

Chapter: Educational Program

Modification No. 013Subject: **Academic Regulations and Standards**

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**I. Purpose**

The purpose of this procedure is to set forth a mechanism for initiating, modifying, evaluating, and approving College academic regulations and standards, which include standards of student academic progress and grading standards and procedures. The procedure also provides an operational process to enable faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs with respect to College academic regulations and standards.

**II. College Committee on Academic Regulations and Standards**

A. This committee is a standing committee of the Faculty Council. The functions of the Committee are: to review, evaluate, and update the College academic regulations; to inform College administrators responsible for implementation and the College community when revisions, deletions and additions to the academic regulations are approved by the Senior Vice President for Academic Affairs; to follow up on the status of implementation of approved revisions, deletions and additions to the academic regulations; to conduct special, in-depth analyses of aspects of the College's academic regulations; and to advise the Senior Vice President for Academic Affairs with respect to College academic regulations and standards. From time to time the Senior Vice President for Academic Affairs will ask the Committee to undertake other specific assignments in these areas. The Committee may also request that the Senior Vice President for Academic Affairs make a specific assignment.

B. The Committee consists of:

1. 9 faculty members, apportioned as follows:
  - 6 teaching faculty, two from each campus, appointed by the Faculty Council<sup>1</sup>; both transfer and career curricula should be represented.
  - 3 counseling faculty (one from each campus) appointed by the Faculty Council
2. Two instructional deans and one dean of student affairs, appointed by the Collegewide Deans group.
3. Three non-voting administrative members (the Chief Enrollment Services and Financial Aid Officer, College Registrar, and a representative from Information Technology, or designees who serve in ex officio capacity as staff resource for the Committee.

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<sup>1</sup> As defined by the new governance structure effective May 2012.

- C. The Committee selects its own chairperson, who is a full-time faculty member, and such other officer(s) as it chooses.
  - D. The Committee will meet at the call of the chairperson or at the request of Senior Vice President for Academic Affairs, as appropriate. A schedule of meetings will be announced at the beginning of each semester.
  - E. Committee members serve staggered two-year terms. Faculty representative groups and the campus provosts shall notify the Senior Vice President for Academic Affairs of their appointments at the beginning of the academic year.
  - F. The Office of the Vice President for Planning and Institutional Effectiveness will provide staff support to aid in the administration and implementation of committee functions and responsibilities.
- III. General Procedures
- A. Proposed changes to the College Academic Regulations may be recommended by any member of the College community by forwarding the recommendation, in writing, to the chairperson of the Committee.
  - B. The chairperson will forward proposed changes to the members of the Committee for analysis and evaluation. The Committee will meet at the call of the chairperson to consider proposed changes.
  - C. Normally, changes to the academic regulations take effect at the start of an academic year. To be considered for implementation at the start of an academic year, proposed changes should be forwarded to the chairperson of the Committee no later than November 15 of the academic year immediately preceding the academic year in which the change is to take place.
  - D. Editorial and minor changes to the academic regulations are reviewed by the Committee and approved by the Senior Vice President for Academic Affairs without further consultation.
  - E. If substantive changes to the academic regulations are recommended to the Committee, the Committee, through the representative faculty members on the Committee, will provide for further consultation with College and campus faculty representative groups and, if necessary, with the full-time faculty. Academic administrators on the Committee will ensure further consultation with campus administrators. In some circumstances, however, broader consultation may not be possible before implementing a change. For example, State law or regulation may require immediate action by the College. In these circumstances, the Senior Vice President for Academic Affairs may approve substantive modifications without further consultation and advise the Committee of such action.
  - F. In all cases, the final approval authority for revisions, deletions and additions to the academic regulations resides with the Senior Vice President for Academic Affairs.
  - G. The responsibility for the dissemination of information concerning approved academic regulation changes and the authority for follow-up on the implementation of such changes resides with the Committee.

IV. Committee Procedures

Considering that the membership of the Academic Regulations and Standards Committee functions in a representative fashion in its advisory role to the Senior Vice President for Academic Affairs, it is expected that each member will keep his/her constituency informed on Committee work and seek formal constituency input as appropriate. (See attached chart for visual representation of Committee procedures.) Further, the committee chairperson, or designee, will post meeting notices, agendas, and approved Committee minutes the Committee website. As determined by the Committee members, the chairperson will also circulate meeting notices and agendas to all faculty members on substantive issues. Within this general context, Committee members will consider new and revised academic regulations and standards according to the following procedures:

- A. Each Committee member will regularly report on Committee work to the body or individual responsible for his/her appointment to obtain opinions, guidance and direction.
- B. As drafts are prepared, the chairperson will provide members with copies to be shared with their constituencies for comment and recommendations. Various members of the College community may be invited to specific meetings as advisors or consultants.
- C. Committee members will attempt to resolve constituency disagreement on proposed actions before committee vote on a final draft.
- D. When the Committee is satisfied that it has produced a final draft on which there is substantive agreement and which has satisfactorily resolved differences of opinion from the various constituencies, the proposal will be forwarded to the Senior Vice President for Academic Affairs with a recommendation for action.
- E. If resolution is impossible and disagreement remains on substantive or hotly contested issues, the members of the Academic Regulations and Standards Committee will vote on sending the issue to referendum. To initiate the referendum, six Committee members, two of whom must be vice president/provosts' representatives, must vote in favor of the call for referendum. Committee vote will be by written ballot. If the referendum procedure is initiated, the Faculty Council will provide for faculty hearings and a written ballot on the issue. When the results are known, the Committee chairperson will call a joint meeting of the Committee, the Faculty Council chair for final discussion and review in an effort to reach resolution. The positions of individual campus administrations will be represented by the Collegewide Deans group representatives on the Committee. If agreement is reached, a recommendation for action by the Committee will be forwarded to the Senior Vice President for Academic Affairs. If disagreement remains, the Committee may still make a recommendation for action to the Senior Vice President for Academic Affairs, but will also report on the minority opinion(s) and their rationale.
- F. The Senior Vice President for Academic Affairs will review the recommendation, consult with academic administrators, make a decision, and inform the Committee and give rationale for any modification.

