academic, and Duolingo for International applicants to BCC who were educated in a non-English environment

- a. Internet-Based TOEFL: 53
- b. Paper-Based TOEFL: 475
- c. IELTS Academic Level: 5.5
- d. Pearson Academic: 41
- e. Duolingo: 80

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

### 4.2.1 Academic requirements for all students who want to apply for entry into the Registered Nursing (R.N.) Program include:

- a. A passing score on both the CUNY Reading and Writing Skills Assessment Tests.
- b. To be eligible for PHM 10, the student must be exempt from MTH 5 or has a grade of "C" or better, or a grade of "P" in MTH 5.
- c. To be eligible for admission into nursing coursework (NUR designated courses) students must achieve a cumulative GPA of 2.70, with a minimum grade of "C" or better in the pre-clinical sequence (COMM 11, ENG 110 or 111, PSY 11) and a "C+" or better is required in BIO 23 and PHM 10. If a student has earned a passing grade of "C-", "D+", "D", "D-" or a failing grade of "F" or "WU" in COMM 11, ENG 110 or 111, or PSY 11, the student will not be eligible for admission into the registered nursing program (R.N.), even if she/he retakes the course. This also applies to students who transfer into BCC's Nursing program from other institutions. PHM 10 and BIO 23 must be passed with a "C+" or better. These courses can only be repeated once to achieve that grade. BCC students sitting out for a year or more will be held to the new standards.
  - i. NOTE: An attempt is defined as having registered in the course for at least 3 weeks, appeared on the roster and received any grade (academic or administrative).
- d. TEAS V Examination
  - i. To be considered for admission into the BCC R.N. Nursing Program, applicants must obtain an individual score within the "Proficient" range on the TEAS V Admissions
  - ii. Examination. The TEAS V examination may be repeated one time only provided the applicant participates in the Assessment Technologies Institute (ATI) testing remediation program before repeating the TEAS V examination. The initial testing must be completed at Bronx Community College. TEAS V Scores from another institution are not accepted.
- e. Additional Admission Information
  - i. Admission into the R.N. Program's nursing (NUR) courses is based on the approved priority list posted in the Nursing Department. Admissions are competitive and meeting

the above requirement is not a guarantee of placement. Requirements for admission must be met by mid-November for admission into the following spring semester and mid-April for admission into the following fall semester. Candidates for admission must contact the Admissions Coordinator for the R.N. Program in the Nursing Department and declare intent to be admitted.

f. Returning Students

- i. Students who have withdrawn from the program and wish to return to the clinical sequence must:
  - 1) be in good academic standing;
  - 2) be able to complete the clinical program within five years from the date of entry into the clinical sequence and meet current progression criteria; and
  - 3) have completed BIO 23, BIO 24, BIO 28 and PHM 10 within seven years of the date of re-admission into the clinical sequence.
  - 4) BCC students absent for one year or more will be held to the new standards.
- ii. A returning student who cannot meet the time requirements as stated above must reapply to the program and be subject to the current admission criteria.

g. Transfer Students

- i. Transfer students from other institutions must be in good academic standing. Students who are on academic probation, have failed out of a nursing program, or have been dismissed (ethical, integrity or safety issues) from any nursing program at a previous school are not eligible for admission to the BCC Registered Nursing (R.N.) Program.
- ii. The nursing program does not accept transfer credits for nursing or pharmacology courses taken at other colleges. In addition, Biology courses that are seven or more years old will not be accepted by the nursing program. Transfer grades are not posted on the BCC transcript and must be provided at the student's request to the College's Office of Admission and sent to the nursing program for entry into the nursing student's file.
- iii. Any student transferring in credits from another accredited college cannot receive a combined total of more than 30 credits of advanced standing and/or examination.

4.2.2 Admission to Radiologic Technology (RAD)

- a. To be eligible for admission to the Radiologic Technology course work (RAD and CLE designated courses) students must:
  - i. Achieve a minimum grade of C+ in BIO 23 and MTH 13 or MTH 30 by the conclusion of spring semester prior to entry. The Radiologic Technology Program only admits students in the fall.
  - ii. Complete all required remediation.
  - iii. It is recommended that ENG110/111, HIS 10/11, COMM 11, PSY11, BIO 24 and PEA be completed prior to entry to the Radiologic Technology course work (RAD and CLE designated courses).
  - iv. Pre-radiologic technology students are allowed two attempts to achieve a C+ in BIO 23 (Human Anatomy and Physiology) and MTH 13 (Trigonometry and College Algebra/MTH 30 (Pre-Calculus Mathematics). A grade of "W" will not count as an attempt in these two courses. A minimum grade of C+ is a requirement for admission into the Radiologic Technology Program. The Radiologic Technology Program's Committee on Admissions and Waivers has the right to allow the student an additional attempt when there is evidence of extenuating circumstances. Extenuating circumstances need to have legal and/or official documentation and must be presented to the Committee on Admissions and Waivers before a waiver will be granted.
- b. Students eligible to enter the first radiologic technology course will be admitted as follows:
  - i. A student must be exempt, have passed the placement tests, or have completed writing and reading remediation.
  - ii. A minimum GPA of 2.8
  - iii. Students will be ranked according to their pre-clinical sequence index
    - 1) All students who have a 3.5 to a 4.0 pre-clinical GPA will be admitted to the program first with no ranking based on credits on campus.

- 2) Students with a 3.01 to a 3.49 pre-clinical GPA will be ranked according to their pre-sequence average. If two students have the same average, a student who has completed more credits at BCC will be given preference.
- 3) Students with a 2.8 to a 3.00 GPA will be ranked according to the number of credits on campus.
- iv. Students transferring from another college must submit an official transcript. For Anatomy & Physiology I & II, students must transfer in a complete course, i.e., the equivalent of BIO 23 and BIO 24, or repeat the whole course at BCC. Any exceptions to this must be approved by the Biology department.
- c. Reinstatement into RAD courses:
  - i. The Nursing and Allied Health Sciences Department will set up guidelines for the method of reinstating students into Radiologic Technology, based upon criteria approved by the CAS.
    - 1) Note: Students who received grades of less than C+ in more than one Radiologic Technology course or less than C+ in CLE 11 through CLE 51 and a B+ in CLE 61 will not be eligible for re-admission to this program
  - ii. Guidelines for re-admission shall be:
    - 1) Students with a W in a Radiologic Technology course during the previous semester, who were earning a C+ or better in the Radiologic Technology program but withdrew because of illness or personal reasons. The Committee on Admissions and Waivers will look at any documentation supplied by the student.
    - 2) Students returning after an absence of one or more semesters from the Radiologic Technology Program with a C+ or better in each Radiologic Technology course and C+ or better in CLE 11 through CLE 51 and a B+ in CLE 61.
    - 3) Students who did not achieve at least a C+ in any one Radiologic Technology course (or Nuclear Medicine Technology 84) will be placed on a waiting list. Students will be able to re-register according to the following priorities:
      - a) Availability of space
      - b) Written notification to the Committee on Admissions and Waivers at least 9 months in advance stating their intention to return to the program. Students will be readmitted based on when their letter is received.

#### 4.2.3 Admission and Reinstatement into Medical Laboratory Technician (MLT) courses

- a. All students wishing to enter the Medical Laboratory Technician curriculum must complete the following pre-MLT sequence with a minimum index of 2.0: BIO 11 or BIO 23, ENG 10/11, CHM 17, MTH 13 or MTH 30. The pre-requisite for both MTH 13 and 30 is MTH 6.
  - i. Students taking the pre-requisite courses are considered pre-MLT.
  - ii. To be considered/accepted into the MLT program, students must complete the pre-requisite courses in addition to filling out the MLT application and sitting for an interview with the Program Director. If the student has completed or is completing all pre-requisites, achieved a 2.0 GPA, and shows promise during the interview then the students status becomes MLT.
- b. Subject to space availability, the guidelines for reinstatement into the MLT program or repeating a given MLT course shall be:
  - i. Students with a W in a MLT course during the previous semester that were doing well in the MLT program but withdrew because of illness or personal reasons.
  - ii. Students returning after an absence of one or more semesters from the MLT program, who were doing well in the program prior to their absence.
  - iii. Students who did not achieve at least a C in their first attempt in any one MLT course will be placed on a waiting list. Students will be able to re-register according to the following priorities:
    - 1) Students that have been on a waiting list for at least one semester
    - 2) Students that have been on the waiting list for less than one semester
  - iv. Exceptions to these regulations are possible only through appeal to the MLT program director.



