

INSTRUCTIONAL AFFAIRS

Policy Number	Policy Title	Policy Description	Comments on change
3102	Major Subject Area	Students must select a major in order to graduate.	Removed procedures from the policy and edited the language to read like a policy.
3105	TOEFL Scores	Any student that scores above 550 on TOEFL Entrance Exam is to be exempted from taking developmental courses.	No Change
3107	Academic Honors	Each semester all full-time students in a degree or certificate of achievement program who earned a semester grade point average of 3.5 to 4.0 without any incomplete grade are recognized on the Honor Roll. Students who needed less than twelve credits to graduate and registered only for those credits may be recognized on the Honor Roll the semester they graduate if 1) the grade point average is 3.5 to 4.0 without any incomplete grade and 2) the student was on the honor roll for the two consecutive semesters prior to graduation as a full-time student.	The change in policy allows students with a history of good standing to take only the necessary courses to graduate, and still be recognized on the honor roll.
3112	Course Grading	Change from A, B, C, D, F, W, I to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, I. GPA remains the same. All A's will get a 4.0, B = 3.0, C = 2.0, D = 1.0.	The change adds the + and -, but doesn't change GPA calculations
3118	Handling Special Circumstances	Delete, this is not a policy, but guidelines for VPIA and VPSS	Deleted
3206	Course Outlines	Policy states that a course outline must be reviewed by curriculum committee and approved by the VPIA. The faculty must follow the approved course outline.	Combined two policies - course outlines must be approved and faculty must follow the approved outline.
3303	Non-instructional Use of Instructional Equipment	Delete as a policy - guidelines for VPIA	Deleted