

BRONX COMMUNITY COLLEGE

of the City University of New York

Committee on Academic Standing

Minutes of March 23, 2022 (web conference [Zoom])

Present: Rasheen Allen (Bio), Angel Calderon (Stu), Laurel Cummins (World Lang), Teresa Fisher (CommAS), Anthony Gatto (A&M), Kamal Ismail (Chem), Paul Jaijairam (Bus), Noah Jampol (Eng), Octavio Melendez (Adv, OAA), Stephen Powers (Edu), Wladyslaw Rocznik (Hist), Vivian Rodriguez (Nurs), Marjaline Vizcarrondo (Soc Sc), Karen Thomas (Reg)

Present Alternates: Gregory Cobb (Soc Sci), Carlos Cruz (CAS), Ivan Horozov (Math) -- seated, Edward Lehner (Edu), Anita Rivers (Reg), Soosairaj Therese (Chem)

Guests: Jessica Cabrera (ASAP), Cynthia Suarez-Espinal (CD), Annette Ortiz (Nur), Alex Ott (OAA), Shanell Rawls (Nur), Manish Sharma (Rad Tech)

Absent/Excused: Kenneth Flowers (SGA), LaChoy Harris (Stu), Janet Heller (HPER), Mehdi Lejmi (Math), Eugene Mananga (Eng Phy Tech), Sierra Moncayo (Stu), Elena Robin (SGA), James Watson (Library)

1. **Call to Order:** At 2:04 P.M., meeting called to order by S. Powers. The meeting was recorded.
2. **Approval of the March 9, 2022, minutes:** The minutes from 3/9/22 were approved unanimously by the 12 seated members present who were at that meeting. *K. Thomas was not present at 3/9/22, but under Robert's Rules of Orders is eligible to vote and also voted 'yay'.*
3. **Student Appeals:** S. Powers noted that the sub-committee members have been busy with appeals, but no official report.
4. **Proposal from Rad Tech:** (see agenda) A question was asked and answered regarding the requested changes to the codification for the Rad Tech program. The question was as to why a B- instead of a C+ would be needed for the required math class. A motion was made and approved to vote on the proposal. The vote passed unanimously by the 14 seated members. *A. Calderon and I. Horozov came in after the vote.*
5. **Proposal from Nursing:** (see agenda) S. Rawls reminded members of the proposed changes. A question was asked and answered regarding the requested changes to the codification for the Nursing (RN) program. The question was asked as to why the changes were being made. Rawls explained this was a combination of responding to attrition and to align with 4-year schools who have relaxed their standards. A motion was made and approved to vote on the proposal. The vote passed unanimously by the 16 seated members.
6. **Proposal from LPN:** (see agenda) S. Rawls reminded members of the proposed changes. Questions were asked and discussion ensued regarding the requested changes to the codification for the LPN program. A motion was made and approved to vote on the proposal. The vote passed unanimously by the 16 seated members.
7. **WU policy proposal:** (see agenda) T. Fisher presented the sub-committee's updated document re clarifying language for the updated WU. The document separate from the agenda will be sent to members to disseminate to their departmental faculty.
8. **Residency for Certificates:** A. Ott recapped on the question if a residency requirement should be put in place for certificate programs as they are for the degree programs. He noted they are low enrollment programs so not a big issue for BCC, but wanted to see if this was something that should be looked into more and possibly addressed. Discussion ensued. A

sub-committee will be constituted and will include members from each department with a certificate program especially from paralegal and cybersecurity.

9. **New Business:** R. Allen asked a question regarding honors program notation on student transcripts. A. Ott replied in the affirmative. W. Roczniak had a question regarding honors students notation on graduating diplomas. K. Thomas noted it has to be in the college catalog (official, in writing) in order to happen.
10. **Adjournment:** 2:51 p.m.

Meetings are held on the 2nd and 4th Wednesday of the month. Remaining spring 2022 dates: 4/13, 4/27, and 5/11.

