AGENDA ITEM

Chapter 3 policies-Instructional Affairs policies

RECOMMENDED DIRECTIVE:

The named Board Policies are as follow:

BP 3301 Class size

BP 3114 Repeats

BP 3115 Incompletes

Discussion:

Policies and procedures are living documents that change as the needs and priorities of the college evolve. While the core purpose of a policy may stay the same, its details should be reviewed and updated regularly to stay relevant and aligned with the college's goals. As such, the office of the Vice President for Instructional Affairs continues to work with the appropriate offices, Curriculum committee, and relevant committees to review policies and procedures relating to Instructional Affairs.

On November 04, 2025, the Executive Committee (EC) was presented the following policies for review and endorsement:

Board Policy	Amendments or Deletions	Remarks
BP 3301-Class size	~~The Vice President for Instructional Affairs, in consultation with Division Chairs or State Campus Directors, will determine class size.~~ The Vice President for Instructional Affairs, in consultation with the instructional coordinators, the dean of academic programs, and campus deans, shall determine class sizes based on course type, instructional modality, accreditation or program requirements, available facilities, and the need to maintain instructional	The current language is completely struck out to provide: more clarity to identifying the authority and consultation that will be taken within divisions and across campuses to effectuate change pertaining to class size; clear and reasonable parameters such as course type, mode of delivery, accreditation and program requirements, facility, and quality as measure to determine class size. -update on the title of authorities who are involved in the operational process: Division chairs to instructional coordinators and campus director to campus deans.

	quality and student learning outcomes.	
BP 3114- Repeats	~~Students may repeat a course in which a grade of "D", "F", or "I" is earned. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course is repeated.~~ Students may repeat a course in which a grade of "D" or "F" was earned. A course in which a grade of "C" or higher was earned may be repeated only upon the recommendation of the academic advisor and with the approval of the instructional coordinator or the dean of academic programs. When a course is repeated, only the higher grade will be used in computing the cumulative grade point average (GPA). The original grade will remain on the transcript but will not be included in the GPA calculation. The semester GPA for the term in which the course was originally taken will not be changed. If a course is repeated in a different semester, only the higher grade will be used in computing the cumulative GPA. The semester GPA for the original term will remain unchanged. If a course is repeated under a different course number due to renumbering or curriculum revision, the repeated course will be treated as the same course for GPA purposes. Only the	The proposed amendments now include students who earn a grade of C or higher to repeat a course for gpa improvement as opposed to the present language which does not allow a grade of C or higher to be repeated. The current proposal also clarifies when and how repeating a course can be taken. The new policy also addresses how the earned grade from repeating a course will be reflected in the transcript in the computation of the gpa, noting that only the higher grade will be computed in the gpa.

	higher grade will be used in computing the cumulative GPA, and all grades will remain on the transcript for historical reference.	
BP 3115-Incompletes	~~It is the students' responsibility to clear the incomplete grade by mid-term of the following semester. Students who have an incomplete grade from the spring semester have until mid-term of the fall to remove it. When the coursework is completed, the instructor will submit a grade to the Office of Admissions, Records and Retention. If the student fails to make up an "I" grade by mid-term of the following semester, the "I" will be changed to an appropriate grade on the transcript.~~ It is the student's responsibility to clear the incomplete grade labeled (I) by mid-term of the following semester. For example, a student who has an incomplete grade assigned to a course from the spring semester has until mid-term of the next fall to remove the I in place of a letter grade. The newly assigned grade will be based on the completed coursework, as evaluated by the instructor for the course. Once grading is done, the instructor will submit the earned grade to the Office of Admissions, Records and Retention to replace the I. If the student fails to complete the coursework and the	The proposed language policy: -clarifies what the change of "I" will entail when coursework (submitted by the student), preceding change of grade request (submitted by the instructor) are submitted before or by the deadline to the Office of Admissions and Records (OAR) to implement and record the changed grade. -outlines the conversion of I when coursework or change of grade request is not submitted to the OAR. In this case, the OAR will notify the instructor for the course to inform that the I will be converted to an F. -specifies that a is responsible clearing the I.

	instructor has not submitted a grade change form by mid-term of the following regular semester, the Office of Admissions, Records and Retention shall administratively convert the "I" grade to "F"(Fail) on the student's transcript. The instructor will be notified prior to conversion."	

ACTION TAKEN:

_____Approved as presented

_____Approved w/modifications

_____Disapproved

_____Deferred to a later meeting

VOTE:

____aye _____nay _____abstain

Date_____