#### 4.2.4 Progression Requirements for Licensed Practical Nurse Program

- a. To be eligible for progression into practical nursing course work (PNR designated courses) students must meet the following criteria;
  - i. A cumulative GPA of 2.7 must be obtained, with a minimum grade of "C" or better in the pre-clinical sequence (ENG 110 or 111, PSY 11, and PHM 10). If a student has earned a passing grade of "C-", "D+", "D", "D-" or a failing grade of "F" or "WU" in ENG 110 or 111, or PSY 11, the student will not be eligible to progress in the Licensed Practical Nursing Program (LPNP) even if she/he retakes the course. PHM 10 may be repeated once to achieve a grade of C or better. A "C+" or better is required in BIO 23. BIO 23 may be repeated once to achieve a grade of "C+" or better. This policy also applies to students who transfer into BCC's LPNP from other institutions.
  - ii. A minimum score of 41.3% ("Basic level") will be required on each of the four sections of the TEAS V exam (English, Reading, Science, and Math), as well as an overall score of at 50%. The TEAS Examination may be repeated only once.
  - iii. Transfer students from other institutions must be in good academic standing at their previous institution, in addition to meeting all other BCC LPN progression requirements. Students who are on academic probation, have failed out of a nursing program, or have been dismissed (ethical, integrity or safety issues) from any nursing program at a previous school are not eligible for the BCC Licensed Practical Nurse program.
  - iv. In the case in which the number of qualified LPN students exceeds the number of available LPN clinical placements, the LPN program will prioritize clinical placements for students with the highest cumulative college GPA.

#### 4.2.5 Admission to Nuclear Medicine Technology (NMT)

- a. To be eligible for admission into Nuclear Medicine Technology, a student must meet the following criteria:
  - i. Have successfully completed all the Math, Biology, Chemistry, Physics, and English pre-requisites (ENG 10/11, BIO 23, BIO 24, CHM 17, MTH 30, & PHY 24). Students must also have a minimum grade point average of B- (2.7) after completing the prerequisite courses.
    - 1) NMT 81 is given a semester prior to all other NMT classes given that students completed the pre-NMT sequence. Missing prerequisites may be taken concurrent with NMT 81. If they are not completed with satisfactory grades, the student will not be allowed to continue in the program.
  - ii. Admission to Nuclear Medicine Technology courses (NMT) requires the permission of the Program Director. If there are more eligible students than places, priority will be given to those with the highest GPA. Those students who have been at BCC waiting for admission to the Program will have preference over new transfer students.
  - iii. To participate in the NMT educational program the student should be able to:
    - 1) Meet admission standards
    - 2) Perform cardiopulmonary resuscitation (CPR)
    - 3) Assist in lifting, transferring and moving patients
    - 4) Move heavy, portable equipment throughout the clinical site
    - 5) Communicate with patients, verbally and otherwise
    - 6) Respond to requests from patients, physicians, and other health care workers
    - 7) Read a computer screen
    - 8) Input and retrieve computer data through a keyboard
    - 9) Read charts and monitors
    - 10) Perform documentation procedures
    - 11) Perform duties while under stress
    - 12) Manipulate nuclear medicine equipment
  - iv. Transfer students
    - 1) Transfer students will have their previous academic record evaluated by the Registrar's Office of the College. Advanced standing credits will be awarded

based upon this review. Transfer credit will not be awarded for didactic or clinical courses with NMT designations.

- b. Re-admission policy
  - i. The Physics and Technology Department will set up guidelines for the method of reinstating students into NMT based upon criteria approved by the CAS. Guidelines for re-admission shall be:
    - 1) Students with a W in a Nuclear Medicine Technology course during the previous semester, who were doing well in the Nuclear Medicine Technology program but withdrew because of illness or personal reasons
    - 2) Students returning after an absence of one or more semesters from the Nuclear Medicine Technology Program with a C+ or better in each Nuclear Medicine Technology course and B or better in each Clinical course.
    - 3) Students who did not achieve at least a C+ in any one (1) Nuclear Medicine Technology course will be placed on a waiting list. Students will be able to re-register according to the following priorities:
      - a) Those who have been on a waiting list for at least one semester
      - b) Those who have been on the waiting list for less than one semester
  - ii. Note: Students who received grades of less than C+ in more than one Nuclear Medicine Technology course (including clinical courses) will not be eligible for re-admission to this program.
  - iii. A student who is seeking re-admission to the NMT Program after being away for a semester or more must apply in writing to the Program Director. The student's status will then be determined by a committee consisting of the Program Director, Clinical Director, and the Chairperson of the Department of Physics and Technology. The student may appeal an unfavorable decision of the Committee using the procedure detailed in the College catalog.

#### 4.2.6 Admission to Animal Care and Management

- a. To be eligible for admission into Animal Care and Management courses, a student must achieve the following in addition to the listed course prerequisites:
  - i. a minimum grade of "C" or higher in BIO 11 General Biology I prior to attempting BIO 15 Zoology. BIO 11 can be repeated only once to achieve the minimum required "C" grade needed to take BIO 15.
  - ii. a minimum grade of "C+" or higher in BIO 15 prior to attempting ACM 90 Animal Care and Management Internship. BIO 15 can be repeated only once to achieve the minimum required "C+" grade needed to take ACM 90.
  - iii. A grade of "W" will not be counted in a student's two attempts in BIO 11 or BIO 15 to meet the minimum grade requirement. If a student repeats either BIO 11 or BIO 15, the higher of the two grades will determine eligibility. Students are permitted to transfer BIO 11 credits from other institutions that are grades of "C" or better.

#### 4.2.7 Readmission or transfer into the Media and Digital Film Production AS Program (formerly known as the Media Technology [CMT] AAS Program)

- a. A student returning after an absence of no more than three years from the MEDP program may continue in the degree along their program track.
  - i. Returning students must initially be advised by the Department Chair (or his/her designee) to discuss their progress in the Program and plan their course of study.
  - ii. To ensure availability in their needed remaining MEDP classes, students are encouraged to register no later than four weeks prior to the new term.
- b. A student returning after an absence of three or more years from the MEDP (CMT) Program may need to retake MEDP (CMT) courses to complete the degree.
  - i. Returning students must initially be advised by the Department Chair (or his/her designee) to discuss their progress in the Program and plan their course of study.
  - ii. If the equipment and/or software used in an MEDP (CMT) course have changed since the student took that course, the student will need to repeat said course(s).

- iii. Returning CMT students who wish to continue in the major will be enrolled in the MEDP AS Program.
- iv. To ensure availability in their needed remaining MEDP classes, students are encouraged to register no later than four weeks prior to the new term.
- c. Transfer students into the MEDP program
  - i. Transfer students into the MEDP program must initially be advised by the Department Chair (or his/her designee) to plan their course of study.
  - ii. The Chair (or his/her designee) will determine the equivalence of courses taken at another school to BCC's MEDP courses.
  - iii. To ensure availability in their needed MEDP classes, transfer students are encouraged to register no later than four weeks prior to the new term.

4.2.8 Admission to the Paralegal Certificate Program

- a. Students must possess 18 semester credits or the equivalent of general education course work.
- b. Students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.

**4.3 Academic Standing**

4.3.1 Placement into Academic Standing Category

- a. Each semester, all continuing students will be classified into one of six academic standing groups:
  - i. good academic standing
  - ii. academic warning standing
  - iii. probation standing: limited to 12-13 credits
  - iv. academic dismissal: limited to 6-7 credits
  - v. return from dismissal
  - vi. permanent academic dismissal

4.3.2 Criteria Used for Placement in Academic Standing Categories

- a. A student who has a GPA of 2.0 or greater will be classified as being in "good academic standing."
- b. A student whose GPA is less than 2.0 but greater than that listed for probationary standing (see chart below) will be placed in the "academic warning standing" category.
- c. The index classification chart listed below will be used to place students in the probation and dismissal categories. Credits Taken Probation must be assigned if cumulative index is lower than that listed.

<b>Credits Attempted</b>	<b>Probation must be assigned if cumulative index is lower than that listed.</b>	<b>Dismissal if cumulative index is lower than that listed and the student has been on probation (see section 4.5).</b>
.5-12	1.50	1.50
13-24	1.75	1.75
25 - upward	2.00	2.00

4.3.3 Deviations from GPA Chart

- a. For individual students, no deviation from the Index Classification Chart above is permitted. This chart will be used for all students attending the College. For particular curricula, deviations from the Index Classification Chart may only be permitted by action of the Board of Trustees.

4.3.4 Credits Used for Determination of Academic Standing

- a. The Index Classification for determination of academic standing shall be applied to all attempted credits except W, WN, WD, and NC grades.

#### 4.3.5 CUNY Board of Trustee F Grade Policy

- a. When an undergraduate student earns an academic grade of F or an administrative grade equivalent to an F (WU, WF, FIN, or FAB) and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade will no longer be computed into the Grade Point Average subject to the following provisions:
  - i. The failing grade must have been earned after September 1, 1984.
  - ii. The course must have been repeated after September 1, 1990.
  - iii. The maximum number of failing credits that can be deleted from the Grade Point Average shall be limited to sixteen for the duration of the student's undergraduate enrollment in institutions of the City University of New York.
  - iv. The "F," "WU," "WF," "FIN," or "FAB" grade will remain on the transcript but will not be calculated in the GPA. There will be a notation next to the grade that indicates this.
  - v. For the student who earns a grade of "C" or better in a course taken at BCC, the original failing grade must also have been earned at BCC. The repeated course must also be taken at BCC.
- b. Partial deletions in the calculation of the cumulative GPA are prohibited. For example, a student who has taken out 14 credits under this policy cannot take out an additional three- credit course even though he/she has 2 credits remaining under this policy.