Respectfully Submitted,



Teresa A. Fisher,
Recording Secretary

Handouts: agenda

Recording:

https://us02web.zoom.us/rec/share/h6g9VoXJlbsPfmQyw7fwmwaHlb_n33KfKn6IVX14GItsSYCA2fX7VwRrlca_jHz.90ufmJ1ytluiAljW Passcode: ezO6@A?Y

COMMITTEE ON ACADEMIC STANDING

March 23, 2022: 2:00 – 4:00

Zoom Meeting Link:

<https://us02web.zoom.us/j/89054611988>

AGENDA

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| 1. Call to order | Steve Powers |
| 2. Approval of Minutes from 2/23/2022 | Teresa Fisher |
| 3. Student Appeals
a. Report | Cheryl Byrd |
| 4. Proposal from RAD TECH – 2nd presentation, possible action to be taken | Manish Sharma |
| 5. Proposal from NUR Program – 2nd presentation, possible action to be taken | Annette Ortiz |
| 6. Proposal from LPN Program – 2nd presentation, possible action to be taken | Annette Ortiz |
| 7. The WU grade (see below. Really, really below)
 What Grade should I Give?" | Teresa Fisher |
| 8. Residency for Certificates (2nd meeting) | Alex Ott |
| 9. New Business | |

Remaining Spring Dates:

April 13, 2022

April 27, 2022

May 11, 2022

All.1: The following revisions are proposed to “Admission to Radiologic Technology” and “Minimal Acceptable Grade” in the BCC Academic Rules and Regulations.

Proposed: Changes to the Admissions and Academic standards of the Radiologic Technology programs that will update the math program prerequisite and minimum grade required, revise the timing of program admission, clarify ranking for admission, count administrative grades (e.g., W, WU) as course attempts for prerequisite and majors courses, require prerequisite courses be completed within past seven years, require students who have left program for two year or more to restart program if they readmit, modify BIO 23/24 guidance, and make additional updates and clarifications.

From	To
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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 ENG 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.

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 B- in MTH 28 or MTH 28.5 by the conclusion of fall semester prior to entry. Students will be selected into the program mid-spring semester. The Radiologic Technology Program only accepts students once a year for the subsequent fall semester.
- ii. Be CUNY English proficient, either by meeting CUNY criteria (e.g., Regent's Score, English Proficiency Index >64, etc) or by successfully completing ENG 100/110. Note that completing ENG 100/110 is equivalent to ENG 111.
- iii. It is recommended that ENG 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 B- in MTH 28 or MTH 28.5 (College Algebra and Elementary Trigonometry). A grade of "W / WU" will 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.
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).

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+

- v. Students must have completed BIO 23, MTH 28 or MTH 28.5 (or equivalent for transferred students) within seven years of the date of admission into the Radiologic Technology Program.

b. Students eligible to enter the first radiologic technology course will be admitted using the following criteria:

- i. A minimum cumulative GPA of 2.8, including all prior non BCC college coursework, if applicable. (Students may be required to provide official transcripts for non-BCC coursework, upon request.) As the program is competitive, a GPA of 2.8 does not guarantee that the student will be accepted into the program. Seats are limited based on clinical placement capacity.
- ii. Students will be selected based on highest to lowest GPA until the available seats have been filled.
- iii. If two students have the same average, a student who has completed more credits at BCC will be given preference.
- iv. Students who have not completed Anatomy and Physiology I and II at the same college must provide documentation that they have covered full subject matter in BCC's BIO 23 and 24. Failure to do so may result in students having to complete BIO 23 or 24 at BCC.

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

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.

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 absent from the program for two years or more may readmit to the program, but would have to retake all RAD and CLE courses.
4. 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.

All.1: The following revisions are proposed to Nursing Admissions/Academic Standards in the BCC Academic Rules and Regulations.

