

DEFINITION OF
HIGHER CREDIT

GENERAL

This policy defines a credit hour at Brazosport College in accordance with Federal Program Integrity Regulations¹ and Texas Higher Education Coordinating Board Rules.²

1. In 34 CFR 600.2, the U.S. Department of Education defines a credit hour for Federal programs as
 - a. An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
 - i. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
 - ii. At least an equivalent amount of work as required in paragraph 1.a.i of this definition for other academic activities as established by the institution, including laboratory work, cooperative education classes, internships, and other academic work leading to the award of credit hours. In the case of a program subject to the clock-to-credit-hour conversion requirements, institutions must determine the credit hours to be awarded for coursework under those requirements. [See 34 CFR 668.8(k) and (l).]
2. A credit hour for Federal purposes is an institutionally established equivalency that reasonably approximates some minimum amount of student work reflective of the amount of work expected in a Carnegie unit: key phrases being "institutionally established," "equivalency," "reasonably approximates," and "minimum amount." In determining the amount of work required to complete the prescribed learning outcomes, as under current practice, Brazosport College may take into consideration alternative delivery methods,

measurements of student work, and academic calendars.

¹ Definition of a Credit Hour (§§ 600.2, 602.24, 603.24, and 668.8)

² TAC, Title 19, Part 1, Chapter 4, Subchapter A, Rule 4.6

INTERNAL POLICY/RESPONSIBILITIES/PROCESS

1. Brazosport College defines a credit hour as a reasonable approximation of the student learning outcome equivalency of, at a minimum, a Carnegie Unit and the Texas Higher Education Coordinating Board. Faculty are to ensure that the quantity of student learning required per credit is the equivalent of 16 hours of coursework for the semester through activities that:
 - a. Address and demonstrate student competency in the defined learning outcomes and draw upon recommended instructional practices identified by Brazosport College Curriculum and Instruction Committee.
 - b. Standards established by external discipline-specific accreditation agencies will be applied as required.
2. Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:
 - a. Time required for students to complete assigned learning activities, taking into account expectations based on course level, discipline, and weight in students' final course grade;
 - b. Time required for students to read and understand content developed by course faculty, excluding time required to read assignments in a course syllabus;
 - c. Time required for course faculty to respond to student questions received via e-mail, posted in the online classroom, discussed in the online

class chat room, and/or other communication channels; and

d. Time required for course faculty and students to participate in online conference activities.

3. Student learning outcome equivalencies reflect differences in delivery methods, type and quality of instruction and interaction, degree of supervision, measurements of student work, academic disciplines, and academic calendars.

4. When proposing a new course or mode of delivery, each division, through formal faculty review, is responsible for demonstrating equivalent student learning outcomes to the Curriculum and Instruction Committee that these requirements are met for both courses composed of seat-time and other alternative delivery methods.

ACCEPTANCE OF
TRANSFER HOURS
TO COMPLETE
DEGREE
REQUIREMENTS

Students who transfer from the college to a senior institution before completion of the requirements for a degree may transfer hours from the senior institution to the college to meet the degree requirements, and be awarded a degree by meeting the following conditions:

1. Meet all of the general requirements for a degree from the college as outlined in the applicable college catalog.

2. Meet all of the specific requirements for the degree sought except the total number of hours.

3. Transfer a maximum of 15 semester hours from the senior institution to the college to complete the degree requirements. Grades on courses transferred to the college from a senior institution are not used in computing grade point averages for honor graduate designation.

4. Courses earned at another institution and transferred to the college to complete the last 15 semester hours required under this policy shall be completed and an application for a degree from the college filed within five years of the student's last attendance at the college.

AWARDING OF
INDIVIDUAL AND
INSTITUTIONAL
CONTINUING
EDUCATION UNITS

In compliance with the criteria for accreditation of the Southern Association of Colleges and Schools, the Continuing Education Unit (CEU) shall be used within the college as a basic unit of measurement for an individual's participation in non-credit courses and programs, and as a means for the recording and accounting of non-credit courses sponsored by the college during an academic year.

CRITERIA FOR
AWARDING CEUs

The CEU is awarded for ten contact hours of instruction in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction and shall be awarded as either individual or institutional CEUs.