### 4.4 Probation

#### 4.4.1 Probationary Standing and Credit Limitation

- a. The first time a student places into probationary status based on the index classification chart for probationary GPA (see section 4.3.2), that student will be placed on probation for the following semester.
- b. A student whose standing is probation will not be allowed to register for more than thirteen academic/equated credits. During the Winter and Summer sessions, a student who is on probation will be allowed to take only one course at a time. At the conclusion of the probation semester, a student will be reevaluated for compliance with the standards for which he/she has been placed on probation.
- c. If the student has succeeded in removing himself/herself from probationary standing, the student will be placed in good standing. If that student still has a probationary GPA, that student will be dismissed.
- d. A student will not be dismissed unless he/she has been in probation for at least one semester.
- e. A student on probation whose semester average is 2.0 will not be academically dismissed.
- f. Any notation regarding a student's probationary status appears only on the unofficial transcript.

#### 4.4.2 Notification of Academic Probation

- a. Students who are placed on academic probation shall be so informed by the Registrar and by having a notice of such status printed on the official record at the College.

#### 4.4.3 Probation Appeals

- a. Students may appeal their probationary status to the CAS Appeals Agent. There are three general categories for which appeals will be accepted:
  - i. The student has on his/her record WU grades that could be converted to Ws. The CAS Appeals Agent will present these appeals to the CAS Appeals Subcommittee whose recommendation will be voted on by the CAS. A student must present official documentation of his/her total withdrawal from the College or of the reasons that prevented his/her attendance at the College. A student whose WU grades are converted to W grades will have his/her probationary status reevaluated at the time the grades are converted. This policy pertains to WU grades prior to fall 2021 only.
  - ii. The student has on his/her record FIN and/or FAB grades that could be resolved. A student will be given an extension form by the Appeals Agent and directed to the instructor or Chair of the Department in which the grade was given. If the instructor grants an extension and subsequently changes the grade, the student's probationary status will be reevaluated at the time the grade is changed.

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

#### **4.5 Academic Dismissal**

##### **4.5.1 Separation from College due to Academic Dismissal**

- a. A BCC student who has been academically dismissed must wait one traditional (fall/spring) semester before being eligible to register for courses at BCC.
- b. A student wishing to transfer to BCC who has been academically dismissed from his/her previous community college must wait one traditional (fall/spring) semester before being eligible for admission to BCC. This policy does not apply to students transferring from a 4-year college or university.

##### **4.5.2 Academic Dismissal Rules**

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

##### **4.5.3. Waiver of Academic Dismissal**

- a. A student may appeal to the Academic Appeals Agent or his/her designee for a waiver under the following circumstances:
  - i. The student has on his/her record FIN or FAB grades for which the student has been granted extensions to finish.
  - ii. The student has on his/her record F grades that could be repeated and removed under the F grade policy.

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

- b. In two additional circumstances, a student may appeal to the Committee on Academic Standing (or the Executive Committee of the CAS if the CAS is not in session) for a waiver of dismissal. The student must communicate his or her appeal through the Academic Appeals Agent.
  - i. The student has on his or her record WU grades that could be changed to W grades, and the conversion of these WU grades to W grades would move the student off dismissal. The student must present legal and/or official documentation to support the appeal. This pertains to WU grades prior to fall 2021 only.
  - ii. The student provides legal and/or official documentation of extenuating circumstances and has a record that shows it is feasible for that student to move off probation within twelve academic credits.

For each of these circumstances, CAS will vote on the appeal. A student may be given a waiver of academic dismissal by providing supporting documentation.

- c. A student readmitted under these circumstances is limited to a program of seven academic and/or equated credits and must maintain a semester GPA of 2.0 or greater.

##### **4.5.4. Readmission to the College after Academic Dismissal**

- a. Application for re-admission following academic dismissal: A student under academic dismissal from the College, and having been separated from the College or University for one semester, shall be entitled to re-admission by applying to the Registrar's Office.
  - i. Academic standing of students who return after academic dismissal: A student who returns from academic dismissal is placed on return from dismissal academic standing category and cannot take more than seven academic and/or equated credits.
  - ii. Minimum GPA standards for students readmitted after academic dismissal: A student returning from academic dismissal will be given two semesters of enrollment (or twelve credits if the student is taking less than six credits per semester) to move off probationary status. The student can return from dismissal status as long as they make progress (semester GPA of 2.0 or higher) towards their degree. Failure to do so will result in permanent dismissal.

#### **4.6 Permanent Academic Dismissal**

- a. A student dismissed from the College for a second time based on the index classification chart for dismissal (see 4.3.2) may appeal to the Committee on Academic Standing for readmission. The student must communicate his/her appeal through the Academic Appeals Agent. The CAS (or the Executive Committee of the CAS if the CAS is not in session) will vote on the appeal. A student whose appeal is approved must comply with the guidelines stated in section 4.5.4 (Readmission to the College after Academic Dismissal). A student whose appeal is denied under this appeals process will be placed in the category of Permanent Academic Dismissal and informed by the Executive Secretary of CAS that he/she has lost his/her right to attend the College.

#### **4.7 Statute of limitations**

- a. A student may appeal to the CAS for the removal, in the computation of the grade point average (GPA), of a grade received in a course taken more than seven years prior to the appeal, provided the student has not been awarded a degree from the College.
- b. Removal of a grade from the computation of GPA shall not be an automatic procedure. The student shall be required to have exhibited significant academic achievement subsequent to the semester in which the grade was received.
- c. Removal of a grade from the computation of the GPA does not constitute removal of the record of the course and grade from the student transcript.
- d. In the event a grade is removed from the computation of the GPA, the student shall be informed by the CAS that should the student transfer to another college, the receiving institution reserves the right to retain the grade in question.
- e. Should the CAS grant the appeal, a notation that the grade is non-credit and non-indexible will be appended to the original grade.
- f. Courses which have been granted the status of "non-credit, non-indexible" cannot be counted toward meeting the requirements for the degree.
- g. The appeal must be entertained by the CAS prior to the graduation meeting of the CAS. It must be initiated no later than the semester in which the student would be eligible to graduate, were the appeal to be granted.

## Dean's List and President's List

### 5.1. Eligibility for Dean's List

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

### 5.2 Evaluation for Dean's List

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

### 5.3 Limitations governing Dean's List

- a. No student *may be* included on the Dean's List more than six (6) times during his or her stay at the college.
- b. A student with a grade of F, WU, or FIN shall not be eligible for that band. An INC or PEN grade must be completed before the start of the following spring and/or fall semester for a student to be considered for the Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.
- c. Transfer credits are not applicable for Dean's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.

### 5.4 Dean's List for Graduation

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

### 5.5 Eligibility for President's List

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

### 5.6 Evaluation for President's List

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

### 5.7 Limitations Governing President's List

- a. A student who qualifies for the President's List in a given spring and/or fall semester or at graduation is not eligible to be on the Dean's List at the same time.
- b. No student may be included on the President's List more than six (6) times during his or her stay at the college.
- c. A student with a grade of F or WU shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for President's List. A student with a Z grade shall not be considered until the grade is resolved.

### 5.8 President's List for Graduation

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

### 5.9 Part-Time Dean's List

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

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

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

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

- a. No student may be included on the Part-time Dean's List more than six (6) times during his or her stay at the college.
- b. A part-time student with a grade of F, WU, or FIN, or WF shall not be eligible. An INC or PEN grade must be completed before the start of the following spring and/or fall semester for a student to be considered for the Part-Time Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.
- c. Transfer credits are not applicable for the Part-Time Dean's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.

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

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

**5.13 Evaluation for Part-Time Student President's List**

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

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

- a. No student may be included on the Part-Time President's List more than six (6) times during his or her stay at the college.
- b. A part-time student with a grade of F, WU, or FIN, or WF shall not be eligible. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for the Part-Time Student President's List. A part-time student with a Z grade shall not be considered until the Z grade is resolved.
- c. Transfer credits are not applicable for the Part-Time President's List consideration. When a student transfers in courses from another school that student is given the credits for those courses but not the grades that were received.



# Change of Curriculum

## 6.1 Regulations Governing Changes of Curriculum

### 6.1.1 Application Procedure

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

### 6.1.2 Credits applied to new curriculum

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

### 6.1.3 Grade Point Average calculation

- a. All courses taken by the students in the old and new curriculum will be used in the calculation of the grade point average (GPA).

# Withdrawal and Reinstatement

## 7.1 Withdrawal from a course

### 7.1.1 Time constraints on withdrawals

- a. Students wishing to withdraw from any course in which they are registered, may do so at any time after the end of the registration period and up until the last day of classes, as listed in the academic calendar, for a particular semester. This excludes final exam week.

### 7.1.2 Procedures for withdrawal

- a. The student who chooses to withdraw from a course should consult with the instructor, should speak to an academic advisor and should consult with Financial Aid prior to course withdrawal.

### 7.1.3 Withdrawal grades

- a. Grades issued upon initiation of course withdrawal procedures shall be as follows:
  - i. Through the end of the registration period a grade of WD assigned. The date of the end of the registration period is determined by the Registrar's Office.
  - ii. After the end of the registration period (generally after the third week of classes) and through the tenth week of classes, only the grades of W is assigned.