V. Academic Regulations

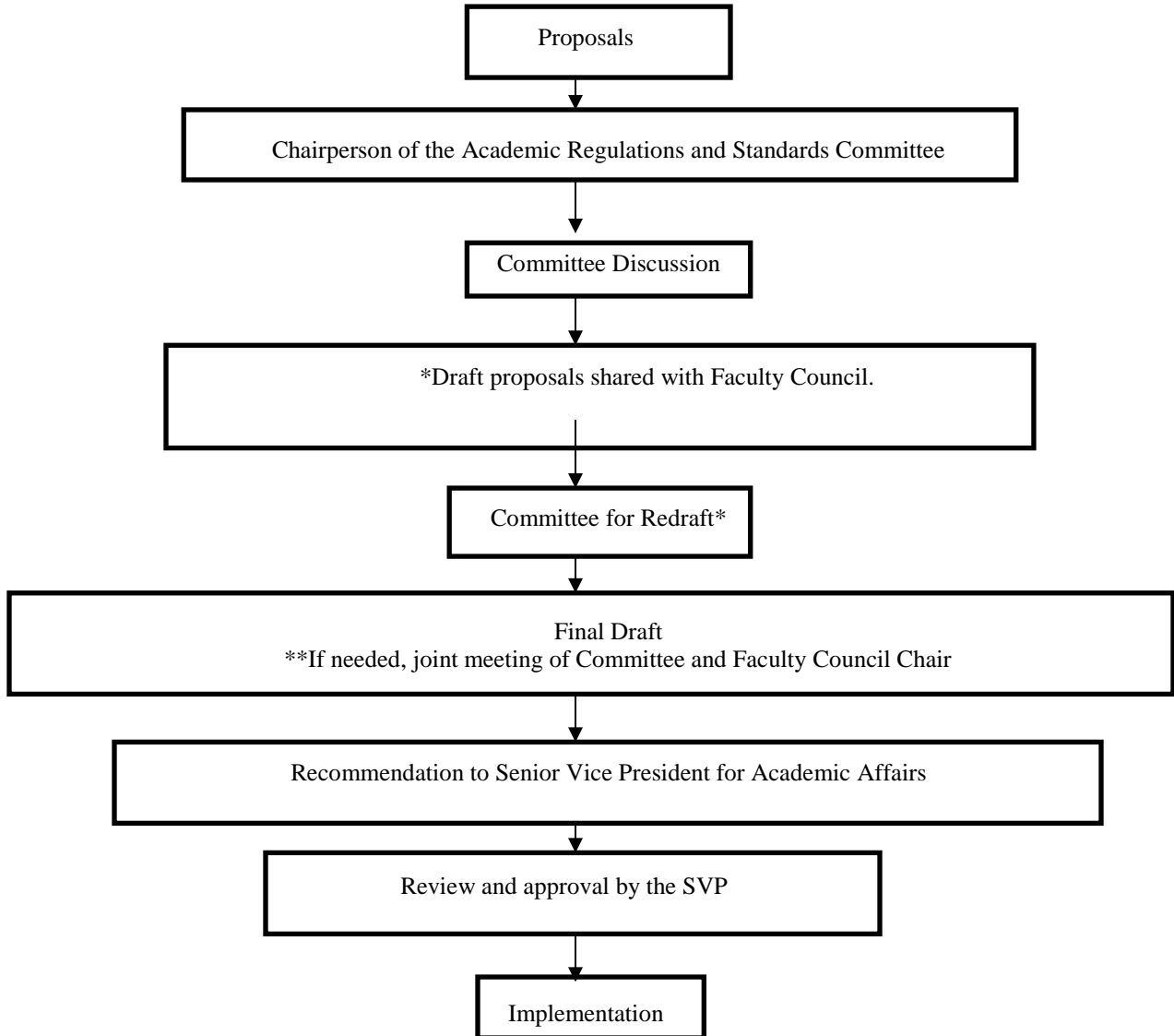
Current Academic Regulations are incorporated in the Appendix to this procedure.

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Administrative Approval: June 20, 1983; July 16, 1986; June 6, 1990; March 5, 1999; December 17, 2002; June 18, 2008; August 13, 2010; July 11, 2012; November 5, 2012; June 24, 2013; July 2, 2013 (Administrative correction); October 16, 2014; February 24, 2016.

Attachment  
Appendix

ATTACHMENT



\*Steps from draft to redraft may be repeated until the Committee concludes that it has arrived at a final draft.

\*\*Joint meetings including the Faculty Council Chair will occur only to consider referendum results in an effort to resolve substantive disagreements or hotly contested issues.

## 53001CP – Academic Regulations and Standards

## APPENDIX I

## Academic Regulations

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## APPENDIX I

Academic RegulationsOrganization

- I. Academic regulations are rules of the institution issued by the appropriate Senior Vice President, and that apply to members of the faculty and staff and/or students and that directly affect the academic standards of the institution.
- II. For purposes of organization, regulations shall be numbered from 9.10 to 9.99, and shall be classified as follows:
  - 9.10 - 9.19 Admission Procedures for Students (See current Board-approved Admissions policy)
  - 9.20 - 9.29 Evaluation and Acceptance of Credit
  - 9.30 - 9.39 Graduation
  - 9.40 - 9.49 Grading System and Standards
  - 9.50 - 9.59 Academic Status
  - 9.60 - 9.69 Registration
  - 9.70 - 9.79 Academic Programs
  - 9.80 - 9.89 Classes and Instruction
  - 9.90 - 9.99 Petition and Appeal

Where subclassification is necessary, it shall be accomplished by attaching an additional digit to the regulation number. Regulations may be divided into sections without subclassification where this procedure seems advisable. When a regulation fits equally well into two classifications, it shall be placed in the earlier one.

**9.10 Admissions Procedures for Students**

See the Collegewide Policies and Procedures, Section 41001CP, for procedures for admission to Montgomery College.

**9.104 Equivalency Standards**

An applicant who furnished high school equivalency through tests of General Educational Development must attain scores, that correspond to the state of Maryland's regulations for receiving high school equivalency diplomas.

**9.12 Admission of Students with Advanced Standing**

An applicant for admission with advanced standing is subject to the provisions of Regulations 9.211 - 9.215.

**9.152 Students on Academic Restriction**

New and continuing students who are experiencing academic difficulty should meet with an academic advisor/counselor and take advantage of the various academic support opportunities. Montgomery College students who fail to meet required cumulative grade point averages will be placed on academic alert, restriction, or suspension in accordance with regulation 9.501 (Good Academic Standing).

**9.154 Admissions Decision**

Admission decisions will rest with the College Registrar or designee in accordance with the policy, guidelines, and procedures for admissions.



## **9.20 Evaluation and Acceptance of Credit**

### **9.211 Work at Other Institutions**

Credits earned at other institutions are accepted for advanced standing, subject to the conditions of AR 9.212, AR 9.213, AR 9.215, and AR 9.218.

### **9.212 Credit for Work at and Requirements Waived by Other Institutions**

- A. Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program, and provided its acceptance is consistent with the policies governing Montgomery College students following the same program. Transfer of credits shall be evaluated on a course-by-course basis. Credits earned with a "D" shall be accepted provided the student has earned a cumulative grade point average equivalent to at least a "C" from the sending institution(s) and such "D" courses fit into the curriculum pursued at Montgomery College as set forth in 58002CP Assessment and Appropriate Course Placement.
- B. If students are granted a waiver of a course by virtue of their proficiency in the area, the waiver will be honored. A waiver is the exclusion of any course from a given graduation requirement but is not a reduction in the number of credits required for graduation.