INDIVIDUAL
CEUs

The individual CEU shall be awarded to individuals only for those non-credit courses that have been organized to provide unified and systematic instruction measurable in duration of time subject to performance evaluation for the participant, and which meet the following criteria:

1. The non-credit activity is planned in response to an assessment of educational need for a specific target population.
2. There is a statement of objectives and rationale.
3. Content is selected and organized in a sequential manner.
4. There is evidence of pre-planning which should include opportunity for input by a representative of the target group to be served, the faculty area having content expertise, and continuing education personnel.
5. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
6. There is a provision for registration for individual participants and providing data for institutional reporting.

7. Appropriate evaluation procedures are utilized and criteria are established for awarding CEUs to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

The institutional CEU shall be awarded for all non-credit courses for which individual CEUs are not awarded and shall be used as the accounting unit of the college for non-credit courses.

INSTITUTIONAL CEU

The following procedures are adopted to ensure the orderly development and approval of non-credit courses for awarding of both the individual and the institutional CEU:

PROCEDURES FOR THE DEVELOPMENT AND APPROVAL OF COURSES FOR CEU

1. The director of community education shall assess requests for the approval of courses for which individual CEUs are to be awarded.
2. The director of community education shall submit recommendations for the establishment of advisory committees to assist in course development, when needed, to the dean of industry and community resources for recommendation and to the college president for approval.
3. The director of community education shall develop the course to comply with the above prescribed criteria including the establishment of the standards to be met by participants to receive the individual CEUs and the number of CEUs to be awarded for the completion of the course. The director shall be responsible for maintaining evidence of adherence to the provisions of Criteria for Accreditation of the Commission on Colleges, Southern Association of Colleges and Schools.
4. The director of community education shall submit a recommendation for approval of the developed course to the dean of industry and community resources for recommendation and to the president for approval.
5. When non-credit courses are requested for which only the institutional CEU is to be awarded, the

director of community education will be responsible for recommending the number of institutional CEUs to be awarded for accounting purposes.

Reporting procedures shall be as follows:

1. Each teacher instructing a non-credit course will provide the director of community education an attendance record of all students and a list of students who have qualified for CEUs at the end of the course.
2. The director of community education will provide the registrar with a total record of attendance for each non-credit course where institutional CEUs are used for reporting purposes, and a list of each participant who is to be awarded individual CEUs with the amount of CEUs approved for that course.
3. The individual CEUs will be recorded on the student's non-credit permanent record in the office of the registrar.

The registrar will report all individual and institutional CEUs awarded, during the academic year, converted to FTEs in the annual report.

$$\text{(FTE = } \frac{\text{Contact hours x number of students}}{430} \text{)}$$

The grading system used at the college is illustrated below. For any course that is graded on a 100 point scale, the percent grades convert to letter grades as indicated. Exceptions to this grading scale exist and are published in the syllabi handed out in each class.

GRADING
STANDARD
GUIDELINE

<u>Grade</u>	<u>Description</u>
A	Excellent 90 – 100%
B	Good 80 – 89 %
C	Average 70 – 79 %
D	Passing 60 – 69 %
F	Failing Below 60%

In order to comply with the Family Educational Rights and Privacy Act (FERPA), this administrative regulation has been adopted to ensure the privacy of students with respect to the grades earned in courses in the college.

POSTING OF
GRADES

1. The distribution of all grades at the college shall be made by the office of the director, admissions and registrar. Policies regarding the distribution of grades shall be developed by the registrar to conform with all federal, state, and college regulations.
2. Grades may not be posted by a teacher which shall identify any student in any manner, whether by name, code number, social security number, or in any other similar fashion. This prohibition shall apply to all grades given whether on individual assignments, tests, etc., or final grades in a course.
3. Nothing in this administrative regulation should be interpreted to restrict the practice of faculty members informing and discussing a student's grades with the individual student involved in person.

WITHHOLDING
OF STUDENT
GRADES AND
RECORDS

College students shall be expected to meet their financial obligations to the college by payment of student loans when due, parking violation tickets, library fines, money due for lost library books, breakage or loss of college property, returned checks or returned check fees, and other types of indebtedness to the college. Students are also expected to comply with the admission requirements such as submission of transcripts, health records, etc.