## 7.2 Course Withdrawals in Specific Curricula

### 7.2.1 Nursing

- a. NUR 101 may not be repeated. Students who do not earn a "C+" or better may not continue in the program.
- b. The following courses must be passed with a grade of "C+" or better: NUR 100, NUR 201, NUR 301, NUR 401, and NUR 402. A student may repeat one of these courses a maximum of one time in order to earn a "C+" or better.

## 7.3 Reinstatement to a Course

### 7.3.1 Procedure

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

## 7.4 Withdrawal from the College

### 7.4.1 Procedure prior to end of registration

- a. Students wishing to withdraw from the College prior to the end of the registration period, must do so through CUNYFirst by dropping all of their classes.

### 7.4.2 Procedure prior to eleventh week of classes

- a. Students wishing to withdraw from College after the end of the registration period, must do so through CUNYFirst by dropping all of their classes. This procedure is effective through and including the tenth (10th) week of classes.

### 7.4.3 Withdrawal Grades

- a. Students who officially withdraw during the program adjustment or refund period will have no grade including "W" print on their official transcript. Students who officially withdraw after the Financial Aid certification date during the program adjustment or refund period will have the administrative grade "WD" or "WN" recorded in the enrollment record of the dropped course.
- b. A withdrawal after the financial aid certification date or program adjustment period will be assigned the grade of "WD" (Dropped) or "W" (Withdrew)-or "WU" (Withdrew Unofficially, Student attended a minimum of one class) or "WN" (never attended class). Students who have begun attending and officially withdraw after the official refund period, but prior to the end of the designated withdrawal period (before two-thirds of the semester has elapsed) will have a grade of

“W” (withdrew) recorded. After that period, however, with special permission to withdraw by faculty and/or appropriate college committee, a grade of “W” may be recorded.

- i. A grade of “WD” is assigned to students who officially drop a class after the financial aid certification date and prior to the end of the refund period.
  - ii. A grade of “W” is assigned to students who officially drop a class after the refund period and prior to the completion of two-thirds of the semester.
  - iii. A grade of “WN” is to be assigned to students who never attended and did not officially withdraw.
  - iv. A grade of “WU” is to be assigned to students who attended a minimum of one class, completely stopped attending at any time before final exam week and did not take the final exam.
- c. A total withdrawal from all courses in which the student has registered may face financial aid consequences.

#### 7.4.4 Re-admission after Withdrawal

- a. Students may reenroll after one semester withdrawal by meeting with their advisor and registering for classes. Students who are absent more than one semester will need to apply for re-admission through the Registrar's Office.

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

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

# Grades

## 8.1 Academic Grades.

### 8.1.1 Basis for academic evaluations.

- a. As per the Fall 2017 Uniform Grade Symbols CUNY memo: The following glossary of uniform grading symbols shall be employed according to the interpretation provided below. **Grades are assigned based on the definitions contained herein. Individual units of the University need not employ all symbols but must adhere to the following interpretation for those employed and may not use any symbol that is not included in the glossary. Quality points are to be used to calculate the grade point average (GPA) or index.** A dash “-” indicates that the grade does not carry a numerical value and is not to be included in the GPA. Plus (“+”) and minus (“-”) grades shall be interpreted as equivalent to “+0.3” and “-0.3”, except as noted.

### 8.1.2 Definition of Academic Grades.

Grade	Numerical Average	Description	Quality Points
A+	97 – 100	Exceptional	4
A	93 – 96.9	Excellent	4
A-	90 – 92.9		3.7
B+	87 – 89.9		3.3
B	83 – 86.9	Good	3.0
B-	80 – 82.9		2.7
C+	77 – 79.9		2.3
C	73 – 76.9	Satisfactory	2.0
C-	70 – 72.9		1.7
D+	67 – 69.9		1.3
D	63 – 66.9	Passing	1.0
D-	60 – 62.9		0.7
F	0 – 59.9	Failure/Unsuccessful Completion of Course	0.0
P		Pass	-
NC		No credit granted	-

### 8.1.3 Issuance of Academic Grades

- a. The academic grades indicated above should only be assigned to students who complete the work in a course.

### 8.1.4 Final examination policy

- a. Each academic department sets its own policy on final examinations.

### 8.1.5 Grade improvement and repetition of courses

- a. Courses passed with grades of D- or higher may not be repeated for purposes of grade improvement. The only exceptions to this rule are as follows:
  - i. When a student is enrolled in a degree program that requires a minimum grade in a specific course (e.g. see Nursing, Radiologic Technology, etc.). In this case, a student wishing to repeat a passed course may do so pursuant to the published rules of the program.
  - ii. When a student is pursuing admission into a degree program with a minimum grade requirement in a specific course. In this case, a student wishing to repeat a passed course must receive the approval of the department chairperson offering the course.Students may audit courses for increased facility with the subject.

### 8.1.6 Pass/No Pass Policy

- a. The grade of "P" or "NC" may be given as part of a 'Pass/No Pass' agreement between a student and instructor. The instructor is not obligated to grant this request. In order to receive this grade, a student needs to continue attending the class, complete all assignments, and take the final exam.
- b. If a passing grade is earned (A+ through D-), the student will receive a grade of 'P' and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC which does not affect the GPA. The required form is available from the Office of the Registrar.
  - i. This option must be requested prior to the last day a student can withdraw and receive a grade of "W" via an agreement with the Office of the Registrar.
  - ii. Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines. A student will be eligible for a maximum of two P/NC grades while attending BCC.
  - iii. P/NC is not an option for courses in a major that require a specific minimum grade and/or have specific requirements due to programmatic accreditation or licensure regulations.

### 8.1.7 F grade policy

- a. A grade of "F" is a failure grade given to a student who completed the culminating academic experience of the course and failed. A student who completed a course unsuccessfully should be granted the grade of "F" with the culminating academic experience of the course, i.e., final exam, final paper, etc. This grade can also be assigned if the student has completed most of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors.
- b. A WU grade should never be given in place of an 'F' grade. The 'F' grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session. This grade can also be assigned if the student has completed most of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. Moreover, such action should encompass the elimination of any possible "INC" grade being awarded, meaning that the "F" grade is awarded with full knowledge and effect that submission of any/all incomplete work by the student would not result in the student's passing of the course.

## 8.2 Grading requirements in Special Curricula

### 8.2.1 Nursing – minimum acceptable grade

- a. Progression Requirements
  - i. PHM 10, BIO 23, BIO 24 and BIO 28 must be taken within seven (7) years of the clinical sequence.
  - ii. All nursing (NUR) courses required for graduation must be passed with a grade of "C+" or better within five years of entry into the clinical sequence.
  - iii. Students must obtain a grade of C or better in supporting BIO courses (BIO 24, BIO 28), Students may repeat BIO 24 and BIO 28 once to attain a grade of C or better.
  - iv. NUR 101 may not be repeated. Students who do not earn a "C+" or better may not continue in the program.
  - v. The following courses must be passed with a grade of "C+" or better: NUR 100, NUR 201, NUR 301, NUR 401, and NUR 402. A student may repeat one of these courses a maximum of one time in order to earn a "C+" or better.
  - vi. When a student receives a grade of "C", "C-", "D+", "D", "D-", "F", "WU" or "FIN" in NUR 100, NUR 201, NUR 301, NUR 401, or NUR 402 and repeats the course and earns a grade of "C+" or better, the first grade will be converted to an "NC" ("No Credit"). This policy may only be applied once.
  - vii. NOTE: An attempt is defined as having registered in the course for at least 3 weeks, appeared on the roster and received any grade (academic or administrative).

### 8.2.2 Radiologic Technology – minimum acceptable grade

- a. Radiologic Technology - RAD courses

- i. The minimum acceptable grade in the Radiologic Technology didactic courses (RAD designation) each semester shall be the grade of C+. Grades of C or lower must be repeated if the student wishes to receive a degree in Radiologic Technology. Failing grades may be repeated subject to the following conditions:
  - 1) Permission to repeat is subject to the availability of space and at the review of the Committee on Admissions and Waivers.
  - 2) The course must be completed with a C+ or higher grade before the next higher level course may be taken.
  - 3) Both grades received in the same course will be used to calculate the student's cumulative grade point average (GPA).
  - 4) The credit for a repeated course may be applied only once toward graduation.
  - 5) A student may repeat such a course only once.
  - 6) Repetition of courses passed may negatively impact on financial aid eligibility.
- b. Radiologic Technology - CLE courses:
  - i. The minimum acceptable grade in the Clinical Education courses (CLE designation) in the Radiologic Technology program shall be a grade of C+ or better in CLE 11 through CLE 51 and a B+ in CLE 61. Grades of C or lower in CLE courses must be repeated if the student wishes to receive a degree in Radiologic Technology. Failing grades may be repeated subject to the following conditions:
    - 1) Permission to repeat is subject to the availability of space and at the review of the Committee on Admissions and Waivers.
    - 2) The course must be completed with a C+ in CLE 11 through CLE 51 or higher grade before the next higher level course may be taken.
    - 3) Both grades received in the same course will be used to calculate the student's cumulative grade point average (GPA).
    - 4) The credit for a repeated course may be applied only once toward graduation.
    - 5) A student may repeat such a course only once.
    - 6) Repetition of courses passed may negatively impact on financial aid eligibility.
    - 7) A grade lower than B+ in CLE 61 will result in dismissal from the program.
- c. Time Limitations for Radiologic Technology Courses
  - i. All Radiologic Technology courses required for graduation must be successfully completed within a five-year time span. The implementation of this regulation is effective with the Fall 2006 semester.