### **9.213 Non-Equivalent Courses**

Course content must be equivalent to the corresponding course offered at Montgomery College. At the discretion of the College Registrar a maximum of nine semester hours of credit may be granted for non-equivalent courses.

### **9.214 General Education Credit for Work at Institutions Outside the University of Maryland System**

- A. Credit earned for courses taken at institutions outside the University of Maryland System shall be transferable as meeting general education requirements if the courses are equivalent to courses in the Montgomery College General Education program.
- B. Credit earned in non-equivalent courses at institutions outside the University of Maryland System may be applied toward general education requirements up to a maximum of three courses if:
  - 1. The credit is accepted by the College Registrar or designee, in accordance with Regulation 9.213, and,
  - 2. The credit satisfies the sending institution's general education requirements; and,
  - 3. The Senior Vice President for Academic Affairs determines that the transfer credit meets the criteria for courses in the General Education program.

### **9.215 Distance Education/Correspondence Courses**

On receipt of an official transcript from an accredited institution, advanced standing credit may be awarded for course credit earned through the completion of distance education/correspondence courses.

### **9.216 Grade Point Averages**

Grades for courses transferred to Montgomery College as provided for in AR 9.211, AR 9.212, AR 9.213, and AR 9.215 are not included in determining quality point averages. See AR 9.463.

### **9.217 Credit by Internal Evaluation of Competencies**

- A. Any formally admitted student is eligible to request credit by examination for courses designated as offering this option in the catalog. Students must have met the prerequisite(s) for the course for which they wish to earn credit by internal evaluation of competencies. Student requests must have the approval of a designated discipline instructor and be confirmed by the instructional dean or designee. The approval or denial of such requests by these individuals is final.
- B. No student will be eligible to earn credit by internal evaluation of competencies for any course that has been attempted within the last five years at Montgomery College or at any other college.
- C. In disciplines/units offering credit by examination, students may receive credit under this regulation by earning a passing grade on the examination attempted.
  - 1. The grade of "P" will be used to indicate that the student has passed the examination with a grade of "C" or higher. The grade of "U" will be used to indicate that the student did not pass the examination.
  - 2. Neither "P" nor "U" will be factored into the quality point average.
- D. A record of the credit-by-exam attempt is recorded on the student's transcript.

### **9.218 Maximum Credit Earned in lieu of Direct Instruction at Montgomery College**

- A. The maximum credit earned through sources other than Montgomery College coursework that can be applied to the award of a Montgomery College associate degree or certificate is 45 credit hours for an associate degree or 70 percent of the credit hours required for a certificate. Examples of credit earned through sources other than Montgomery College coursework are national testing service examinations, internal evaluations of competencies (credit by exam), portfolio assessment, and transfer from other institutions.
  - 1. The maximum credit that may be transferred in from other institutions is 45 credits for an associate degree or 70 percent of the credit hours required for a certificate.
  - 2. The maximum combined credit earned by means of assessment such as national testing service examinations, internal evaluations of competencies, and portfolio assessment cannot exceed 30 credit hours for an associate degree or 50 percent of the credit hours required for a certificate.
    - a. The maximum credits from national testing services (CLEP or AP) cannot exceed 30 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate.
    - b. The maximum credits from credit by exam or portfolio assessment cannot exceed 15 credit hours for an associate degree or 25 percent of the number of credits required for a certificate.
- B. Montgomery College students who choose to take courses at other institutions should obtain prior approval from the designated counselor or faculty advisor and the College Registrar in order to be assured of receiving Montgomery College credit. Without prior approval, there is no obligation on the part of the College to accept such transfer credits. For other degree requirements, see AR 9.30.
- C. Students may transfer in credits earned before, during, or after their attendance at Montgomery College to satisfy requirements for an associate's degree or certificate, subject to the terms and conditions in parts A and B of this regulation.

## **9.29 Credits Granted for Work Done While in the Armed Services**

### **9.291 Applicable Conditions**

Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified in Regulations 9.292, 9.294 and 9.295.

### **9.292 Basic Guide**

All evaluations of credits shall be made on the basis of recommendations issued by the American Council on Education in its "Guide to the Evaluation of Educational Experiences in the Armed Services."

### **9.294 Distance Education/Correspondence Courses**

Credit may be granted for distance education/correspondence courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student enrolls at Montgomery College.

### **9.295 Maximum Credit**

There is no limit to the number of credits that can be awarded for U.S. Armed Forces Institute courses and service training courses<sup>1</sup>.

## **9.30 Graduation**

### **9.301 Credit Requirements for the Associate's Degree**

To be awarded the degree of associate of arts, associate of science, or associate of applied science, a student must have earned a minimum of 60 credit hours, which must include:

- A. A minimum of 30 credit hours of direct instruction.
- B. A minimum of 15 credit hours of coursework at Montgomery College.
- C. The Montgomery College general education requirements (students who transfer to Montgomery College with a bachelor's or associate's degree from an institution accredited by a regional accrediting association will be considered as having fulfilled the Montgomery College general education requirements).
- C. All courses required in the curriculum elected by the student.

### **9.3011 Multiple Degrees**

To be awarded a second Associates degree at Montgomery College, a student must earn a minimum of fifteen additional credits unique to the new program of study beyond the first degree and meet all other graduation requirements. All additional credits must be earned at the College.

In all cases, to be awarded a second Associates degree, a student must earn a minimum of seventy-five credits.

### **9.302 The Certificate**

A certificate program is a planned sequence of learning experiences with a short-term career focus. Certificate programs consist of at least 12 semester hours of college-level work at the freshman or sophomore levels or both and do not normally exceed one-half of the maximum number of academic credit hours required by the state for the award of the associate's degree. To be awarded a certificate, a student must have satisfactorily completed the requirements of a specific certificate program.

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<sup>1</sup> This regulation was modified 2/24/16 to comply with changes in federal law that removed prior limits on credits awarded.

### **9.303 Grade Point Average Required**

To qualify as candidates for a certificate or the associate's degree, students must have a minimum cumulative point average of 2.0 and a 2.0 grade point average (GPA) in the courses of the curriculum in which the degree will be granted. The teacher education transfer program associate of arts in teaching (A.A.T.) requires a minimum cumulative GPA of 2.75 and qualifying scores as established by the State Superintendent of Schools on the teacher certification tests approved by the State Board of Education.

### **9.32 Program (Graduation) Requirements for the Associate's Degree**

- A. Students may elect to graduate from a curriculum by meeting the curriculum requirements as outlined in any catalog in effect during their enrollment provided they graduate within seven years of the catalog chosen.
- B. Readmitted students whose period of non-enrollment at Montgomery College (excluding summers) is two consecutive academic years must select and complete a curriculum as specified in any catalog in effect during their subsequent enrollment, in accordance with A above.
- C. Since courses and programs may be discontinued at the discretion of the College, without prior notice, the college and administering academic department will provide all students affected by such decisions with assistance in choosing appropriate courses and programs for completion.
- D. This regulation may be appealed as set forth in AR 9.901.