College offices may place holds on enrollment for those students who are delinquent in their admissions and/or financial obligations. The student may not be allowed to re-enroll at the college until delinquent obligations are cleared.

Students called into military service before the twelfth week of a semester shall receive a withdrawal upon the recommendation of the instructor and approval by the provost and dean, academic and student affairs.

GRADES FOR
STUDENTS
CALLED FOR
MILITARY SERVICE

Students called into military service after twelve weeks of a semester may be given credit for a course and a letter grade for the course upon satisfactory performance on a final examination, the recommendation of the instructor, and the approval of the vice president, academic and student affairs.

ADVISED
ACADEMIC
STATUS,
SCHOLASTIC
PROBATION, AND
SCHOLASTIC
SUSPENSION

An advised academic status and scholastic probation system provides a warning for individual students who are not making satisfactory progress toward completing their intended programs of study or toward graduation, and it alerts the college to the student's need for counseling and other forms of support in order to assist the student in achieving the proposed objective. Scholastic probation is a conditional permission for a student to continue in college and is granted by the dean of instruction, or his/her designated representative, when such a continuation is in the best interest of the student and the college.

PURPOSE

The director of admissions and registrar will provide the dean of instruction with a list of students who have attempted 24 or more hours and who have failed to post a cumulative grade point average of at least 2.0 or who have withdrawn from more than 50% of their classes.

PROCEDURES

The dean will distribute the names of those students who are not making satisfactory progress to the division chairs who will place an academic hold on their record until they appear for a conference in order to be eligible to re-enroll. The division chair may, after a personal conference with a student, when possible, elect one of the following courses of action:

1. Place the student on "advised academic status."
2. Place the student on "scholastic probation."
3. Recommend to the dean of instruction that the student be placed on "scholastic suspension" if continued enrollment is not in the best interest of the student or the college.

The registrar will be notified by the division chairs of those students whom they have placed on "scholastic probation," and an appropriate notice will be placed on the permanent record of the student.

At the end of each term, the division chairs will review the cases of students who have failed to meet the conditions of their "advised academic status" or "scholastic probation" and after a personal conference with a student, when possible, elect one of the following courses of action:

1. Continue the student's "advised academic status."
2. Place or continue the student on "scholastic probation."
3. Recommend to the dean of instruction that the student be placed on "scholastic suspension" if continued enrollment is not in the best interest of the student or the college.

The registrar will be notified of those students placed on "scholastic probation," or "scholastic suspension" and the student's permanent record will be noted accordingly.

When a student who is on scholastic probation at another institution enrolls in the college, the registrar shall notify the dean of instruction. The registrar will be notified by the dean of those students entered on "scholastic probation," and the student's permanent record will be noted accordingly.

At the end of each term the division chairs will submit to the dean of instruction the names of students who have failed to meet the conditions of their probation and whom the division chairs recommend be suspended. After an examination of the student's scholastic record, the dean may suspend a student, re-admit the student on continued scholastic probation, and/or require the student to appear for a conference to discuss his scholastic record.

The dean shall advise the student and the registrar of the action taken in each case, and the registrar will make the appropriate notations on the student's permanent record. The registrar shall place the appropriate notations on student's transcripts at the end of each semester. Any transcript requested while appeal of the academic standing is pending will be released with the initial status marked on the record. If the appeal is granted, the student may request a corrected transcript. When the registrar receives notification from the dean of instruction of the action taken, the registrar will place the notation of that action on the student's permanent record.

The procedure for making appeals from the actions of the division chair imposing scholastic probation is outlined below:

SCHOLASTIC
PROBATION
APPEALS

1. The student shall arrange a conference with the division chair to review his scholastic records and the reasons for the action taken.
2. If the student is not satisfied that the action taken in his case by the division chair is justified, he should present a written request to the dean of instruction for a hearing.
3. The dean will review the case and may attempt to resolve the problem informally. If he/she is unable to do so, the student may present a written request to the dean for a hearing by the Academic Appeals Committee. The dean shall, in cooperation with the committee chair, set a meeting time and place of the Academic Appeals Committee and shall so notify all members of the committee, the division chair, and the student. This meeting shall be called at the earliest feasible time after receiving the written request from the student unless it is mutually agreed by both parties that a postponement is acceptable.