#### 8.2.3 Medical Laboratory Technician (MLT) – minimum acceptable grade in MLT courses

- a. The **minimum acceptable grade** in the MLT courses (MLT 88, MLT 89, MLT 81, MLT 82, MLT 83, MLT 85, MLT 86, & MLT 87) each semester shall be the **grade of C (73-76.9)**. **Grades of C- or lower** must be repeated if the student wishes to receive a degree in MLT. Grades of C- or lower may be repeated subject to the following conditions:
  - i. Students may attempt a given MLT course only twice. An attempt is defined as having been registered in the course and received any grade, academic or administrative.
    - 1) MLT 81 is a pre-requisite for all MLT courses. MLT 82 is a pre-requisite for MLT 86. MLT 88 is a pre-requisite for MLT 89. All MLT courses are a pre-requisite for MLT 90.
    - 2) BIO 11/12 or BIO 23/24 are pre-requisites for MLT 88. CHM 17/18 or CHM 11/12 are pre-requisites for MLT 83. MTH 6 is a pre-requisite for MTH 13/30. CHM 02 is a pre-requisite for CHM 11/17.
  - ii. The course must be completed with a C or higher grade before the next higher level course may be taken.
  - iii. Permission to repeat is subject to the availability of space and at the review of program faculty (see 4.2.3)
  - iv. Both grades received in the same course will be used to calculate the student's cumulative Grade Point Average (GPA)
  - v. The credit for a repeated course may be applied only once toward graduation.
  - vi. Any two failures (grade below a C) in any of the required MLT courses will result in dismissal from the MLT program.

- vii. Students must maintain an overall GPA of 2.0 and complete all MLT courses with a C or better to enroll in MLT 90 (Clinical Internship) and to graduate from BCC.
  - 1) The clinical internship (MLT 90) is unpaid and is from 8am-4pm or 9am-5pm M-F excluding holidays for 15 weeks (500 hours) which totals a full semester.
- viii. Note that repetition of courses passed may negatively impact on financial aid eligibility

#### 8.2.4 Licensed Practical Nurse Program - minimum acceptable grade and time limitations

- a. While in the clinical phase of the program, students must maintain a grade of "C+" in each PNR course and earn a minimum of C in BIO 24.
- b. An LPN student who earns a grade of "C" or lower on PNR 101 may not repeat the course. An LPN student with a grade of "C" or lower on a PNR course other than PNR 101 may repeat the course one time to achieve a C+ or better. (This may occur for only two PNR courses.) An LPN student with a grade of "C-" or lower on BIO 24 may repeat the course one time to achieve a C or better.
- c. All PNR courses required for graduation must be taken within three years from the date the student began PNR 101.

#### 8.2.5 Nuclear Medicine Technology (NMT) – minimum acceptable grade (*please see the student handbook for additional information*)

- a. Nuclear Medicine Technology – Didactic Courses
  - i. The minimum acceptable grade in the Nuclear Medicine Technology didactic courses (NMT 81-85) each semester shall be the grade of C+. Grades of C or lower must be repeated the next time the course is offered if the student wishes to receive a degree in Nuclear Medicine Technology. A C or lower grade in one (1) NMT class may be repeated subject to the following conditions:
    - 1) Permission to repeat is subject to the availability of space and at the review of the program faculty.
    - 2) The course must be completed with a C+ or higher grade.
    - 3) Both grades received in the same course will be used to calculate the student's cumulative grade point average (GPA).
    - 4) The credit for a repeated course may be applied only once toward graduation.
    - 5) A student may repeat such a course only once.
    - 6) Repetition of courses passed may negatively impact on financial aid eligibility.
  - ii. NOTE: A grade of C or lower in 2 or more classes will result in program dismissal.
- b. Nuclear Medicine Technology – Clinical Courses
  - i. The minimum acceptable grade in the Clinical courses (NMT 86-90) in the Nuclear Medicine Technology program each semester shall be a grade of B-. Grades of C+ or lower in the clinical courses must be repeated if the student wishes to receive a degree in Nuclear Medicine Technology. Grades of C+ or lower may be repeated subject to the following conditions:
    - 1) Permission to repeat is subject to the availability of space and at the review of the program faculty.
    - 2) The course must be completed with a B- or higher grade before the next higher-level course may be taken.
    - 3) Both grades received in the same course will be used to calculate the student's cumulative grade point average (GPA).
    - 4) The credit for a repeated course may be applied only once toward graduation.
    - 5) A student may repeat such a course only once.
    - 6) Repetition of courses passed may negatively impact on financial aid eligibility.

#### 8.2.6 Animal Care and Management - minimum acceptable grade

- a. See 4.2.2.

#### 8.2.7 MTH 1 – minimum grades

- a. The academic grades for MTH 1: A+, A, A-, B+, B, B-, C+, C, C-, and R.

### 8.3 Administrative Grades

#### 8.3.1 Definition of Administrative Grades

Letter	Quality Points	Definition
W	-	Withdraw (Student attended at least one class session).
WA	-	Administrative Withdrawal non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date. (Student attended at least one class session) (See section 8.3.1a below for additional information)
WD	-	Withdraw Drop (Dropped class after FA cert date and prior to the census date.)
WN	-	Never participated in an academically related activity and did not officially withdraw
WU	-	Withdrawed Unofficially. (Student participated at least once in an academically related activity (See section 8.3.1b below)

#### a. WA Grade Policy

- i. The following Policy is adapted from the University Vice-Chancellor for Academic Affairs statement dated May 25, 1995.
  - 1) Students must be informed in writing, that the WA designation will appear on their transcript for every course in which they are registered until the immunization requirement has been satisfied within the same semester. If students remain non-compliant beyond the end of the semester, the WA designation is permanent.
  - 2) The college administration will apply the WA designation to students who have registered for six or more credits who have not submitted the second proof of immunization for measles by the end of the respective grace periods of 30 or 45 days. It should be noted that colleges may impose this policy for all students including those with less than six credits. The University policy statement indicates that students not in compliance with immunization requirements are to be excluded from classes.
  - 3) There are two steps needed to reverse the WA designation, thereby allowing students to return to class and to receive a regular letter grade from the instructor: (1) to satisfy the Health Officer with the proper proof of immunization; (2) to obtain approval to return to class after the 30th or 45th day, respectively. Students may present such proof until the last day of regular classes. The instructor or each class affected will have the discretion to determine whether a student is eligible to return to class or to receive a regular grade. If the instructor approves the return to class, the WA designation would then be reversed. If the instructor determines that the student has not fulfilled the attendance requirements for the course so that the student could not earn a grade for the course, the WA designation would be kept on the transcript. Prior to the non-compliance period and recording of the WA designation, a faculty issued grade of WU/WF will remain on the transcript.
  - 4) The WA designation is not reversible beyond the semester in question. If students satisfy the immunization requirement during the following semester, for example WA designations still remain on the transcript.
  - 5) If students provide satisfactory evidence of immunization, they will be permitted to register for the next semester. WA designations in the prior semester will not be affected, however, and will remain on the transcript.

#### b. WU Grade Policy

- i. As per the May 2021 Uniform Grade Glossary, Policies, and Guidelines CUNY memo: A grade of "WU" is to be assigned to students who participated at least once in an academically related activity, completely stopped attending at any time before the culminating academic experience of the course, i.e., final exam, final paper, etc., and did not officially withdraw. Academically related activities include, but are not limited to.



- physically attending a class where there is an opportunity for direct interaction between the instructor and students.
  - submitting an academic assignment.
  - taking an exam, an interactive tutorial or computer-assisted instruction.
  - attending a study group that is assigned by the school.
  - participating in an online discussion about academic matters and
  - initiating contact with a faculty member to ask a question about the academic subject studied in the course.
  - engaging in an online academically related activity or initiating contact with a faculty member to ask a course-related question. Logging into an online class is not sufficient, by itself, to demonstrate academic participation by the student.
- ii. As per that 2021 CUNY memo, effective Fall 2021, the WU grade will not have punitive impact on student's GPA. WU grade will continue to be used to denote Unofficial Withdrawal.
  - iii. A WU grade should never be given in place of an 'F' grade. The 'F' grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session. If the student has participated in an academically related activity at least once or if there is documented evidence of the student's participation in a course, and they have ceased participating in the course, at the end of the term, the unofficial withdrawal grade reported must be a "WU". When a student does not officially withdraw from a course and fails to complete the course requirements, the instructor assigns the "WU" grade on the final grade roster.