Proposed: Changes to the Admissions and Academic standards of the AAS Nursing program to reflect the ending of stand-alone remediation, allow students to repeat core liberal arts preclinical courses one time, clarify that admission is based on space and highest GPA, emphasize that W/WU grades count as an attempt for NUR courses and PHM 10, allow transfer students from another Nursing program to be considered for admission, allow TEAS scores for two years.

<p>4.2 Matriculation Requirements for admission or re-admission to certain curricula</p> <p>4.2.1 Academic requirements for all students who want to apply for entry into the Registered Nursing (R.N.) Program include:</p> <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 	<p>4.2 Matriculation Requirements for admission or re-admission to certain curricula</p> <p>4.2.1 Academic requirements for all students who want to apply for entry into the Registered Nursing (R.N.) Program include:</p> <ul style="list-style-type: none"> a. 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 of COMM 11, ENG <u>100</u>, 110 or 111, PSY 11) and a "C+" or better in BIO 23 and PHM 10. These courses can only be repeated once to achieve <u>the required minimum grade.</u> (For these courses, <u>withdrawal grades count as an attempt only for PHM 10.</u>) <u>This policy also applies to students who transfer into BCC's RN program from other institutions.</u> b. TEAS V Examination
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- 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 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

- 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 Examination. The TEAS V examination may be repeated one time only within the past two years. It is highly recommended that 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. TEAS V exams must be less than two years old.

c. Additional Admission Information

- i. Admission into the R.N. Program’s nursing (NUR) courses is competitive and meeting the above requirements is not a guarantee of admission. When the number of applicants exceeds the number of available clinical spots in the program, cumulative GPA will be used to determine which candidates are admitted. (Transfer students see Item “e” below.) 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.

d. 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

<p>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.</p> <p>4) BCC students absent for one year or more will be held to the new standards.</p> <p>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.</p> <p>g. Transfer Students</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>4) BCC students absent for one year or more will be held to the new standards.</p> <p>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.</p> <p>e. Transfer Students</p> <p>i. <u>Transfer students who were enrolled in but did not complete a nursing program at a previous school may be considered for admission if they meet all criteria. However, these students must also provide a statement explaining the reason for failure to complete the program. The Nursing Committee on Admission reserves the right to deny admission after review of statement and circumstances of failure to complete the program.</u></p> <p>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.</p> <p>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.</p>
<p>7.2 Course Withdrawals in Specific Curricula</p> <p>7.2.1 Nursing</p> <p>a. NUR 101 may not be repeated. Students who do not earn a "C+" or better may not continue in the program.</p>	<p>7.2 Course Withdrawals in Specific Curricula</p> <p>7.2.1 Nursing</p> <p>a. The following courses must be passed with a grade of "C+" or better: NUR 100, <u>NUR 101</u>, NUR 201, NUR 301, NUR 401, and NUR 402. A student may repeat, on a space-available</p>

<p>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.</p>	<p><u>basis</u>, one of these courses a maximum of one time in order to earn a “C+” or better. <u>Note that withdrawal grades of W and WU count as an attempt in NUR courses.</u></p>
<p>8.2 Grading requirements in Special Curricula 8.2.1 Nursing – minimum acceptable grade a. Progression Requirements</p> <ul style="list-style-type: none"> 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). 	<p>8.2 Grading requirements in Special Curricula 8.2.1 Nursing – minimum acceptable grade a. Progression Requirements</p> <ul style="list-style-type: none"> 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. The following courses must be passed with a grade of “C+” or better: NUR 100, <u>NUR 101</u>, NUR 201, NUR 301, NUR 401, and NUR 402. A student may repeat, <u>on a space-available basis</u>, one of these courses a maximum of one time in order to earn a “C+” or better. <u>Note that withdrawal grades of W and WU count as an attempt in NUR courses.</u> v. When a student receives a grade of “C”, “C-”, “D+”, “D”, “D-”, “F”, “WU” or “FIN” in NUR 100, <u>NUR 101</u>, 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.

