

Consensus Across Colleges

Date: May 1, 2006

Item: **Repeated Courses and Grade Replacement**

If two or more grades are recorded for the same course, due to multiple enrollments, the HIGHEST grade will be used in GPA calculation. Program will run each term according to BANNER during end-of-term grade processing.

NOTE: At the time of BANNER implementation, the program will look at multiple grades earned in Fall, 2007 and forward—will not affect previous course work at the institutions migrated into BANNER

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: Student Enrollment Verifications

Enrollment Verifications based on cumulative semester credit hours across all colleges.

Enrollment Status Policy:
Fall and Spring Semesters
Full-time: 12 sch or more
Part-time: less than 12 sch

Summer Sessions
All PoT's designated as Summer I:
Full-time: 6 sch or more
Part-time: less than 6 sch
All PoT's designated as Summer II
Full-time: 6 sch or more
Part-time: less than 6 sch

Note: PoT's are Parts of Term.

Reference: Records Recommendations #7 2005-2006

Effective Date: Fall, 2007

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Notification of Transfer Work**

Post and notify students of accepted transfer work via PALS email address or other electronic mode.

Note: Transition period required in 06-07 to raise awareness amongst students that future communication from the colleges and official notifications will be electronic via PALS.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Academic Standing Calculations**

Academic standing evaluated each semester with the following parameters:

Include developmental courses.

No minimum number of hours required for evaluation.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Academic Standing Definitions**

New Academic Standing Terminology:

Good Standing

Academic Probation

Continued Academic Probation

Academic Dismissal

Permanent Academic Dismissal

NOTE: “Removed from Academic Probation replaced by “Good Standing.”

SPECIAL NOTE: ALL historical records (ACCD student transcripts) will reflect new academic standing terminology upon migration to BANNER in Fall 2007.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip’s College

Ana “Cha” Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Transcripting of ESW transfers**

All in-district transfers and external transfers will be treated identically (students on probation or dismissal will be admitted on probation and advised).

Transfers with ESW status more than 10 years old will be forgiven and will enter in Good Standing.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Student Notification of End-of-term Probationary Status**

Notification of probationary status will be communicated electronically through PALS email address.

Note: Transition period required in 06-07 to raise awareness among students that future communication and official notification will be electronic via PALS.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **WEB Drops by Students and Faculty**

Drops or Withdrawals Prior to Census Date:

Students drop by WEB. Faculty will submit drop forms to A & R on students who have never attended class.

Drops or Withdrawals Following Census Date:

Students must withdraw from a class in person with an advisor, faculty member or other designee.

Faculty will process withdrawals via WEB. WEB Access begins the day after census date.

Note: Colleges will encourage students and faculty to process drops prior to census date for students who have never attended class.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: Transcript Request

In- person

Student:

Documentation Required: Photo ID

Third Party (relative or friend) Pickup:

Documentation Required: Signed written permission from student and copy of student's photo ID.

Third Party Request with Official Student Consent.

Documentation Required: Educational Release signed by student.

Limit: Maximum of five copies on demand as staffing resources permit.

With single database and single transcript, no need for cross-college requests.

Note: Microfilm records may require cross-college requests.

Reference: Records Recommendations #7 2005-2006

Effective Date: Fall, 2007

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Conferring degrees**

All colleges will confer (post on official transcripts) degrees/certificates three times a year. End of semester fall, spring, and summer.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2006**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Requirements for “walking” in graduation ceremony prior to completion of degree or certificate**

Students will be permitted to “walk” in commencement ceremony as follows:

Student lacks no more than 6 semester hours credit to meet degree/certificate requirements regardless of the number of ceremonies per year.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2006**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip’s College

Ana “Cha” Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **“Academic forgiveness” policy**

Follow state rules on “academic fresh start.” Need to honor the intent of the law to allow students to be competitive in programs that have separate admission/application processes by offering retroactive fresh start in some cases.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2006**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip’s College

Ana “Cha” Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Time limit for ESW transfer work**

Disregard ESW standing that is 10 years or older.

Reference: Records Recommendations #6 2005-2006

Effective Date: **Fall, 2006**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Directory Information**

ACCD Directory Information will be defined as follows:

Name

Major

Enrollment status

Dates of Enrollment

Awards received

Degrees received

Note: Confirmed that student listings can be provided to educational institutions and the military through ACCD Finance only.

Note: Confirmed that addresses must be provided to lending institutions.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College