#### 8.3.2 Regulations affecting change of program period

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

### 8.4 R Grade for Remediation Courses

#### 8.4.1 R Grade defined

Letter	Quality Points	Definition
R	0.0	Course must be repeated; minimum level of proficiency not attained. (Restricted to noncredit, remedial, and to developmental courses) See 8.4.1a.

- a. R Grade Policy
  - i. Issued only in remediation courses (equated credit skill improvement course) to designate significant achievement on the part of the student. Achievement level falls short of the satisfactory minimum skill standard considered necessary for performance in degree-creditable courses requiring the particular skill involved.
  - ii. Students receiving the grade of R are required to repeat the course or the department's equivalent in the particular skill development area.

#### 8.4.2 Grades issued in error

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

## 8.5 Special Grades

### 8.5.1 Special grades defined

Letter	Quality Points	Definition
AUD	-	Auditor, Listener See 8.5.2
NC	-	No credit granted. See 8.2.1b for Nursing specific information and 8.1.6 for P/NC information.
FIN	00	F from incomplete – to be used when the INC grade (see 8.6.1) lapses to an F grade

### 8.5.2 Regulations pertaining to auditing courses

- a. Permission to Audit - A student may audit courses only with official approval of the Department Chairperson. Consideration will be given to the student's course load for the semester, before any approval to audit is given. (Applications should be made on the "Application to Audit Form" available in the Registrar's Office)
- b. Registration of Auditors - After being granted permission to audit, students must register for these audit classes in the same manner as prescribed for regular classes. Students auditing courses must pay any fee required as if registering for credit in the course. Once registration is completed as an auditor, no credit may be granted for that course during that semester.
- c. Grade Assigned - Only the grade of "AUD" may be recorded for a student registered as an auditor.

## 8.6 Temporary Grades

### 8.6.1 Temporary grades defined

Letter	Quality Points	Definition
INC	-	Term's work incomplete – See 8.6.2, 8.6.3, 8.6.4, and 8.6.5.
PEN	-	Grade pending

### 8.6.2 INC Grade Policy

- a. The grade of "INC" (Incomplete) should only be given by the instructor in consultation with the student with the following guidelines:
  - i. When there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term. Upon timely completion of said incomplete work, the student would earn passing grade.
    - Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons other than the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete
  - ii. The grade of "INC" lapses to an "FIN" grade no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term.
  - iii. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

### 8.6.3 Effect of registration in subsequent-level courses

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

#### 8.6.4 Effect of temporary grades on academic status

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

#### 8.6.5 Deadline for the resolution of temporary grades

- a. The deadline for a student to resolve a temporary grade by completing coursework shall be the end of the 10th week of the semester immediately following the one in which the grade was given.
- b. If a student cannot comply with the 10th week deadline for submission of required coursework, he/she may file for an extension of the temporary grade only with the approval of the instructor and/or department chair. The instructor and/or the department chair will then specify the period of time by which the coursework must be completed (no later than the 10th week of the semester following the one in which the extension was granted).
- c. These grades will automatically convert from INC to FIN (See 8.5.1) at the end of the 10th week of the semester immediately following the one in which the grade was given unless the student has completed the coursework or has been granted an extension.

#### 8.6.6 Makeup examination application procedure

- a. Students who for unavoidable reasons miss a regularly scheduled final examination in a course, must apply to their instructor for permission to take a make-up examination.

#### 8.6.7 Departmental responsibility for makeup examinations

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

### **8.7 Grade Records**

#### 8.7.1 Grade folders

- a. Grades are recorded by instructors in the Student Information System (SIS) at the conclusion of each semester and become official primary source records of the College.

#### 8.7.2 Grades

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

#### 8.7.3 Permanent Records

- a. A permanent record for each student is maintained by the Registrar.

#### 8.7.4 Change of Grades

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

- b. If an instructor is unable - or not available - to complete the official change-of-grade form, then the Chair, or Deputy Chair, of the department involved is empowered to change the grade in the name of the instructor.
- c. For the change of grade of INC to administrative FIN, the Campus Registrar assigns the grade of FIN when an INC (Incomplete) remains unresolved at the end of the semester following the semester in which the course was taken (exclusive of Summer Term). The student or the instructor may appeal this administrative action.

## **8.8 Grade appeals**

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

- a. The CAS is empowered to adjudicate all questions involving:
  - i. Resolution of grades from an academic to a non-academic grade, where the student has failed to complete the requirements of the course, including the final examination, and therefore an academic grade is inappropriate.
  - ii. Administrative grades such as the grades of W and WU.

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

- a. The CAS is not empowered to adjudicate:
  - i. Appeals of an academic grade to a non-academic grade where the student has completed all the course requirements including the final examination.
  - ii. Appeals for change of a non-academic grade to an academic grade.
  - iii. Appeals for change of one academic grade to another academic grade.
  - iv. The CAS shall direct such appeals to the appropriate department for action in accordance with the following section may be made at any time within one year from the end of the semester in which the course was taken.

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

- a. Appeals not adjudicated by the CAS are the responsibility of the department in which the grade was issued. The procedure for implementation of those appeals follows.
  - i. A student who appeals for a change in grade is directed to make the appeal in writing through the CAS appeals agent to the Registrar as Executive Secretary of the CAS.
  - ii. The Registrar will then direct the student appeal to the instructor who assigned the grade. In the event an instructor is no longer at the College the appeal shall be forwarded to the Department Chairperson who shall act for the instructor.
  - iii. A student whose appeal is not granted by his/her instructor may request a review of the case by the department chairperson. The departmental chairperson may not change any grade assigned by an instructor still at the College.
  - iv. Student appeals not reconciled by the previous steps are directed back to Registrar who shall request that the department convene a special Ad hoc committee to review and adjudicate the appeal.
  - v. The Ad hoc committee of the department shall consist of three members of the department, chosen in a manner to be determined by that department, but excluding the instructor involved in the appeal.
  - vi. The student and instructor, if still at the College, should be informed in writing by the department that the appeal is to be heard, and a mutually convenient time shall be arranged for the student and instructor to meet separately with the Ad hoc committee. It is the student's responsibility to meet with the Ad hoc committee on the date(s) agreed upon. Failure of the student to appear after two scheduled meeting dates of an Ad hoc committee, forfeits the right of the student to appeal through the Ad hoc committee procedures of the CAS.
  - vii. Within one month (during the academic year) from the Registrar's request to convene an Ad hoc committee the department shall submit to the Registrar the dates for hearing the appeal which have been mutually agreed upon by all parties involved in the appeal.
  - viii. At the appeal meeting(s) the student should submit to the Ad hoc committee all relevant evidence upon which the appeal is based. The instructor, or departmental chair, if acting

for an instructor no longer at the College, should submit all relevant evidence upon which the grade is based.

- ix. The Ad hoc committee should examine all available materials as presented by the student and by the instructor or departmental chair.
- x. After deliberation the Ad hoc committee will vote on the appeal by secret ballot, and report, in writing, its decision to the Registrar's Office within five days of the vote being taken. The decision report must include the reason(s) for the final decision as well as written indication by the Ad hoc committee that the procedures governing academic grade appeals have been followed.
- xi. The rendering of a decision should be accomplished by the Ad hoc committee within two months from the Registrar's request to establish the Ad hoc committee.
- xii. The Registrar as Executive Secretary of the CAS, shall report the decision of the Ad hoc committee to the CAS and to the student. If the decision is to change a grade, the grade change is to be recorded on the student's Permanent Record as having been made by an Ad hoc committee.
- xiii. Upon written request of either party involved in an Ad hoc committee decision, a specially convened CAS Review subcommittee shall be permitted to review the case and make a determination with respect to whether the procedures of the CAS relating to grade appeals have been followed.
- xiv. The Review subcommittee must be composed of the Registrar or designee, the Dean of Students or designee, and three CAS members, one of whom is the CAS representative of the department involved. The subcommittee may also include a representative of the Office of the Dean of Academic Affairs, and a member of the department involved. The CAS may request a substitute from the department involved to replace the CAS departmental representative on the review subcommittee. No person involved in the original action may serve on this subcommittee of the CAS.
- xv. Where the CAS Review Subcommittee judges that the procedures of the CAS have not been followed, a report of that fact shall be made to the full CAS. If the full CAS agrees with the Review Subcommittee's recommendation, the matter shall be returned to the department for reconsideration.

#### 8.8.4 Procedures to Appeal Administrative Grades (WU)

- a. Appeals of administrative grades are referred to the Subcommittee on Student Appeals of the CAS for review and recommendation to the CAS.
- b. Membership of the Subcommittee must always include the Registrar or designee, the Academic Appeals Agent or designee, and at least two faculty members of the CAS.
- c. The Subcommittee is authorized to request the instructor who assigned the grade, the Registrar's Office, and the student, to supply all available evidence it considers necessary in order to make its recommendation.
- d. Decisions are made by the CAS after recommendations of the Subcommittee are received. If the CAS approves the recommendations of the Subcommittee, such changes are noted on the student's permanent record.

