

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

5.0020R**I. Title of Regulation**

Student Progress in Career Studies Portions of Academic Programs

II. Objective of Regulation

Brookdale Community College is open to all students who wish to learn. Program and course selection involves the student and his Student Development Specialist. This process is one which is designed to achieve a reasonable hope of success in courses and programs taken.

It happens at times however, that students become enrolled in programs in which they are repeatedly non-achievers. The reasons for such non-achievement vary considerably.

III. Authority

Bylaws of the Board of Trustees, Section .3034(m)

IV. Regulation Statement

Brookdale Community College is open to all students who wish to learn. Program and course selection involves the student and his Student Development Specialist. This process is one which is designed to achieve a reasonable hope of success in courses and programs taken.

It happens at times however, that students become enrolled in programs in which they are repeatedly non-achievers. The reasons for such non-achievement vary considerably.

In this case, the normal procedure is that such students are referred from the faculty members concerned to the appropriate Student Development Specialist. After discussion and consultation, the student withdraws from the programs by making a change of program in the Admissions Office.

If the student does not withdraw from a program in which he is repeatedly a non-achiever, he may be dropped from the program by the Learning Center chairman. Such action requires the approval of the Institute Dean.

This process may only be used if the instructional faculty members in the program have referred the student to his Student Development Specialist not less than twice in each term in at least two terms within a two-year calendar span of time. The form used for referral must indicate why the students lack basic requirements for success in the program.

The Admissions Office will notify the student in writing in the event he has been dropped per the above.

Once dropped, as indicated above, the student may not register for any course in the program until he obtains approval in writing from the Learning Center Chairman and the Institute Dean. Such approval may only be given if the student demonstrates that he has remedied his deficiencies. This approval in writing must be sent to the Admissions Office.

V. Responsibility for Implementation

Vice President for Educational Services

Adopted: President
3/7/74
Effective: 3/7/74
Revised: 9/1/75