Effective Semester: Fall 2022

Rationale: The substantive proposed changes are intended to increase opportunity for students who intend to become registered nurses, for example by considering students who may not have been successful in attempting nursing programs at another institution. At the same time, there is no change to the minimum admission and grade standards required for students to graduate from the program, ensuring that our graduates will be prepared for the Board exams and to be qualified RNs.

All.1 The following revisions are proposed for the Licensed Practical Nurse Admission/Academic Standards in the BCC Academic Rules and Regulations.

Proposed: Changes to the Admissions and Academic standards of the LPN Certificate program to reflect the ending of stand-alone remediation, allow students to repeat core liberal arts preclinical courses one time, allow transfer students from another Nursing program to be considered for admission, allow TEAS scores for two years.

Current Codification:	Proposed Revised Codification:
<p data-bbox="197 488 1024 548">4.2.4 Progression Requirements for Licensed Practical Nurse Program</p> <p data-bbox="197 581 1024 641">To be eligible for progression into practical nurse coursework (PNR designated courses), students must meet the following criteria:</p> <p data-bbox="197 703 1024 1003">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.</p> <p data-bbox="197 1101 1024 1219">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.</p> <p data-bbox="197 1252 1024 1404">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</p>	<p data-bbox="1031 488 1856 548">4.2.4 Progression Requirements for Licensed Practical Nurse Program</p> <p data-bbox="1031 581 1856 641">To be eligible for progression into practical nurse coursework (PNR designated courses), students must meet the following criteria:</p> <p data-bbox="1031 703 1856 976"><u>A cumulative GPA of 2.7 must be obtained, with minimum grades in specified preclinical courses as follows. A minimum grade of “C” or better is required in ENG 100, 110 or 111, PSY 11, and PHM 10. These courses may be repeated once to achieve a grade of C or better. Additionally, a “C+” or better is required in BIO 23. BIO 23 may be repeated once to achieve a grade of “C+” or better. (For these courses, withdrawal grades count as an attempt only for PHM 10.)</u> This policy also applies to students who transfer into BCC’s LPNP from other institutions.</p> <p data-bbox="1031 1130 1856 1312">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 <u>within the past two years.</u> <u>TEAS V Scores from another institution are not accepted. TEAS V exams must be less than two years old.</u></p> <p data-bbox="1031 1344 1856 1404"><u>Transfer students who were enrolled in but did not complete a nursing program at a previous school may be considered for admission if they</u></p>

~~program at a previous school are not eligible for the BCC Licensed Practical Nurse program.~~

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.

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

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.

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.

All PNR courses required for graduation must be taken within three years from the date the student began PNR 101.

meet all criteria. However, these students must also provide a statement explaining the reasons for failure to complete the program. The Nursing Committee on Admission reserves the right to deny admission after review of statement and circumstances of failure to complete the program.

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.

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

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.

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, on a space-available basis, 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. Note that withdrawal grades of W and WU count as an attempt in PNR courses.