### **9.34 General Regulations Concerning Graduation**

#### **9.341 Filing Application**

In order to receive an official graduation review from the Office of Enrollment Services in time to make adjustments to their final semester's schedule, candidates are expected to file application for candidacy with the College Registrar no later than October 1 for fall graduation, February 15 for spring-graduation, and June 1 for summer graduation. Applications submitted after these deadlines can be applied to the next term<sup>2</sup>.

#### **9.343 Physical Education Waiver**

A student who presents a physician's certificate is exempt from activity courses PE 101 through 144. (Also, see AR 9.72, Course Substitution.)

#### **9.35 Review of Academic Standing**

Upon successful completion of at least 45 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate, students may request the College Registrar to review their academic standing and report on their qualifications for graduation.

#### **9.36 Honors**

A candidate for graduation whose final cumulative point average is 3.40 or higher will be graduated "with honors."

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<sup>2</sup> The dates for AR 9.341 were modified on 2/24/16 from November 1 to October 1 for fall graduation; April 1 to February 15 for spring graduation; and July 1 to June 1 for summer graduation.

## **9.40 Grading System and Standards**

### **9.41 Grading Scale**

A. The following grading system is used:

Grade	Standard	Quality Points
A	Superior	4
B	Good	3
C	Average	2
D	Pass without Recommendation	1
F**	Failure	0
I	Incomplete	None
P	Pass (Credit by Examination)	None
AU	Registered for Audit	None
W	Withdrawn	None
S	Satisfactory Progress	None
U**	Unsatisfactory Progress	None
H*	Successful completion of 1 <sup>st</sup> half of MATH 080 (MA 094) <sup>3</sup>	0
M1***	In progress in the first half of MATH 080 (MA 094)	0
M2***	In progress in the second half of MATH 080 (MA 094)	0

\*Substantial progress will be determined by the collegewide discipline faculty and communicated to students in the course syllabus.

\*\*If an F or U grade is entered the last day of attendance is required.

\*\*\*As of Spring 2014 these grades are no longer in use, however they will continue to appear on some transcripts.

### **9.411 “Incomplete” Notification Form**

Incomplete grades are exceptional marks given to students who have attended the vast majority of a course and who are doing satisfactory work but, for circumstances beyond their control, are unable to complete a small portion of the course work. The instructor will provide students with incomplete forms stipulating work to be done by a certain date, usually by the fourth week of the following fall or spring semester. Every student should receive an incomplete form if an “I” grade is warranted.

The incomplete form is available at the final grade worksheet in My MC. Upon completion of this form, a copy will be sent to the faculty member, the student, and the Office of Admissions and Records for inclusion in the student’s record. Forms must be completed within two weeks of the grade submission deadline. Failure to fulfill the terms of the form will lead to conversion of the “I” grade to a failure.

The instructors are afforded access to “I” grades they have assigned and both students and instructors are e-mailed about the original arrangement and are warned as deadlines approach.

When the grade of “I” is recorded, the course work must be completed within the four weeks following the beginning of the next full semester, unless the instructor notifies the Office of Admissions and Records that an extension has been granted.

### **9.42 Final Grades**

The semester grade as reported to the Office of Enrollment Services at the end of the semester is final and will not be changed except on the written acknowledgement by the instructor that there was an error in computation or recording. Such a change must be completed within the four weeks following the beginning of the next full semester. In extraordinary circumstances, the College Registrar may waive the four-week deadline for grade changes.

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<sup>3</sup> The previous “Math Prep (MA 094)” class was changed to MATH 080.

### **9.43 Mid-Semester Grades**

Mid-semester grades of all students enrolled in regularly scheduled full semester courses shall be posted by the end of the designated mid-semester week. Mid-semester grades shall be made available to all students immediately after they have been posted.

### **9.44 Disputed Final Course Grades**

The following procedures shall be followed when a student disputes a final course grade. This review will *not* address matters of faculty academic judgment relating to the evaluation of the student's academic performance. The review may include, but is not limited to, any of the following situations: a) the basis for the final course grade was the result of something other than the student's academic performance, b) the standards by which the final course grade was determined differed from those standards applied to other students in the class, c) a faculty member's stated reasonable expectations for determining final course grades were not provided or were not followed.

#### **I. Informal Procedures**

- A. The informal procedures outlined below may commence during any academic semester or summer session. Formal disputes will be heard and resolved only during the fall or spring semesters. Throughout this regulation the term "working days" is defined as weekdays when classes are in session, during the fall or spring semesters.
- B. If a student intends to question the final grade awarded in a course, he or she must first confer informally with the faculty member who assigned the grade (or chairperson if the faculty member is unavailable) in an effort to resolve the issue. Contact with the faculty member must be made before the end of the second week of classes of the next semester, excluding summer sessions. The faculty member (or chairperson if the faculty member is unavailable) is responsible for documenting the date, time, and outcome of this conference, and should obtain the student's signature on that document.
- C. If the student and faculty member of record cannot reach a mutually satisfactory solution, and the student still wishes to pursue the matter, the student must make a written request for an informal meeting with the department chairperson within 20 working days of the conference referred to above, or the dispute will be terminated.
- D. The department chairperson will gather information and informally mediate the issue at hand. At the chairperson's discretion, a joint meeting of the student, faculty member, and department chairperson may be held. Elements to be considered by the department chairperson will include the process leading to the determination of the assigned grade and the quantitative and subjective components used in reaching it. In the gathering of facts, the department chairperson is encouraged to discuss the dispute with the curriculum coordinator, if this position exists within the academic department. The department chairperson is also encouraged to seek advice and counsel in the areas of conflict management and counseling from appropriate College administration and staff. The department chairperson will attempt to bring about an equitable solution. Whether or not the dispute is resolved, a memorandum of record will be made by the department chairperson and distributed to the student and the faculty member within ten (10) working days of the written request referred to in I.C. above.
- E. If a solution cannot be worked out as detailed above, the student may request a formal review as follows. Within ten (10) faculty working days of the memorandum of record referred to in I.D. above, the student may submit a written request to the department chairperson for a formal review of the process and components used in determining the final grade. Once a formal review is thus requested by the student, the posted grade shall remain in place until the Review committee makes a final decision (see section II.G.2.).
- F. Timelines to be followed are summarized here:

Maximum Time (in Days)	Action	Paragraph
0	Student confers with faculty member before end of second week of class of following semester	I.B.
20	Written request for informal meeting with chair	I.C
30	Memorandum of record sent – chair to faculty	I.D.
40	Student written request for formal review	I.E.
45	Written request sent to dean, faculty member	II.B.
55	Review Committee chair gets copies of final dispute	II.E.

