ROXBURY COMMUNITY COLLEGE

GOVERNANCE COMMITTEE
NAME: Academic Policy Committee

Proposal Name: Changing Academic Program
Submitted by: Sterling Giles, Chair
Initial Date of Proposal: fall 2013
Date Received by Governance Committee: 12/3/13
Proposal Number: 3

PROPOSAL TYPE

X New Proposal

Existing Proposal

Change in: Changing Academic Program listing in Catalog

Division/Department NAME: (Recommendation)

Recommended Not recommended
Signature
Read, no opinion comments Returned Received (see)

Division /Department Designee

Name

Date Received Date of Action

Comments: N/A for specific department / division – campus wide policy
Governance Committee Name: ACADEMIC POLICY (Recommendation)

Recommended _X_ Not recommended __________

Chairperson's Signature

Returned (see comments) __________

Sterling Giles ____________________________
Name

Date Received Oct. 2013 Date of Action 12/3/13

Comments: Unanimous approval. The new policy gives students improved flexibility in meeting evolving program requirements to graduate. This is the 2nd place in the Catalog for this policy; the other is "Matriculation." With this change the two will be consistent.

Replace existing language on p. 80 of 2012-2014 Catalog with:

CHANGING ACADEMIC PROGRAM OR CONCENTRATION
To change program of study, the student must:
1. Obtain a Change of Program form from an Academic Advisor or the Registrar in the Enrollment Center.
2. Meet with his or her academic faculty advisor to discuss the change of program.
3. Complete the Change of Program form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's office in the Enrollment Center.

NOTE: A student may not register for courses in the new Program of Study until the form has been processed by the Registrar. When a program change is approved, the student may choose graduation requirements in effect at the time of the program change or those in any later version of the Catalog. Please be aware that a program change may lengthen the time needed to complete graduation requirements.
Governance Committee NAME: ACUERDO

Recommended [ ] Not recommended [ ]

Returned (see comments) [ ]

Date Received [ ]

Comments:

Secretary’s Signature [Javad Moulai]

Name [Dec 13th, 2013]

President

(Recommendation/Final Approval)

Approved [ ] Disapproved [ ]

Returned (see comments) [ ]

Date Received [1/9/14]

Comments:

President’s Signature [Dr. Valerie Roberson]

Name [1/9/14]

Academic Policy Committee Approval Form (version Nov 2012)