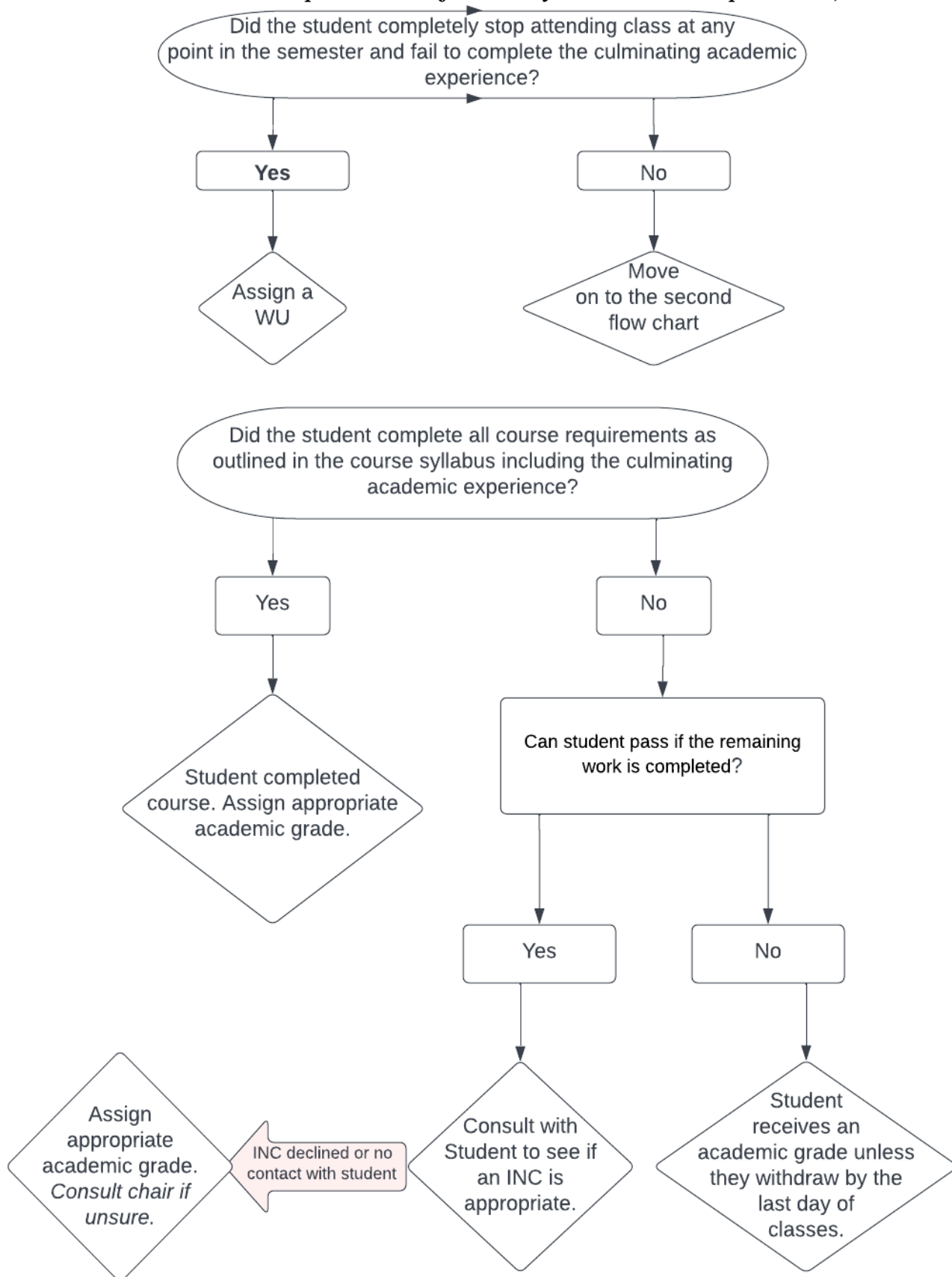
All PNR courses required for graduation must be taken within three years from the date the student began PNR 101.

Effective Semester: Fall 2022

Rationale: The substantive proposed changes are intended to increase opportunity for students who intend to become LPNs, for example by considering students who may not have been successful in attempting nursing programs at another institution. At the same time, there is no change to the minimum admission and grade standards required for students to graduate from the program, ensuring that our graduates will be prepared for the Board exams and to be qualified LPNs.

What Grade Should I Give?

A Pictorial Representation (followed by more nuanced explanations)



What Grade Should I Give?

This document is provided to faculty as a guide to help you navigate the assigning of student grades as well as to explain grading-related policies. This guide will help you in determining what is the appropriate grade to give based on CUNY's uniform grading policy (as modified in May 2021 and in effect starting with the Fall 2021 semester).

