

**AGENDA ITEM 11.a**

Review of Board Policies 4320 (Course Adding, Dropping, and Schedule Change Policy), 4330 (Course Withdrawal Policy), and 4408 (Change of Student Schedule).

**RECOMMENDED DIRECTIVE:**

The Board hereby approves: (a) the amendments to Board Policies 4320 (Course Adding, Dropping, and Schedule Change Policy) and 4330 (Course Withdrawal Policy); and (b) the deletion of Board Policies 4408 (Change of Student Schedule).

**DISCUSSION**

Policies and procedures are living documents designed to adapt to the evolving nature of an organization. While the core principles of a policy may endure, the specific details should be adaptable and responsive to the organization's shifts. Consequently, the Vice President for Enrollment Management and Student Services (VPEMSS) consistently engages in collaboration and coordination with pertinent EMSS offices and standing committees within the college to assess policies and procedures related to enrollment management and student services (Chapter 4).

After having been endorsed by the Recruitment, Admissions, and Retention Committee (RARC)<sup>1</sup>, the Executive Committee reviewed and endorsed for approval by the Board of Regents on November 21, 2023, the following:

1. Amendments to Board Policies 4320 (Course Adding, Dropping, and Schedule Change Policy) and 4330 (Course Withdrawal Policy); and
2. Deletion of Board Policy 4408 (Change of Student Schedule). The provisions of this policy have been integrated into the revised Board Policy 4320 (Course Adding, Dropping, and Schedule Change Policy).

**ACTION TAKEN:**

**VOTE:**

\_\_\_\_\_ Approved as presented

\_\_\_ AYE \_\_\_ NAY \_\_\_ ABSTAIN

\_\_\_\_\_ Approved with modifications

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Deferred to a later meeting

DATE: \_\_\_\_\_

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<sup>1</sup> October 23, 2023, meeting, BP No. 4320 (Course Adding, Dropping and Schedule Change Policy), BP No. 4330 (Course Withdrawal Policy), and BP No. 4408 (Change of Student Schedule)