#### 8.8.5 Procedures to Appeal Temporary Grades (INC)

- a. Appeals of temporary grades are referred to the Subcommittee on Student Appeals of the CAS, for investigation and recommendation to the CAS.
- b. Membership of the Subcommittee must always include the Registrar or designee, the Academic Appeals Agent, and at least two members of the teaching faculty other than department chairpersons.
- c. The Subcommittee is authorized to request the instructor who assigned the grade, the Registrar's Office, and the student, to supply all possible available evidence it considers necessary in order to make its recommendation.
- d. The Subcommittee is not authorized to hear appeals which request the change of a temporary grade to an academic grade (A through F). Such actions may only be adjudicated through the departmental appeals procedure.
- e. The Subcommittee is authorized to recommend to the CAS:

- i. their conversion to other non-academic grades if, in the opinion of the subcommittee, the original grade was issued in error.
- f. Decisions are made by the CAS after recommendations of the Subcommittee are received. If the CAS approves the recommendation of the Subcommittee, such changes are noted on the student's permanent record.

8.8.6 First Year Freshman Forgiveness Policy (Effective for courses offered in Fall 2019 and subsequent semesters only.)

- a. Per the CUNY Uniform Grade Glossary, "A college may choose to offer a First Year Freshman Forgiveness policy. If the student passes the course, they will receive the grade earned which will carry the designated GPA. If the student fails the course, the grade will be administratively converted to NC and have no impact on the GPA. This policy is limited to first year freshman as defined by the college." BCC adopts this policy with the following restrictions and clarifications:
  - i. For the purpose of this policy, BCC defines a first-year freshman as a student that is within their first two matriculated semesters at the college-level
  - ii. A limit of 12 forgiveness credits may be applied within that first year
  - iii. A grade of F, WU, FIN can be converted to an NC as per CUNY guidelines
  - iv. The student must request this administrative conversion in writing to the Committee on Academic Standing (CAS) via the standard grade appeal form. This request must be accompanied by an academic plan prepared by an advisor or faculty member. If the appeal is approved, it is forwarded to the Registrar's Office for changes to the student's permanent record.
  - v. Students who are forgiven less than 12 credits, can use the limit of 6 P/NC credits to a maximum total of 12 credits.

A student who is Forgiven:	Can use:
3 credits	6 P/NC credits
6 credits	6 P/NC credits
9 credits	3 P/NC credits
12 credits	0 P/NC credits

## Attendance

### 9.1 Attendance

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

# Exemption

## 10.1 Exemption regulations

### 10.1.1 Definition of Exemption

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

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

- a. Exemption is granted with credit, but no grade or index value (quality points) is assigned. Assignment of grade and quality points is only granted for courses taken on epermit subsequent to a student's being granted admission to the College or as otherwise noted in section 10.1.

### 10.1.3 Exemption categories

- a. Transfer Credit (see 10.2)
- b. Advanced Placement Test
- c. College Level Examination Program (CLEP) (see 10.4)
- d. Departmental Examination (see 10.5)
- e. Prior learning assessment (see 10.6)

### 10.1.4 Maximum credits by exemption

- a. Credits by exemption (whether earned at another college or by other acceptable method listed above) are limited by the BCC 30 credit residency requirement. That is, students must complete at least 30 credits at BCC to earn a BCC associate degree. The balance of credits required for the degree (typically 30 credits, but sometimes more, depending on the degree) may be satisfied by exemption credits. Note, however, that exemption credits are also subject to the specific limitations applying to their specific category.

### 10.1.5 Terminal transfer limitation

- a. Students leaving BCC to attend another institution prior to graduating from BCC may apply for a maximum of 15 credits to be applied to their work in their BCC curriculum. These terminal credits are subject to the maximum credits by exemption listed above.

### 10.1.6 Specialization limitations on exemption

- a. In general, one half of the career specialization (exclusive of General Education courses), must be taken at Bronx Community College. Because of the nature of the curriculum, no such regulation in the Liberal Arts and Sciences Curriculum is recommended. Curricula having limitations include Nursing, Radiologic Technology, Nuclear Medicine Technology. For other specialized programs with limitations, check with those departments.

### 10.1.7 Exemption in Physical Education Courses

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

### 10.1.8 Modern Languages Exemption Policy

- a. The Modern Language Department will consider exemption requests for students who present appropriate evidence that they have completed full-time study at a college or university outside of the United States in which the language of instruction was other than English. These students will be exempted from a foreign language requirement at Bronx Community College.



## **10.2 Exemption by transfer credit**

### 10.2.1 Equivalency determination for transfer credit

- a. The equivalency status of courses offered by institutions other than BCC shall be assigned by the Registrar in consultation with the academic department. Such determination may occur prior or subsequent to completion of the course by the student. This evaluation should occur upon admission or readmission to BCC but it can be revised during attendance until graduation, when the record will be sealed.

### 10.2.2 Transfer credit limitations

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

### 10.2.3 Permit requirements

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

### 10.2.4 Grade requirements

- a. Grades in equivalent courses from colleges or universities taken prior to admission to BCC shall be considered as follows:
  - i. From a CUNY school – any passing grade - Degree credit granted, not calculated in index.
  - ii. From a regionally accredited or New York State Board of Regents accredited non-CUNY school – C or better – Degree credit granted, not calculated in index.

### 10.2.5 Credit values

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

### 10.2.6 Recording of transfer credit and index

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

### 10.2.7 Elective credits

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

## **10.3 Exemption by Advanced Placement Test**

### 10.3.1 Application procedure

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

#### 10.3.2 Equivalency determination

- a. Equivalency of the AP exam is determined by the academic department in which the equivalent course is given.

#### 10.3.3 Grades

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

#### 10.3.4 Credit value

- a. The credit value given to the student will be determined by the equivalent BCC course. Credit may be granted for more than one course where the examination is deemed equivalent in scope to a multi-semester sequence of courses.

#### 10.3.5 Elective credit for AP exams

- a. If the AP course is not deemed equivalent to a course offered at the College, elective credit may be granted toward the elective possibilities in a curriculum.

### **10.4 Exemption by College Level Examination Program (CLEP).**

#### 10.4.1 Application procedure

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

#### 10.4.2 Equivalency determination

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

#### 10.4.3 Grades

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

#### 10.4.4 Credit value

- a. The credit value given to the student will be determined by the equivalent BCC course. Credit may be granted for more than one course where the examination is deemed equivalent in scope to a multi-semester sequence of courses.

#### 10.4.5 Elective credit for CLEP

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

#### 10.4.6 Permanent record

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

### 10.5 Exemptions by prior learning assessment

- a. Academic departments may choose to offer an opportunity for students to earn credit via prior learning assessment of learning of an academic nature that has taken place outside the traditional college classroom. This learning may have occurred in any variety of venues, including but not limited to the following: work or training experience (e.g., police academy, military), coursework completed at post-secondary institutions from which BCC does not accept transfer credit, and independent study. An academic department may evaluate this learning for possible college credit and course equivalency through an appropriate method, including but not limited to the following: syllabi/documentation review, industry certification review, departmental challenge exam, or portfolio review.

#### 10.5.1 Application procedure

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

#### 10.5.2 Exemptions by substitute course

- a. Exemptions made under this policy are those permitting a student to forgo a required course in his or her curriculum by reason of exceptional circumstances. Students receiving such exemptions shall be responsible for completing the credits that are exempted. These credits are replaced by taking a substitute course.
- b. A substitute course is a course to be taken in place of a required course within a curriculum and needs approval of the Chair of the Department in which the required course is given as well as from the Chair of the Department offering the curriculum in which the course is required. (Note: Chairs may create a "designee" for purpose of substitution approvals.) A student should make the request for a substitution first to the Chair of the Department offering the curriculum in which the course is required. If approved, the Chair or student may then make a request to the Chair of the Department in which the required course is given. Both Department Chairs must agree regarding the substitution. Please note the following:
  - i. The Department Chairs act on individual requests of students, and their actions are not to be considered as setting a precedent upon which decisions concerning future requests are based.
  - ii. It is recognized that these substitutions should be granted only for exceptional and unusual situations.
  - iii. The Chair of the Department to which the curriculum belongs and the Chair of the Department in which the required course is given must give their approval for the substitution in writing to the Registrar prior to the CAS graduation meeting.
  - iv. If the required course is also located within the Pathways core, the Pathways Appeals Officer must also be consulted to ensure the substituted course is acceptable under Pathways. If it is not, the student is responsible for taking another appropriate class in that core area to meet the Pathways requirements.

# Degree Requirements

## 11.1 Course Requirements

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

## 11.2 Credit requirements

### 11.2.1 Minimum credits required for degree

- a. Students shall be considered for a degree when all course and grade point average requirements for their curriculum have been met. The minimum number of degree credits required for a degree shall be the number stated in the College Catalog for his/her curriculum at the time the student entered the College. Students must complete at least 30 credits at BCC (30-credit residency).

### 11.2.2 Status of non-credit courses

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

### 11.2.3 Maximum credits permitted for degree

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

### 11.2.4 Clause A and B motions by CAS

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

### 11.2.5 Time limitations for degree credits

- a. There is to be no limitation on the time that a course counts toward graduation. (see exception for NUR courses in 11.2.6 and 8.2.1a)

### 11.2.6 Time limitations for Nursing Courses

- a. All Nursing courses required for graduation, must be successfully completed within a five-year time span.

