

BRONX COMMUNITY COLLEGE  
Of The City University of New York

COMMITTEE ON ACADEMIC STANDING  
Minutes of the Meeting of September 29, 1976  
Tech. II, Room 521 - 2:15 P.M.

PRESENT

Faculty and Administration Representatives

Prof. Hayde, presiding; Dean Hobbs; Professors Chiswick, Cosentino, Cummins, D'Angelo, Erdsneker, Gamson, Genova, Graçian, Moehs, Palmer, Pomeranz, Sondheim, Wahlin, Wilson.

Guest

Mr. Collins

I. MINUTES

1. Minutes of the Meeting of June 16, 1976; Minutes of the Executive Session and Graduation Meetings of July 1, 1976.

MOTION: To approve these minutes as read.  
CARRIED: Unanimously.

II. COMMUNICATIONS

1. Notice, dated September 27, 1976 from the Nursing Department to the Chair stating that Prof. Sondheim would be the representative of that department to the Committee on Academic Standing.
2. Memo, dated July 12, 1976, from Dean Hobbs to the Chair regarding changing standards for dean's lists.
3. Letter, dated July 12, 1976 from Dean Stillerman to Prof. May, copy to the Chair, regarding an appeal of an academic grade in the Department of Business and Commerce by Mr. John Richardson.
4. Letter, dated July 6, 1976, to Mr. Raymond Murphy, Special Assistant to the Dean for Academic Advancement of the City University, copy to the Chair, regarding implementation of the April, 1976 resolutions of the Board of Higher Education. Letter from Dean Irby.
5. Memo, dated July 1, 1976 from the Executive Secretary to the Chair concerning the Curriculum Committee's Subcommittee on Academic Standards.

III. STUDENT APPEALS

1. Letter from the Executive Secretary to a Department Regarding the Establishment of an Ad Hoc Committee to Consider a Student Appeal of an Academic Grade:

1. Appellant: Tsai, Geoffrey Date: September 27, 1976  
 Department: Biology and Medical Laboratory Tech. - Prof. Costello  
 Re: Grade of "D" in BIO 15 - 1026, Spring, 1976.
  
2. Letters to Students from the Executive Secretary Regarding Appeal of an Academic Grade:
  1. To: Carter, James Date: September 27, 1976  
 Re: Grade of "D" in GER 12 - 2625, Fall, 1975.
  
  2. To: Johnson, Roxanne J. Date: September 27, 1976  
 Re: Grade of "NC" in ACC 12 - 1213, Spring, 1976.
  
  3. To: Judge, (Ms.) Glenn Date: September 27, 1976  
 Re: Grade of "INC" in ACC 14 - 1221, Spring, 1976.
  
  4. To: Oladejo, Esther Date: September 27, 1976  
 Re: Grade of "C" in ACC 11 - 1202, Summer, 1976.

#### IV. OLD BUSINESS

##### 1. Guidelines for Student Retention Standards.

A new copy of the Guidelines, reflecting some changes suggested by the Committee on Academic Standing at its September 22, 1976 meeting, was distributed by the Executive Secretary for discussion.

A. MOTION: To extend the time for debate, the allowable thirty minutes having expired at 3:33 P.M.

CARRIED: Unanimously.

B. MOTION: To adopt the most recent version of the Guidelines for Student Retention Standards in compliance with the B.H.E. Policy on Student Retention approved by the Council of Presidents on September 13, 1976.

a. MOTION: To waive article II. 9. of the Codification to permit a vote on the above motion to be taken at this meeting.

CARRIED: 14 - 0 - 1

MAIN MOTION CARRIED: 14 - 0 - 1

[N.B. The text of the adopted Guidelines, reprinted below, was deemed by the Committee on Academic Standing to now take immediate effect, retroactive to the start of the Fall, 1976 - 1977 semester, upon all past, present, and future students of the College, subject only to future amendment. The Chair reported that President Rosenstock had already ruled that for this document to take effect upon acceptance by the Committee on Academic Standing, subsequent approval by the College Senate was not required.]

GUIDELINES FOR STUDENT RETENTION STANDARDS

The following system of uniform grading symbols shall be employed according to the interpretation listed in Table A (below). Individual units of the University need not employ all symbols but must adhere to the following interpretation for those employed.

Grades to be counted for satisfactory rate of progress (See IX. below) are indicated by an "S." Grades to be counted for unsatisfactory rate of progress are indicated by a "U." Quality points are to be used to calculate the GPA (grade point average) or Index. A dash (--) indicates that the grade is not to be counted in that particular column.