A student on advised scholastic status or scholastic probation who fails to meet the requirements for the removal of such status or probation shall be subject to scholastic suspension by action of the dean of instruction, upon the recommendation of the division chair, as outlined below:

SCHOLASTIC
SUSPENSION

1. The initial scholastic suspension of a student will be for one regular long semester (fall or spring).
2. Scholastic suspension imposed a second time will be for a period of one year.

PROCEDURES

3. Upon a third suspension, a student is not eligible for re-admission except by special permission of the dean of instruction.
4. A student on scholastic suspension from another institution shall be ineligible for admission to the college except by special permission of the dean of instruction.

The procedure for making appeals from the actions of the dean of instruction imposing scholastic suspension is outlined below:

APPEALS

1. The student shall arrange a conference with the dean to review his scholastic record and the reasons for the action taken.
2. If the student is not satisfied that the action taken in his case is justified, he should present a written request to the dean of instruction for a hearing on his case by the Academic Appeals Committee.
3. The dean shall, in cooperation with the committee chair, set a meeting time and place of the Academic Appeals Committee and shall so notify all members of the committee and the student. This meeting shall be called at the earliest feasible time after receiving the written request from the student unless it is mutually agreed by both parties that a postponement is acceptable.

The procedure for making appeals from the actions of an instructor imposing administrative withdrawal for excessive absences is outlined below:

ADMINISTRATIVE
WITHDRAWAL FOR
EXCESSIVE
ABSENCES APPEALS

1. If a student feels the administrative withdrawal has been improperly determined or applied and the instructor is unable or unavailable to resolve the problem, the student may appeal to the appropriate division chair in writing.
2. If the division chair is unable to resolve the problem, the student should present a written request to the dean of instruction for a hearing.
3. The dean will review the case and may attempt to resolve the problem informally. If he/she is unable to do so, the student may present a written request to the dean for a hearing by the Academic Appeals Committee. The dean shall, in cooperation with the committee chair, set a meeting time and place of the Academic Appeals Committee and shall so notify all members of the committee, the division chair, and the student. This meeting shall be called at the earliest feasible time after receiving the written

request from the student unless it is mutually agreed by both parties that a postponement is acceptable.

In order that students not be penalized by errors in determining and recording grades, the following procedures have been established.

CHANGING
RECORDED GRADES AND
GRADE APPEALS

1. If an error is suspected, the student or registrar should contact the individual instructor for a change of grade. If the instructor finds that an error has been made, he or she will complete a change of grade form and forward it to the appropriate instructional dean for approval.
2. If the student feels a grade has been improperly determined and the individual instructor is unable or unavailable to resolve the problem, the student may appeal to the appropriate division chair by submitting to the division chair a written statement of the problem, signed by the student and dated. The student's statement must be presented to the division chair within sixty calendar days from the date published in the college catalog as the date grades were due for the semester in which the student received the grade in question. The division chair shall investigate the problem and attempt to resolve it.
3. If the division chair is unable to resolve the problem, the student may appeal to the appropriate dean of instruction. The dean will review the case and may attempt to resolve the problem informally. If he/she is unable to do so, the student may present a written request to the dean for a hearing by the Academic Appeals Committee. The dean shall, in cooperation with the committee chair, set a meeting time and place of the Academic Appeals Committee and shall so notify all members of the committee, the division chair, and the student. This meeting shall be called at the earliest feasible time after the dean's receipt of the written appeal request from the student unless it is mutually agreed by both parties that a postponement is acceptable.

The purpose of the Academic Appeals Committee shall be to provide students an opportunity for a hearing when they feel there has been an unresolved problem between

ACADEMIC
APPEALS
COMMITTEE

the student and the teacher related to the determination of a final course grade, an unfair imposition of scholastic probation, scholastic suspension, or to appeal an administrative withdrawal of a student for excessive absences or for non-disciplinary reasons.

Final course grade appeals are only authorized if a student meets one of the following criteria: The student must have some evidence that there exists at the time of the appeal: (1) a mathematical error in the grade's calculation, (2) a deviation—by the instructor—from the course syllabus or the College's policy manual (this document), or (3) disparate treatment of the student not covered by EEO (e.g., race, color, sex, and etc.) policies. Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor's professional judgment of the quality of the student's work or performance.