## II. Formal Dispute Procedures

If the student disputes a final course grade, the following steps will be followed:

A. Disputes of final course grades must be submitted in writing by the student to the appropriate department chairperson and the student must:

1. Specify the act, omission, or matter complained of;
2. Provide all relevant facts, such as course syllabi, exams, and other graded coursework;
3. Specify the resolution the student is seeking; and
4. Provide all arguments upon which the student relies. No new arguments may be added to the written appeal after it has been submitted.

B. Within five (5) working days of receipt of the student's written request, the department chairperson will send copies of the written dispute to the faculty member and the appropriate supervising dean, and a copy of this notification will be sent to the student.

C. Dismissal of Dispute

The appropriate supervising dean shall dismiss the appeal if:

1. The same or substantially the same complaint has been resolved by any other formal dispute procedure, including petitioning the Academic Appeals Committee;
2. Required timelines were not followed by the student;
3. The appeal concerns the professional academic judgment of the instructor, i.e., the appeal relates to the instructor's evaluation of the student's academic performance, and not to whether the faculty member had in place a process for determining the final course grade, whether that process was communicated, whether the communicated process was in fact followed, or whether standards of performance were in fact applied uniformly to all students in the class.

D. Finality Clause

A student who files a dispute in writing understands that there are no other internal procedures and that the decision resulting from application of the established procedures is final.

E. The Review Committee

1. On each campus, this Review Committee will be assembled from a pool of twelve (12) faculty members (which include counseling faculty), appointed by the Faculty

Council <sup>4</sup>, and six (6) currently enrolled students from the campus, appointed by the campus Dean of Student Affairs. This pool will be available for a full academic year, to serve alternate terms on Review Committees as needed and as the personal schedules of the pool faculty members and students shall permit.

2. Within five (5) working days of receipt of the written dispute, the appropriate supervising dean will assemble a Review Committee. The work of the Review Committee is an academic proceeding and not a judicial proceeding. (See Policies and Procedures, Section 64002CP for information on professional liability.)
3. In assembling this Review Committee, the appropriate supervising dean will select from the pool three (3) faculty members from similar disciplines (if possible), with at least one faculty not from the same discipline in order to encourage a varied balance of disciplines represented on the committee. The appropriate supervising dean will seek the recommendations and concurrence of the Faculty Council or Faculty Council leadership in selecting members of the Review Committee. At the same time, the appropriate supervising dean will request the campus dean of Student Affairs to select two (2) currently enrolled students to serve on the Review Committee. The appropriate supervising dean will attempt to insure that those faculty and students selected for this Review Committee will be disinterested parties. If, at the time the Review Committee is being assembled, no students are available or able to serve, then the proceedings of the Review Committee will continue, provided there is agreement on the part of both the supervising dean and the campus Dean of Student Affairs as to the unavailability of student representatives from those in the pool described in E.1 above.
4. Once the appropriate supervising dean has assembled a Review Committee, the appropriate supervising dean shall appoint one of the faculty members as chairperson. The appropriate supervising dean's office will coordinate faculty schedules and meeting dates at the Committee chairperson's direction (and in accordance with the rules of procedure below), and will arrange for a meeting location.
5. The appropriate supervising dean will provide the members of the Review Committee with copies of the written dispute, and will forward a copy of the dispute to the faculty member for his or her written reply. This written reply must be received by the chairperson of the Review Committee within ten (10) working days of the date on which the written dispute was sent to the faculty member.
6. The appropriate supervising dean will provide the members of the Review Committee with copies of the faculty member's response, and will forward a copy of the response to the student.

#### F. The Fact-Finding Meeting

1. The Review Committee will conduct a fact-finding meeting within ten (10) working days of its assembly. All members of the Review Committee will be present for the fact-finding meeting.
2. After consultation with the affected parties, the time and place of the fact-finding meeting shall be determined, and notice given by the chairperson of the Review Committee to the parties in dispute. Notice shall include a brief statement of the dispute(s) alleged, and the remedy sought by the student.
3. The fact-finding meeting will have both the faculty member and student present, and will be closed to the public. The proceedings of the Review Committee shall remain confidential, except as otherwise required by law. Each party may be assisted, in an advisory capacity only, in the presentation of his or her case by a student or faculty member of his or her choice. The procedures contained in this regulation do not

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<sup>4</sup> As defined by the new governance structure effective May 2012.



preclude the right of the Review Committee to simultaneously hear multiple cases involving students in the same class and having the same alleged dispute.

4. Each party shall have an opportunity to make an opening statement, present information, present supporters, question the supporters of the other party, offer personal statements, and such other material as is relevant to the dispute alleged. It is the responsibility of each party to ensure that those supporters he or she wishes to present are available, as well as to have his or her case completely prepared at the time of the fact-finding meeting.
5. The student shall first present his or her complete case. The faculty member (or head of the corresponding academic unit who may represent an unavailable faculty member) shall then present his or her response.
6. Upon the completion of the presentation of all supporting material, each party shall have an opportunity to present a closing statement.
7. The Review Committee may set forth time limits for the presentation of information, statements of supporters, and closing statements.
8. The student bringing the disputed grade to the Review Committee shall have the burden of demonstrating that his or her facts are more probable than not.
9. The Review Committee may exclude incompetent, irrelevant, immaterial, and/or unduly repetitious material from consideration.
10. It is the responsibility of the chairperson of the Review Committee to conduct the meeting in an orderly and focused way. All questions relating to the procedures for conduct of the meeting and the presentation of information and supporting statements will be decided by majority vote of the Review Committee.
11. All documents and materials filed by the student and the faculty member with the Review Committee shall be available to the members of the Committee, and shall become part of the record of the meeting.
12. The Review Committee shall have the right to question any person appearing to provide supporting statements for either party; and, on its own motion, the Review Committee shall have the right to request the presence of or request statements from any person it believes to be relevant to the case.
13. The above noted procedures and powers of the Review Committee are non-exclusive. The Review Committee chair may take such action as is necessary in his or her determination to insure the fair and orderly conduct of the fact-finding meeting and the collection of relevant information.
14. If either the faculty member or the student fails to appear at the agreed-upon time and place for the fact-finding meeting, the fact-finding meeting will proceed.
15. All documents and materials relevant to the dispute will remain on file in the office of the supervising dean for a period of at least three years following the final recommendation of the Review Committee.