### 11.2.7 Credit requirements for the Paralegal and Legal Students AAS degree and Paralegal Certificate Program

- a. Students must complete at least 50% of their Legal Specialty credits while in residence at BCC.
- b. Students must complete at least nine of their Legal Specialty credits through synchronous instruction.

### **11.3 Index Requirements**

#### 11.3.1 Minimum index

- a. An index of at least 2.00 in College Level courses is required for a degree. Every course for degree credit taken at BCC is included in the calculation of a student's scholastic grade point average (GPA).

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

- a. See 4.3.5
- b. Note: A maximum of 16 credits may be excluded during the student's entire stay at any branch of the City University. This 16 credit bank may be used only once during the student's career at the university. All 16 credits may be used at the Associate degree level but once used are unavailable at the senior CUNY college level. The F replacement policy is applied at the end of each semester/session by the Registrar. Students should be advised of the desirability of holding some or all of this credit bank for later studies at the senior college level.

### **11.4 Graduation**

#### 11.4.1 Candidates for graduation

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

### **11.5 Graduation meeting motions**

#### 11.5.1 Awarding degrees/certificates

- a. Motions to award the appropriate degree (AA, AS, AAS) or certificate to all students meeting all the requirements of their respective curricula or certificate program.
- b. Motions to permit the Registrar to approve, in the name of the CAS, the award of degrees to those students whose records are not complete at the time of the CAS graduation meeting as a result of registration at other colleges from which official transcripts have not been received to date, or who are missing grades. Such approval is to be granted upon receipt of official transcripts, or grades, assuming all other requirements for the degree have been met.

### **11.6 Multiple Degrees.**

#### 11.6.1 Requirements for multiple degrees.

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

#### 11.6.2 Application for an additional degree

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

#### 11.6.3 Course credits for additional degrees

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

#### 11.6.4 Minimum credit requirements for additional degrees

- a. An applicant for a second degree must complete a minimum of fifteen (15) additional credits for the second degree. At least fifteen (15) of the additional credits must be taken at BCC, except in those curricula in which all specialization courses are required to be completed at BCC. The 15 additional credits required by the second degree can be completed either before or after the awarding of the first degree.

#### 11.6.5 Advance standing limitations on multiple degrees

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

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

- a. A student who has been awarded a degree by the College may continue to attend under non-degree regulations.
- b. After the application for a second degree has been approved, the Registrar will determine the matriculation status based on the student's GPA.

#### 11.6.7 Awarding of certificates after completing associate degree

- a. A student may apply for the awarding of a certificate either enroute to or after the awarding of an associate degree.

### 11.7 Graduation Honors

- a. It is generally recognized that the academic honor of valedictorian or salutatorian is reserved to students who have accomplished the highest academic achievements in their graduating class. The college commencement committee (which is open to both faculty and staff) shall be responsible for the selection of the valedictorian and salutatorian. Recommendations to the commencement committee regarding the selection of the valedictorian and salutatorian shall be made by a subcommittee, to be comprised of members of the commencement committee as well as the CAS chair or designee.
- b. In making their selections the committee shall follow the following criteria and process:
  - i. The valedictorian and salutatorian shall be those students having the highest and next highest academic index among those graduating.
  - ii. Calculation of the academic index for such determination shall include-grades for courses transferred, if any.
  - iii. Calculation of the academic index for June graduates shall include all courses taken exclusive of those currently being taken during their terminal Spring semester.
  - iv. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian.
  - v. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee shall consider the following additional factors to distinguish the scholarship performance of candidates\*
    - a) number of credits with grade of A+
    - b) GPA after recalculation that includes all grades earned at all colleges, including F grades (or other grades) that may have been forgiven by institutional policies
    - c) fewest number of P and CR grade
    - d) fewest number of transfer credits
    - e) number of credits with honors designation

\*(Note that the above five items—a, b, c, d, e—are sequential and exclusive. That is, 5a shall be considered before 5b. If 5a distinguishes the candidates, no consideration of 5b is permissible, etc.)

- vi. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee will name co-valedictorians and no salutatorian.

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

### **11.8 Honors Program**

- a. The Honors Program at Bronx Community College offers academically enriching and enhanced experiences to qualified and highly motivated students who are interested in pursuing academic challenges. The three components of the Honors Program are: Honors Courses, Honors Contracts and Honors Program Scholars.
- b. Honors Courses: Honors courses are specially designated classes for well qualified and motivated students. The class syllabus will be modified to include activities and assignments that are highly interactive and emphasize team-building, critical thinking and strong writing skills. Honors courses typically feature smaller class sizes than regular sections.
  - i. To qualify, a 3.0 or higher cumulative GPA based on a minimum of nine college credits is required.
  - ii. Current students who have not yet earned 9 credits but have a 3.0 or higher cumulative GPA are also eligible with the recommendation of an advisor in consultation with the Honors Program Coordinators.
  - iii. New students with no college GPA and no remedial needs are also eligible with the recommendation of an advisor in consultation with the Honors Program Coordinators.
  - iv. Students can have no more than 3 honors courses or a combination of 3 honors courses and honors contracts per semester.
  - v. Students receiving a B+ or higher in an honors course will receive an honors credit notation on their official transcript.
- c. Honors Contracts: An honors contract enables a student to work on an honors project with the instructor in a non-honors course. The honors contract is an agreement between the student and the instructor that specifies the honors level objectives and project that will be completed by the student in addition to requirements stated in the regular course syllabus.
  - i. To qualify, a student must have a 3.2 or higher cumulative GPA based on a minimum of nine college credits. In exceptional circumstances, a student who does not meet these guidelines may, in consultation with the Honors Program Coordinators and the instructor, be approved for an honors contract.
  - ii. A student must also have the approval from the instructor to work on an honors contract.
  - iii. Instructors have the discretion to refuse a request. It is recommended that instructors have no more than 2 honors contracts per semester.
  - iv. Students can have no more than 3 honors contracts or a combination of 3 honors contracts and honors courses per semester.
  - v. Students receiving a B+ or higher in both the course and the honors project will receive an honors credit notation on their official transcript.
- d. Honors Program Scholars: Students who are motivated to complete 4 or more honors courses or honors contracts while at BCC have the option to apply to become an Honors Program Scholar. Objectives of this component of the Honors Program is to promote academic excellence, encourage civic responsibility, build self-esteem, and provide educational planning assistance and guidance.
  - i. An application process is required.
  - ii. At the time of application, a 3.4 or higher cumulative GPA based on 9 or more college credits and the completion of or current enrollment in at least one honors course or honors contract are required.
  - iii. For a student to be recognized as an Honors Program Scholar, the student is required to: maintain a minimum 3.4 cumulative GPA, complete any combination of four or more honors courses and/or honors contracts with a minimum of 12 college credits (each with a grade of B+ or higher), and participate in and report on a community engagement project in consultation with the honors program coordinators.
  - iv. Students who have met all the requirements will receive special recognition as Honors Program Scholars at the Honors Program annual ceremony and receive a special notation on their official transcripts.

## Military Service

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

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

### 12.1.2 Minimum time of attendance for course credit

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

### 12.1.3 Refund of tuition and fees

- a. Refund of tuition and all other fees except for Application Fee, will be made in accordance with the established policy of the Board of Trustees. Refunds shall be made to students who enter the above services but who do not attend a sufficient time to qualify for a grade. To qualify for this refund they must continue in attendance to within two weeks (four days for Summer Session) of induction. No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.
- b. Draft: In instances where students who are drafted into the Military or are recalled to active duty do not attend for a sufficient time to qualify for a grade, there shall be a 100% refund of tuition and all other fees except application fees.
- c. Enlisted: In instances where students who have enlisted in the Military, the Peace Corps, or VISTA do not attend for a sufficient time to qualify for a grade but continue in attendance to within 2 weeks of induction, refund of tuition and all other fees except application fees will be made in accordance with the following principles:
  - i. Withdrawals before beginning of the 5th calendar week (3rd calendar week for Summer Session) after scheduled opening date of session 100%
  - ii. Withdrawals thereafter 50%

### 12.1.4 Tuition Liability and Financial Aid

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

### 12.1.5 Readmission Fees

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

### 12.1.6 Grades Assigned for students

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



## **12.2 Degree credit for military service**

### 12.2.1 Application procedure for degree credit

- a. Students wishing to receive credit for military service must request such credit from the Registrar through the Office of Veteran's Affairs. Application must be received no later than the deadline date established by the Registrar's Office for filing for candidacy for a degree during the semester in which the student plans to graduate. Credits for military service from the Joint Service Transcript (JST) can be evaluated using The American Council on Education website (<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>).

### 12.2.2 Requirements and limitations

- a. Students who have been discharged from military service under honorable conditions, may apply for a maximum of six elective credits, dependent upon the electives allowed for each student's program of study. These credits for military service are in lieu of taking six credits of free electives in their curriculum. In addition to six elective credits, students may receive course credit for military training if judged equivalent to a specific BCC course(s). See 10.5 Exemptions by Prior Learning Assessment.