The committee is charged with the responsibility of deciding whether a grade or an administrative action taken in a particular case is justified and either endorsing the action or recommending an alternate course of action. It is expected that, except in unusual circumstances, the dean of instruction will implement the recommendations of the committee.

The Academic Appeals Committee shall be composed of the following:

MEMBERSHIP OF
THE COMMITTEE

1. A chair appointed by the president for a one year term.
2. One full time faculty member from each division.
3. One full time student shall serve on the committee as a full voting member of the committee. The student committee member will be nominated by the-student government association, recommended by the dean of students, and appointed by the president. No student may serve on the committee two years in succession.

4. A vice chair and recording secretary shall be elected by the committee from their membership.

DUTIES OF
ACADEMIC
APPEALS
COMMITTEE
OFFICERS

CHAIR

Duties of the chair shall be as follows:

1. The chair shall preside at all meetings.
2. The chair shall be a voting member of the committee.

VICE CHAIR

Duties of the vice chair shall be as follows:

1. The vice chair shall preside at all meetings when the chair is absent.
2. The vice chair shall be a voting member of the committee

SECRETARY

Duties of the secretary shall be as follows:

1. The secretary shall keep the minutes of all proceedings of the committee.
2. The secretary shall ensure the security of the minutes of the committee and shall deposit the minutes with the dean of instruction.
3. The secretary shall be a voting member of the committee.

SCHOLASTIC
PROBATION

Scholastic probation shall be governed by the following:

1. When the Academic Appeal Committee is convened, the hearing shall consist of a presentation of the reasons for the action taken by the division chair or dean. The student may present relevant information which he/she feels justifies a different course of action.
2. The committee will develop a recommendation on the matter in question based on a majority vote of the

committee members present and voting. The committee shall advise the dean of instruction, in writing, of their recommendation. The dean will approve and implement the recommendation of the committee or return the recommendation to the committee with his/her reasons for not approving. The dean will notify the parties involved of the actions taken.

If the dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the chief academic officer by either party.

SCHOLASTIC
SUSPENSION

Scholastic suspension shall be governed by the following:

1. When the Academic Appeals Committee is convened, the hearing shall consist of a presentation of the reasons for the action taken by the dean of instruction. The student may present relevant information which he/she feels justifies a different course of action.
2. The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the dean of instruction, in writing, of their recommendation. The dean will approve and implement the recommendation of the committee or return the recommendation to the committee with his/her reasons for not approving. The dean will notify the parties involved of the actions taken.
3. If the dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the chief academic officer by either party.

ADMINISTRATIVE
WITHDRAWAL

Administrative withdrawal for excessive absences shall be governed by the following:

1. When the Academic Appeals Committee is convened, the hearing shall consist of a presentation

of the reasons for the action taken by the teacher or teachers who have withdrawn the student from class or classes for excessive absences. The student may present relevant information which he/she feels justifies a different course of action.

2. The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the dean of instruction, in writing, of their recommendation. The dean will approve and implement the recommendation of the committee or return the recommendation to the committee with his/her reasons for not approving. The dean will notify the parties involved of the actions taken.
3. If the dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the chief academic officer by either party.

An appeal of the determination of a final course grade shall be governed by the following:

GRADE APPEAL

1. An Academic Appeals Committee is convened by the chief academic officer when the student is not satisfied with the decision made by the Instructional Dean and when one of the following apply: The student must have some evidence that there exists at the time of the appeal at least one of the following:
 - (1) a mathematical error in the grade's calculation,
 - (2) a deviation—by the instructor—from the course syllabus or the College's policy manual (this document), or
 - (3) disparate treatment of the student not covered by EEO (e.g., race, color, sex, and etc.) policies.

Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor's professional

judgment of the quality of the student's work or performance.

2. When the Academic Appeals Committee is convened, the hearing shall consist of a presentation by the student of relevant information which he/she feels justifies a different grade determination. There will then be a presentation by the instructor of the reasons for the original grade determination.
3. The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the dean of instruction, in writing, of their recommendation. The dean will approve and implement the recommendation of the committee or return the recommendation to the committee with his/her reasons for not approving. The dean will notify the parties involved of the actions taken.
4. If the dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the chief academic officer by either party