G. The Review Committee's Decision

1. The decisions rendered by this Review Committee will be the result of a majority vote of the Committee members.
2. After private deliberations, the Review Committee may decide that the allegation is unwarranted, at which time the dispute will be dismissed. If the Review Committee finds that the allegation is supported by facts, the Review Committee will do one or more of the following:

- a. change the student's final course grade to be consistent with information presented at the fact-finding meeting
  - b. reevaluate the dispute as provided for in G.3 and G.4 below
  - c. take other action as deemed appropriate by the committee
3. Within five (5) working days of a fact-finding meeting to adjudicate a disputed final course grade, the appointed Review Committee will forward its written decision regarding the validity of the dispute to the appropriate supervising dean. The Review Committee will give its decision, based on the facts proven at the fact-finding meeting, to the supervising dean. The appropriate supervising dean receiving the Review Committee decision will forward copies of the decision to the faculty member and student within three (3) working days. If, in the judgment of the appropriate supervising dean, a joint meeting between the faculty member and the student would be helpful in facilitating the decision of the Review Committee, such a meeting may be arranged for and conducted.
  4. Notwithstanding any discussion at such a meeting of the faculty member, the student and the appropriate supervising dean, the decision rendered by the Review Committee will be final. If, as a result of the joint meeting referred to in G.3 above, all parties involved reach an agreement that differs from the decision of the Review Committee, that decision will be resubmitted to the Review Committee by the supervising dean for reevaluation.
  5. The appropriate supervising dean shall be responsible for assuring prompt implementation of the final decision of the Review Committee.

#### **9.45 Unavailability of Instructor of Record**

Should the instructor of record for a course/courses be unavailable to determine and submit final grades for students in a timely fashion, the department chair is responsible for obtaining all pertinent student records from the instructor of record. If deemed necessary, the department chair will then consult with the appropriate coordinator or faculty member(s) and shall name a faculty member or committee of faculty most closely associated with the course(s) to take possession of appropriate records and to make grade determinations, which are final<sup>5</sup>.

#### **9.46 Grade Point Averages (GPA)**

For an explanation of the grading scale, see AR 9.41.

##### **Semester Point Average**

A semester grade point average is the total number of quality points earned in a particular semester or summer/winter session, divided by the total number of attempted credit hours for that semester or session.

##### **Cumulative Point Average**

A cumulative grade point average is the total number of quality points earned in all semesters and summer/winter sessions, divided by the total number of attempted semester hours in all semesters and summer/winter sessions. In repeated courses only the last attempted credit hours will be computed in the cumulative average.

##### **Grades Used**

- A. Final course grades are used exclusively to compute quality points. Grades for courses transferred from other institutions are not included in determining grade point averages.

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<sup>5</sup> AR 9.45 was modified on 2/24/16 to reflect the new role of the department chair under the new academic structure.

- B. Every grade received is included in the student's transcript, but only the last grade in any course repeated will be computed in the cumulative grade point average.
- C. All students who have an academic record will have a cumulative grade point average computed. The grades of "I," "AU," "P," "S," "U," and "W" are not included in the computation. This will be so indicated on the transcript and/or grade report.

#### **9.48 Honors - Dean's List**

To be eligible for the Dean's List a student must have a semester point average of 3.40 or higher and must have carried five or more semester hours.

#### **9.50 Academic Status**

Any student whose cumulative GPA (grade point average) falls below 2.0 will be placed on a restricted status: academic alert, academic restriction, or academic suspension according to the total number of attempted credits and the cumulative GPA.

Students who have attempted at least one credit and whose GPA falls below 2.0 will be placed on academic alert; those who have attempted at least 12 credits with a cumulative GPA below 1.75 will be placed on academic restriction; those who have attempted at least 30 credits and whose GPA falls below 1.25 will be placed on academic suspension for one full semester.

#### **9.501 Good Academic Standing**

To remain in good academic standing, all students must maintain a minimum cumulative grade point average of 2.0. (See AR 9.46 for definition and computation of semester and cumulative grade point average)

#### **9.502 Academic Alert**

A student who has a cumulative grade point average below 2.0 and is not on academic restriction or suspension is on academic alert. Such students are encouraged to meet with a counselor/adviser.

#### **9.503 Academic Restriction**

Students who are on academic restriction (see 9.50 Academic Status) are subject to the following requirements:

- A. Such students must consult with designated counselors/advisers for prior approval of all course registration.
- B. Such students are limited to enroll in no more than two college-level classes per semester and/or will be required to undertake a program designed to remedy academic deficiencies.
- C. The academic restriction status will be removed when either of the following two conditions is met:
  - 1. The student achieves a cumulative grade point average of 1.75 or better.
  - 2. The Dean of Student Services or designee certifies that the student has successfully completed the program designed to remedy academic deficiencies.

#### **9.504 Academic Suspension**

Students placed on academic suspension (see 9.50 Academic Status) are prohibited from attending classes at Montgomery College for an entire fall or spring semester. To be removed from academic suspension, the Dean of Student Affairs or designee must certify that the student is prepared to resume an academic program. Students who return from a period of suspension will be placed on academic restriction for at least one term. Students may appeal academic suspension to the Dean of Student Affairs.

### **9.505 Prior Registration**

Those who have registered before receiving the previous semester's grades are subject to the limitations and procedures of regulations 9.50 – 9.504.

Students who have registered before receiving the previous semester's grades and as a result of these grades are placed on Academic Suspension, will have all of their courses dropped. Students will be recommended via email and/or letter in a timely manner to meet with a counselor to discuss their educational plan and the possibility of appeal.

### **9.511 Work at Other Colleges**

While the quality point average of work at other colleges cannot be used to improve the cumulative quality point average at Montgomery College, it may be considered as supporting evidence in determining an appropriate course load at Montgomery College. (See 9.503 above for procedures and limitations.)

### **9.60 Registration**

#### **9.601 Full-Time, Half-Time, and Less Than Half-Time Enrollment**

Full-Time Enrollment

A full-time student is a student who is enrolled for 12 or more credit hours or their equivalent in a given semester. For summer, a full-time student is a student who is enrolled for 12 or more credits in summer session I and/or II.

Part-Time Enrollment

Half-Time

A half-time student is a student who is enrolled for at least 6 but no more than 11 credit hours or their equivalent in a given semester. For summer, a half-time student is a student who is enrolled for 6 to 11 credits in summer session I and/or II.

Less than Half-Time

A less than half-time student is a student who is enrolled for less than 6 credit hours or their equivalent in a given semester. For summer, a less than half-time student is a student who is enrolled in a total of less than 6 credits in summer session I and/or II.

#### **9.604 Sophomore Students**

A sophomore student is a student who has a minimum of 28 earned semester hours. All other students are freshmen.

#### **9.605 Half-Time Students**

A half-time student is a student who is enrolled for a minimum of 6 credit hours but no more than 11 credits or their equivalent in a given semester and/or summer session I and/or II.

### **9.61 Registration and Change of Schedule**

#### **9.611 Registration**

- A. Montgomery College strongly encourages students to register before classes start. Registration on or after the first official meeting date of a course may incur an administrative late fee. See 9.612 for requirements to register in a course that has met one or more times.
- B. For information on Montgomery College's full or partial tuition waiver agreement for Maryland senior citizens and Maryland National Guard registration, see the Collegewide Policies and Procedures Manual, Section 43003.