Table A

| <u>Grade</u> | <u>Definition</u>   | <u>Quality Points (Index)</u> | <u>Rate of Progress</u> |
|--------------|---|-------------------------------|-------------------------|
| A            | 90 - 100% . . . . .   | 4                             | S                       |
| B            | 80 - 89% . . . . .  | 3                             | S                       |
| C            | 70 - 79% . . . . .  | 2                             | S                       |
| D            | 60 - 69% (lowest passing grade) . . . . .   | 1                             | S                       |
| F            | Failure . . . . .   | 0                             | U                       |
| W            | Withdrew (given 3rd through 10th weeks only; student must apply for this grade)   | --                            | U                       |
| WF           | Withdrew Failing (counts as a Failure; given 3rd week through end of semester)  | 0                             | U                       |
| WU           | Withdrew Unofficially and/or Excessive Absence (administrative, counts as a Failure; given 3rd week through end of semester) . . . . .                                | 0                             | U                       |
| NC           | No Credit Granted (Official Leave of Absence; not to be assigned by instructor) . . . . .   | --                            | U                       |
| R            | Course Must Be Repeated (may only be used in remediation courses until minimum level of proficiency is attained; not to be used for unofficial withdrawals) . . . . . | --                            | U                       |
| ABS          | Absent from Final Exam, Make-up Exam Permitted . . . . .  | --                            | --                      |

| <u>Grade</u> | <u>Definition</u>   | <u>Quality Points (Index)</u> | <u>Rate of Progress</u> |
|--------------|---|-------------------------------|-------------------------|
| INC          | Term's Work Incomplete . . . . .  | --                            | --                      |
| AUD          | Auditor, Listener (registration only by special permission of the Registrar)                                | --                            | --                      |
| Z            | No Grade Submitted by the Instructor (administrative grade; cannot be assigned by the instructor) . . . . . | --                            | --                      |
| S            | Satisfactory (to be used as a midterm grade only) . . . . .   | --                            | --                      |
| U            | Unsatisfactory (to be used as a midterm grade only) . . . . .   | --                            | --                      |

Note: The grades of "ABS" and "INC" revert to an "F" (failure) according to a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of the Summer Session. Students who have officially withdrawn from a college and have these grades may appeal through the Committee on Academic Standing.

- II. Any student record sent from a unit of the University must include a grade for every course in which a student has been officially registered (that is, at the beginning of the third academic week). Clerical, computer, or professional errors are not to be considered part of the historical record and should be deleted.
- III. A withdrawal after the second week will be assigned the grade of "w" (Withdraw) or "WF" (Withdraw Failing). Under no circumstances will a "w" be assigned after the tenth week or two-thirds of a term. [After the tenth week, a student who wants to drop will be referred to a committee or designated officer still to be authorized by the Committee on Academic Standing. Secretary's note.]
- IV. No grade will be recorded during the Change of Program period.
- V. All courses for credits or equated credit yours for which the student is officially registered after the first two weeks of each semester (after the Change of Program period) shall be considered "attempted credits."
- VI. The grade of "INC" (Incomplete) or "ABS" (Absent from the Final Exam) should be given by the instructor only where there is a reasonable expectation that a student can in fact successfully complete the requirements of the course.
- VII. Remedial work should take precedence over all other course work. Therefore, all remedial course work should be completed within the first thirty-six credits or equated credits attempted.

The following table (Table B) indicates the minimum cumulative index which must be earned at specified levels of credits or equated credits attempted and the percentage of courses which must be satisfactorily completed to maintain adequate academic progress.

Table B

| <u>Credits or Equated Credits Attempted</u> | <u>Minimum Cumulative GPA (Index)<sup>1</sup></u> | <u>Minimum Semester-Satisfactory Rate of Completion of Credits</u> | <u>Student-on-Probation Minimum Satisfactory Rate of Completion</u> |
|---|---|--|---|
| Less than 12 cr.                            | No reclassification                               | No Reclassification  | ---   |
| 12 - 23-1/2                                 | 1.50  | 50%  | 100%  |
| 24 - 35-1/2                                 | 1.75  | 66%  | 100%  |
| 36 and upward                               | 2.00  | 75%  | 100%  |

<sup>1</sup>This minimum cumulative GPA (Index) must be met or exceeded both by a matriculated student to avoid probation and by a student on probation to avoid being separated from the College. [CAS Secretary's note.]

- IX. Students who fail to achieve required standards will be placed on probation for one semester. If they receive any unsatisfactory grades and are not correcting deficiencies while on probation, they will be dropped from Bronx Community College and the University. The normal academic appeals procedure of each college will continue to consider individual cases and to make such exceptions to the implementation of these guidelines as unusual circumstances may warrant.
- X. Students may not be readmitted until they have been separated from the University for one semester or equivalent calendar time [after having been dropped from the College.] Such students may not attend in any credit and/or equated credit course during the period of separation.
- XI. These standards for student retention are minimal standards and apply to all matriculated and non-matriculated students for the Fall, 1976 semester and thereafter.
- XII. GPA requirements apply to all matriculated and non-matriculated students in attendance at the University. Currently enrolled students who do not have at least a 2.00 GPA shall be notified in writing of a deficiency and shall be given no more than one year to raise the GPA to 2.00 or higher to avoid being placed on probation. All colleges shall review all students enrolled in the Fall, 1976 semester in accordance with the above Guidelines.

V. DATE OF NEXT MEETING AND ADJOURNMENT

1. The next meeting of the Committee on Academic Standing was announced for Wednesday, October 13, 1976 at 2:15 P.M. in Tech. II, Room 521.
2. This meeting was adjourned at 4:08 P.M.

Respectfully submitted,

*William S. Wahlin*

William S. Wahlin  
Acting Recording Secretary