Grades within approximately the first three weeks of the semester (administrative grades only):

- **WN** (withdrew, never attended): A WN is assigned to a student when they have never attended a class and, more specifically, have never participated at least once in an academically related activity. You can find a list of “academically related activities” in the Academic Rules and Regulations (the “codification”) as well as listed in the Verification of Enrollment (VOE) instructions. When this grade is assigned, a student has to pay back any financial aid they may have received for the course.
 - **Can I reverse a WN?** Yes, but consult with your department chair to see if you should.
- **WD**: This is student-generated and means they dropped the class of their own volition.
- **WA**: This is the immunization withdrawal and requires that a student submit the appropriate documentation to Health Services in order to be reinstated.

Final Semester Grades (academic, administrative, and temporary grades):

- **A through D-:** These are passing academic grades that are assigned when a student has achieved the grade through completing the coursework of a class, as outlined in the syllabus.
 - **What if a student wants to appeal an academic grade?** There is an appeal process that they must go through that is arranged by the relevant academic department for the course. In the Academic Rules and Regulations, this is codified in 8.8.3 (see link at end of this document).
 - **What if the student didn't complete the culminating experience (e.g. final exam)?** Is an INC (incomplete) appropriate (see INC section)? Has the student completed a sufficient amount of the course (e.g. 80%) so that, just factoring in the work completed without the final exam the student still has a passing grade that could be assigned, particularly if there is no contact from the student? Or is a WU an appropriate grade if the student also missed the last class session (see WU grade section)?
 - *An example: One semester, a faculty member had a student who earned a high A grade in 80% of her work but failed to show up for the final exam. The student was pregnant at the time as well as raising a toddler. The faculty member was able to reach the student via email and asked if the student would like an INC (incomplete) to take the final exam at another time, but the student did not feel she would be able to do so. The faculty member noted that, even with a “0” for the final exam, the student still had earned enough points for an overall C+ grade in the class. The student said she would be happy with the C+ grade and so that was entered as the final grade. Note that this scenario was dependent on the student consulting with the faculty member and a passing grade with a zero calculated for the culminating academic experience. As per CUNY's INC policy, a faculty member cannot assign an INC grade without consulting the student.*
- **P/NC:** BCC has a Pass/No Credit policy that allows students to take up to two of their BCC courses as pass/no credit. Students must initiate this by asking faculty if they can do so (there is a deadline of the last day of classes for them to submit the form, a form faculty must sign). Faculty are not obligated to accept this request. For example, if a faculty member knows the student taking

the course needs a specific grade in order to meet program requirements, they will rightfully refuse the request. *If you're uncertain, talk with your department chair.*