### **9.612 Change of Schedule**

- A. To enroll in a course section once the course has met, but prior to the official 20 percent date of the course, a student must obtain written or electronic permission to enter the course section from the instructor of record, or the instructor's designee. The instructor may require students to provide proof of eligibility for the course.
- B. The 20 percent date deadline specified above may be waived by the College Registrar under extraordinary circumstances. All other conditions in part A apply.
- C. At any point during the semester an instructor may recommend a course change in order to place a student in a course commensurate with the student's ability. In this case, the approval of both initiating and receiving instructors is required.

### **9.613 Register for Audit**

- A. Students wishing to register for audit at the beginning of the semester or who wish to change from credit must do so prior to the completion of 20 percent of the duration of the course.
- B. The grade of "AU" carries no credit.
- C. Students who register for audit (AU) before the semester begins are not required to get the instructor's signed approval. After the course begins, but before the completion of 20 percent of the course, the change from audit to credit may only be made with signed approval of the instructor. Registration for audit does not count as an attempt. (See AR 9.614 for students wishing to change from audit to credit.)
- D. All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status, and are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation. Failure to consult with the instructor or to so participate may result in the grade of "W" being awarded. This action may be taken by the instructor by changing the "AU" to "W" on the final grade sheet.

### **9.614 Change from Audit to Credit**

A student registered for audit (AU) may change to credit without the instructor's signed approval before the course begins. After the course begins, but before the completion of 20 percent of the course, the change from audit to credit may only be made with the signed approval of the instructor.

### **9.62 Repeated Courses**

- A. Unless the catalog states otherwise, a student may only attempt a course three times. The grade of record will be the most recent grade earned. The grade of audit will not be considered an attempt.
- B. No medical health clinical course with a practicum component may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final.

Implementation Procedure:

1. Except in the case of 9.62B, students will be permitted to attempt a course only three times. Any registration that has reached the point of being recorded, except audit, constitutes an attempt.
2. After the second attempt, the student will be informed that only one further registration will be permitted. The student will be referred to a counselor for intervention.
3. A computer block will prevent the student from registering more than three times.

### **9.63 Academic Load**

- A. Students may not enroll for more than 18 hours in one semester except by permission of their academic advisor and the dean of student services or designee.
- B. Students may not enroll for more than 7 credit hours or equivalent in one summer session or 10 credit hours or equivalent in overlapping sessions. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Affairs or designee.
- C. Students may not enroll for more than 4 credit hours or equivalent in one winter session. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Affairs or designee.

### **9.64 Withdrawal from Classes**

#### **9.641 Consultation – Regulation deleted 5/2002**

#### **9.642 Student Responsibility**

It is the responsibility of the student to officially withdraw from a class or classes. If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, the grade of "F" will be recorded at the end of the semester (see also 9.823).

#### **9.644 Time Limitations**

No course may be officially dropped with a grade of "W" after the completion of 73 percent of its duration, EXCEPT that withdrawal from all or some courses may be made upon evidence certifying to one of the following conditions: (1) called to active military duty via enlistment, activation, or deployment; (2) withdrawal requested on grounds of ill health of the student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other regular member of the individual's household) and supported by medical certification; (3) involuntary transfer by the student's employer which precludes the possibility of continued attendance at the College; (4) death of the student or a member of his/her immediate family. Based on special circumstances one through four, a student may appeal in writing to the College Registrar for permission to retroactively withdraw from a course. Appeals for a retroactive withdrawal for other reasons should be made to the campus Committee on Academic Appeals.

#### **9.645 Grades Assigned**

A class dropped on or before 20 percent of its duration will not be recorded on the student's transcript. If a class is dropped after the completion of 20 percent of its duration and before the completion of 73 percent of its duration, the grade of "W" will be recorded. If a class is dropped after the completion of 73 percent of its duration, a grade of "F" will be recorded (for exceptions, see 9.644).

#### **9.646 Withdrawal Date**

The official date of withdrawal is the date on which the student officially drops the class online or files a "Credit Registration/Change of Schedule Form" at the Office of Enrollment Services.

### **9.65 Prerequisites**

- A. Students may not register for a course with a prerequisite(s) unless they have satisfied the prerequisite(s) as specified in the catalog. (An "I" does not satisfy a prerequisite). This regulation can be waived only by consent of the appropriate discipline representative.
- B. Students may preregister for a course while enrolled in its prerequisite(s) with such registration contingent upon successful completion of the prerequisite course(s). In the event

that students are unsuccessful in completing the prerequisite course(s), the College may issue an administrative "drop" prior to the first day of class.

- C. In the event that students succeed in enrolling in a course for which they lack the prerequisite(s) as designated in the College Catalog, the instructor, after consultation with the student, may drop the student from the course, immediately notifying the Office of Enrollment Services of the decision in writing; this action to be taken on or before the published date, which is based on the principle of completion of 12 percent of the duration of the course (2 weeks in a 15-week semester or its equivalent).

## **9.70 Academic Programs**

### **9.701 Curriculum Request**

Each student will request a specific curriculum at the time of application for admission. The student will remain in this approved curriculum unless it is changed by official action in accordance with 9.704 and 9.708.

### **9.702 Advising**

Students should work with an academic advisor appropriate to their curriculum each semester they are at the College. The advisor could be a Counseling faculty member or an instructional faculty member.

### **9.704 Changing Curriculums**

A student who wishes to change curriculums must submit to the campus Office of Enrollment Services a Request to Change Curriculum form that has been approved by the assigned academic adviser, a student personnel counselor, and an adviser in the requested curriculum.

## **9.72 Course Substitutions**

### **9.721 General Education Requirements**

- A. General education requirements must be fulfilled in accordance with Academic Regulation 9.301, with the exception of those curricula which have been duly exempted (see AR 9.91 for exemption process).
- B. General education requirements may be completed through satisfactory completion of credit courses, through credit by examination, and/or through satisfactory completion of performance or competency tests.
- C. General education requirements may also be met through satisfactory formal transfer of credit from other accredited institutions of higher learning (see AR 9.301 C).
- D. Substitutions for specific general education course requirements will be permitted in accordance with the approval of the Montgomery College Curriculum Committee, through the established process of appeal to that committee. Students requesting non-disability-based substitutions of general education courses will use the general education appeal procedures information sheet and form, which may be obtained by contacting any campus counseling office.
- E. Substitutions in keeping with established Disability Support Services procedures governing requests for general education course substitutions from students with Documented disabilities will be permitted in accordance with the approval of the Montgomery College Curriculum Committee, through the established process of appeal to that Committee. Procedures may be obtained by contacting the campus personnel who handle disability support services.

- F. Any general education course substitutions permitted through the established appeals procedures will not reduce the number of credits needed by the student to complete the College's general education requirements. The total number of general education requirements will not be waived.

