AGENDA ITEM 11.h

Review of Board Policies 4335-Withdrawing from all Courses, 4403-Classification of Students, 4406-Auditing Courses, 4407-Change of Major, 4502-Final Grades, 4707-Satisfactory Academic Progress, 4708-Appeal of Financial Aid Suspension, and 4800-Student Education Records.

RECOMMENDED DIRECTIVE:
The Board hereby endorses review of BP 4406-Auditing Courses and BP 4502 Final Grades; and approves BP 4335-Withdrawing from all Courses, BP 4403-Classification of Students, BP 4407-Change of Major, BP 4707-Satisfactory Academic Progress, BP 4708-Appeal of Financial Aid Suspension, and BP 4800-Student Education Records.

DISCUSSION:
Policies and procedures are living documents that should grow and adapt with any organization. While core elements of a policy may stay the same, the details should change with the organization. As such, the Office of the Vice President for Enrollment Management and Student Services (VPEMSS) continues to collaborate and/or work with relevant standing committees at the college to review policies and procedures relating to enrollment management and student services (Chapter 4).

Policy	Comments and/or Remarks
BP 4335-Withdrawing from all Courses	Amended to: 1. Include under section 5, "For withdrawals after add/drop period" the details or specifics of tuition charges, in percentages.
BP 4403-Classification of Students	Amended to: 1. Delete the phrase "and Identification" from the policy's Title; and 2. Include: (a)Junior: Students in the Bachelor's program or the Third-Year Certificate of Achievement program who have earned from 71-105 semester credits; (b) Senior: Students in the Bachelor's program who have earned from 106 and above semester credits; and (c) Certificate: Students who are enrolled in a Certificate of Achievement program.
BP 4406-Auditing Courses	No change

BP 4407-Change of Major	Amended to: 1. Delete the phrase "and/or IDP" from the policy's Title; and 2. Pluralize the word "Student" in the first sentence. 3. Insert in the second sentence the modal auxiliary "may" immediately after the subject "They," and delete the phrase "have to."
BP 4502-Final Grades	No change.
BP 4707-Satisfactory Academic Progress	Amended to: 1. Insert the acronym "SAP" in the policy's title. 2. Delete in the first sentence the phase "once a year at the end of spring term" and insert the phrase "at the end of every semester." 3. Under section A, "Financial Aid Good Standing:" (a) delete the phrase "Financial aid recepients" and replace it with the word "Students;" (b) reformat from ". AND" to "; and" for sequence 1 and 2; and (c) hyperlink "Financial Aid website." 4. Under section C, "Financial Aid Disqualification," subsection 1 "Financial Aid Probation," delete the phrase "disqualified for not meeting SAP standards" and replace it with the phrase "placed on Financial Aid Suspension."
BP 4708-Appeal of Financial Aid Suspension	Amended to: 1. In the first sentence: (a) replace the subject "You" to "Students;" (b) replace the word "five" to "ten;" (c) delete the word "your" immediately after the phrase "days of receipt of" and insert "financial aid" immediately before "suspension notice." 2. Numbered seriation, immedialy following the first paragraph, sequence 1, delete "Your" and capitalize "r," and insert "/or." Additionally, under sequence 2, delete the word "your" immediately before the phrase "financial aid." 3. Under the paragraph immediately after the numbered seriation: (a) replace the subject of the second sentence from "You" to "Students;" (b) change "C" from upper to lower case of the word "committee;" and (c) delete the word "your" and replace it with the phrase "the appeal." 4. Under section "Reinstatement", delete "your" and replace it with the phrase "the students'."

BP 4800-Student Education Records	Amended to: 1. Change "C" from upper case to lower case of the word "College" in the first sentence. 2. Delete "Admissions and Records" and replace it with "Office of Admissions, Records, and Retention."

ACTION TAKEN: **VOTE**

_____ Approved as presented   ____ Aye ____ Nay ____ Abstain

_____ Approved with modifications

_____ Disapproved

_____ Deferred to a later meeting   Date _____