- **F:** The F is an earned academic grade in which the student has, according to CUNY's uniform grade policy, either completed the course requirements but that work is at a failing level or the student has completed a sufficient amount of the course work at a failing level that even if the student completed the remaining work, their grade would still be an F.
 - **But what about giving a WU instead of an F if the student's work isn't completed?** If the student meets the WU requirements (see WU section), then a WU would seem to be appropriate. But, as per CUNY's uniform grade policy, if it's clear by adding up the points that even if the student completed the remaining work there was no way for them to pass the class, then the F is considered the appropriate grade. **What's the difference?** In the case of a WU being appropriate, the student may have only completed a minor portion of the work (for example, 25%) before they stopped attending so that one cannot conclusively make a determination that completing the remainder of the work would have resulted in an F grade. But if the student has completed, for example, 70% of the coursework and at a failing level, that is a clearer pattern (and, indeed, mathematically, an F may be the only possibility even if the other 30% were to be completed). *This would be a good situation to ask for guidance from the Committee on Academic Standing (see link at the end of this document) to help you determine the appropriate grade.*
- **W:** A withdrawal is a student-initiated grade. Students have to login to CUNYFirst to complete the withdrawal process. They have until the last day of classes (before final exams begin) to drop with a W. After that date, they have lost the opportunity to do so.
 - **What if a student submitted the W earlier in the semester and then changes their mind (or says it was an accident) so asks me to reverse a W grade?** You will need to consult with your department chair, as such a change will have to go through the Registrar and requires chair approval. If it was indeed an accident or you believe the student could successfully pass the class if allowed back in, you can choose to support the student's request and advocate that to your chair.
- **WU:** The WU grade means a student completely stopped attending the course at any point in the semester and also didn't complete the culminating academic experience (e.g. final exam, final paper). It means the student unofficially withdrew from the class.
 - **An important note about how the WU is now versus pre-fall 2021:** The WU has changed since the fall of 2021. Prior to fall 2021, the WU had the same academic impact as an F on a student's GPA. Now it has no impact on a student's GPA.
 - **What does "completely stopped attending at any point in the semester" mean?** It could be the student attended once in the first 3 weeks so passed the VOE, but then didn't attend again. Or perhaps the student attended regularly through the midterm exam but stopped after that, or...well, there are lots of scenarios here. One clear barometer is that if they were in class on the last day of class, they don't meet the requirement for a WU. *Which means they could have missed 30 hours of class but decided to show up on the last day and they are ineligible for a WU, even if they don't take the final exam.*
 - **What if my class doesn't have a final exam or final paper or another designated culminating academic experience?** You'll need to consult with your department chair and/or the Committee on Academic Standing (see link at end of this document) to figure out the best way to resolve this situation.
 - **Can a student appeal an administrative grade?** Yes. Administrative grade appeals are handled through the Committee on Academic Standing (CAS) (see appeal section and link at the end of this document).

- **INC:** The INC (incomplete) is a temporary grade assigned in consultation with the student. There must be a reasonable expectation that the student can complete the remaining work and successfully pass the class once they have done so.
 - **How long does a student have to complete the INC?** Until the last day of classes of the next semester (*summer doesn't count so a spring semester INC has until the last day of classes in the fall semester to be completed*).
 - **What happens if a student doesn't complete the INC?** The INC turns into a FIN (failed to complete), which has the same impact on their GPA as an F grade. *This is why students should not enter lightly into an INC. In some situations, particularly if they have more than one final piece of the course to complete, the W is the more appropriate grade and students can be encouraged to drop (unless there is a reason why they cannot – see “things to consider” section).*
 - **What if a student wants to appeal an INC or FIN?** The student should first contact the instructor. They can also go to the department chair if they are unable to reach the professor. Finally, as per 8.8.5 in the Academic Rules and Regulations, they may also seek help with the Committee on Academic Standing (CAS) (see links at the end of this document).

Things to consider:

- **Is the student receiving military veterans' benefits?** If yes, they must complete their classes with a letter grade. Failing to do so means they will need to pay back their benefits. As such, make sure when advising students on their options to ask them, “***Are you a military veteran utilizing veterans' benefits to pay for school?***” If the answer is “yes”, make sure they know that they have to complete the course requirements including completing the culminating academic experience in order to receive an academic grade. If they fail to do so, you must give them the appropriate grade, even if that is an administrative grade.
- **Is the student planning to enter or already in a program that requires a specific grade for certain classes?** Nursing and Allied Health students (RN, LPN, MLT, Rad Tech, etc.), some Business and Information Services students, and a few other select programs require a specific grade in some classes. There is also often a limit on the number of times a student can take those classes. Failing to earn that grade and/or going over the allowable attempts (with W, WU, and even WN sometimes counting as an attempt) will result in ineligibility to enter the desired program or dismissal from it. This also means if a student wants to take your clas55s as P/NC, they should not do so if they need a specific letter grade for their program of study. ***Faculty are often aware if the course they are teaching falls into one of those categories, but it would be good to check with your department chair if you're not sure.***
- **Will the student be academically harmed by the grade I'm awarding them?** Inevitably, a failing or below-a-C grade can hurt a student, but there might not be anything you can do about it. If you're wondering about other options you haven't explored or understood, talk to your CAS (Committee on Academic Standing) representative (or to the Chair of that committee, Dr. Stephen Powers, see link at end of this document). Maybe there is a nuance between an F and a WU, for example, that you've missed.
- **Is the student receiving financial aid?** This falls into the category of information you can't really do anything about, but it's probably good to be aware of as we have many students who don't realize the harm they are causing themselves from too many attempted and not enough earned credits. While administrative grades like the WU and W, P and NC grades, as well as the academic appeal process (see next section) offer students the ability to maintain an appropriate GPA (students must have at least a 2.0 GPA to graduate), when it comes to financial aid, there are two measurements that the federal/state/local governments consider when determining if a student is