**9.722 Authority to Change**

Only a department chair or program coordinator may approve course substitutions other than general education in accordance with Academic Regulation 9.723.

**9.723 Criteria for Course Substitutions**

- A. A total of no more than nine semester hours may be substituted in any curriculum in accordance with B and C below.
- B. In the case of non-general education curricular requirements, course(s) substituted must be of similar content and of equivalent or more advanced level than the course(s) being replaced. Courses are similar if they have the same course prefix or are grouped together in the Course Descriptions section in the College catalog.
- C. Courses substituted must meet the intent or objectives of the curriculum and/or the requirements of the institution to which the student intends to transfer.

**9.724 Recording**

All substitutions must be recorded on the appropriate College form at the time the adviser grants them.

**9.80 Classes and Instruction**

**9.82 Class Attendance**

**9.823 Class Attendance**

- A. Students are expected to attend all class sessions.
- B. "Excessive absence" is defined as one more absence than the number of classes per week during a fall or spring semester (with the number of absences to be prorated for accelerated sessions).
- C. In cases involving excessive absences from class, the instructor may drop the student from the class (resulting in a grade determined in accordance with regulation 9.645).
- D. If the student who is registered for audit is dropped by the instructor, the grade of "W" shall be recorded
- E. Faculty are required to report students who have never attended their courses by use of the "NA" (Never Attended) placeholder. The "NA" should be reported on Banner Web no later than three business days before the twenty percent benchmark for dropping courses. The "NA" should be reported in the space used for midterm grades. For summer and winter courses, the "NA" should be reported during the first two days of class.

**9.83 Absence of Instructor**

In the event an instructor does not arrive at the appointed class within 15 minutes after the time the class is scheduled to begin, the students may assume the class will not meet that day.

**9.85 Academic Dishonesty and Misconduct**



### **9.851 Determination of Academic Dishonesty and Misconduct**

The classroom instructor determines student acts of academic dishonesty and misconduct, such as cheating, plagiarism, and any other form of academic dishonesty, common examples of which are cited in the Student Code of Conduct, Section VIII.

### **9.852 Academic Dishonesty**

- A. Faculty members may impose grade sanctions for academic dishonesty, normally ranging from a minimum of F on the assignment in which the dishonesty occurred to a maximum of an F in the course.
- B. Faculty members also have the prerogative of implementing alternatives such as having the student repeat the assignment or examination.
- C. Faculty members also have the prerogative of referring a case in writing to their campus Dean of Student Services with a specific request that the dean consider imposing additional sanctions.

### **9.853 Student Rights**

Students are entitled to prompt notification of an alleged violation, the sanction to be imposed, and the reasons for it. They must also be informed of the appeals process and receive a copy of any written communication detailing the alleged violation, its circumstances, and the nature of the evidence sent to their respective campus Dean of Student Affairs.

### **9.854 Appeals Process**

A student may appeal a sanction for academic misconduct to the Vice President/Provost for the Campus or Workforce Development and Continuing Education, or designee, whichever is applicable. The appeal must be submitted, in writing, to the VP/P or designee within ten business days of the date the student is informed of the imposition of the sanction. A grade sanction can only be changed through the appeal process and not through withdrawal from the course.

### **9.90 Petition and Appeal**

#### **9.901 Petition Procedures**

If at any time students believe the application of Regulations 9.217B, 9.32, 9.411D, 9.613, 9.62A, 9.644, and 9.723 is unwarranted in their individual case, they may petition for review and consideration by the campus Committee on Academic Appeals. A written request should be addressed to the chairperson of the Committee on Academic Appeals. Student services counseling faculty will explain the process and assist students in the completion of the appeals form. Students will be responsible for securing all relevant facts and opinions of interested faculty. The completed petition with appropriate recommendations will then be submitted by the students to the Office of Enrollment Services, which in turn will submit the petition and relevant supporting documents to the Committee on Academic Appeals for consideration. Faculty members involved in such appeals are free to address the Committee directly with the understanding that any information provided to the Committee will be available to student petitioners after the Committee hearing. Regulations concerning admission or readmission are not subject to appeal to the campus Committee on Academic Appeals. Such regulations are governed by Regulation 9.154.

#### **9.902 Final Action by Committee**

In appeal cases involving the regulations specified in 9.901, the campus Committee on Academic Appeals is empowered by the faculty to act for the faculty. The campus Office of Enrollment Services and Financial Aid shall notify the student of the action taken within 10 working days of the Committee action and the Committee chairperson shall inform the Faculty Council of its actions at least once a year in accordance with the Faculty Council constitution.

#### **9.904 Final Appeal**

Any student whose petition is not approved by the campus Committee on Academic Appeals may, after consultation with the Committee chairperson, appeal to the Faculty Council, by means of a written request to the chairperson thereof. The Faculty Council will review appeals for due process only. If the Faculty Council finds that due process was lacking, it will return the appeal to the Committee on Academic Appeals for further consideration on these grounds.

#### **9.91 Exemption to the General Education Requirements**

When program coordinators/discipline faculty have assured themselves that external accrediting/licensing/certifying requirements or exceptional curricular requirements effectively prohibit students from meeting the internal general education requirements within the State mandated maximum limitation of 70 credit hours for the award of the associate's degree, they shall so inform the appropriate instructional dean. Upon verification of the conflict, the instructional dean will assist the program coordinator/discipline faculty in preparing complete documentation of the conflict. The recommended exemption, with supporting documentation, will be forwarded through normal administrative channels to the Collegewide Curriculum Committee for review and recommendation to the President/ Senior Vice President for Academic Affairs. Exemptions will be granted only for a limited period of time and will be subject to regular, periodic review. The decision to grant an exemption to the general education requirements rests with the President/ Senior Vice President for Academic Affairs and will be final.

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Administrative Approval: June 20, 1983; July 16, 1986; August 13, 1986; March 4, 1987; September 27, 1987; March 8, 1988; June 14, 1988; June 20, 1988; August 23, 1989; January 10, 1990; June 6, 1990; December 3, 1990; December 5, 1990; March 13, 1991; April 3, 1991; June 21, 1991; February 20, 1992; February 17, 1994; June 8, 1994; November 14, 1994; March 27, 1995; May 10, 1995; May 25, 1995; March 11, 1996; May 8, 1996; July 17, 1997; January 7, 1998; July 15, 1999, May 25, 2000; December 7, 2000; May 13, 2002, July 19, 2003. July 9, 2004, May 2, 2007, January 23, 2008; June 18, 2008; July 14, 2008; November 6, 2008 (Administrative corrections); November 14, 2008; March 4, 2009; May 5, 2009; June 17, 2009 (Administrative corrections); March 11, 2010; March 25, 2010; February 18, 2010; May 1, 2012; July 11, 2012 (moved to appendix only); November 5, 2012; June 24, 2013; July 2, 2013 (Administrative corrections); January 17, 2014; February 24, 2016