still eligible for financial aid. GPA is one and the other is “pace of progress”. In short, the ratio between credits attempted (which includes all academic and administrative grades even the W) to credits earned. In sum, for a 60-credit degree, students cannot attempt more than 90 credits for that degree (*a change of major is one way to help overcome a pace of progress issue*).

What are academic appeals? How do students apply for them?

There are a variety of remedies available to students at BCC to help them rehabilitate their academic status and achieve success at BCC. It can be useful to be familiar with them as students are not always aware of them or may ask you questions about them. Students should seek out the Academic Appeals Agent (Cheryl Byrd) for assistance with academic appeals (see link at end of this document).

- **F-replacement:** For up to 16 credits at BCC, in the calculation of their GPA, students can replace an F grade with a C or better in another attempt at that same class. For example, a student gets an F in COMM 11 in spring 2022, takes the class again in fall 2022 and earns a B in it. The F from spring 2022 is replaced in the student’s GPA by the B from fall 2022. This is done automatically. The student does not need to request the change. *Please note that F-replacement should be honored at other CUNY schools but is not likely to be honored beyond CUNY. So prior F grades will be recalculated into a student’s GPA when they are transferring to a non-CUNY school.*
 - **What about a D-replacement?** This doesn’t exist. It’s why we often say that a D is worse than an F at BCC. This doesn’t mean you can give a student an F when they earned a D, of course, but it’s important to be aware of the difference as there has been misinformation passed around over the years that it is possible to replace a D with a higher grade but it is not. The only time a non-F grade can be replaced involves specific programs (e.g. Nursing and Allied Health) that have specific grade requirements for specific courses. And, even then, in some cases, both attempts for a course – both the D and the B, for example – are factored into a student’s GPA rather than the higher grade replacing the lower one.
- **First Year Freshman Forgiveness Policy (FYFFP):** Students in their first year of study can appeal to change up to 12 credits within that first year from F to NC (*does not apply to transfer students unless they only had one semester of previous college study; students who took classes as a non-matriculated student while in high school are eligible for FYFFP*). Students need to meet with an advisor to create an official academic plan as well as write a personal statement. (see link at end of this document)
- **Statute of Limitations:** Students with grades older than 7 years may appeal to replace them in GPA calculations with an equal number C level or better credits (*e.g. D in ECO 11 in spring 2012 could be replaced with a C in ENG 147 from fall 2019*). *Please note that statute is not likely to be honored by other schools including within CUNY. So prior poor grades will be recalculated into a student’s GPA when they are transferring.* Students will need to submit a personal statement and transcript. (see link at end of this document)
- **WU appeal:** For WU grades prior to fall 2021, students may appeal them with appropriate documentation and a personal statement. (see link at end of this document)

Links:

- Academic Rules and Regulations (the codification): http://www.bcc.cuny.edu/wp-content/uploads/2022/02/bcc_academic_rules_and_regulations_feb22.pdf
- Academic Appeals: <http://www.bcc.cuny.edu/academics/academic-advising/academic-appeals/>
- Committee on Academic Standing: <http://www.bcc.cuny.edu/about-bcc/college-senate/committee-on-academic-standing/>