



## Manual of Policy and Procedures

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### PURPOSE

The Vermont State Colleges (“VSC”) shall maintain a system of academic data management that allows comprehensive and timely access to data that inform college and system planning, management and decision-making. The purpose of this policy is to maintain the integrity and effectiveness of the VSC's academic data system.

### STATEMENT OF POLICY

The VSC supports transparent, student-centered access to learning opportunities at all colleges. To do so, the VSC shall maintain a single course database, student records system and official transcript. Credits earned within the VSC are not considered transfer credits. Requirements related to graduation, class-level, enrollment status, course repeat and transfer shall be standardized. The VSC shall have a common grade scheme and common standards for academic and graduation honors. The VSC shall have standard definitions related to academic standing, probation and dismissal.

To implement this policy, VSC colleges shall follow the procedures below. All college catalogs and other related documents must reflect this policy and the procedures below. These procedures are subject to change and shall be reviewed annually.

### PROCEDURES

#### **1. Maintenance of single course database**

To maintain the single course database while allowing for the natural development and change of curriculum at each college over time, on an annual basis the VSC shall review those courses defined by colleges as equivalent for the purposes of transfer and when appropriate reassign a single course number, title, and single-sentence course description. Such system-level definitions shall not preclude individual college elaboration of course

descriptions and learning objectives in college catalogs, syllabi, and other related documents.

## **2. Transcripts**

Consistent with its single course database and its vision of student-friendly academic policies and procedures, for courses taken since and including summer 2002, the VSC shall have a single official transcript format with these characteristics:

- a. Credits earned within the VSC are not considered transfer credits.
- b. All VSC courses taken and grades received shall be listed.
- c. All VSC courses count in the determination of quality points and in the determination of cumulative Grade Point Average (“GPA”).
- d. The transcript shall clearly identify the college where each course was taken, and the college from which the transcript was issued.
- e. Colleges shall maintain institutional amelioration policies, whereby students may request to remove certain grades from their GPA calculation. In all cases, grades cannot be ameliorated if they've already been included in calculations for awarding a degree. Grade history shall be removed from cumulative totals only; no courses or grades shall be deleted from the transcript.
- f. For students attempting to ameliorate grades at a different VSC college than the VSC college at which the grades were awarded:
  - amelioration requires one semester and at least 6 credits of satisfactory academic progress (2.0 GPA or better) following the semester for which amelioration is requested.
  - amelioration is allowed only once in a student's career.
  - approval must be granted by the academic dean at the home institution in consultation with the academic dean at the other institution.

## **3. Graduation requirements for undergraduate programs**

- a. Each college shall determine which courses must be taken by its matriculated students to fulfill specific degree program requirements.
- b. For a bachelor's degree 30 credits, including substantial advanced work in the major or concentration must be taken at the institution conferring the degree. For an associate's degree, at least 15 credits must be taken at the institution conferring the degree; institutions may require more than 15 credits at their institution for an associate's degrees.
- c. Students must complete major program and earn a minimum 2.0 cumulative GPA.
- d. Students must complete all other graduation requirements, as detailed in college catalogs.

**4. Class level**

The class level of a student is determined system-wide for standard two and four-year programs as follows:

First Year:	0-29.9 credits
Sophomore:	30-59.9 (all students in all two-year programs remain at sophomore level after 60 credits)
Junior:	60-89.9
Senior:	90 and above

The class level of a student is determined in VTC's three-year program as follows:

First Year:	25.9 credits
Second Year:	26-51.9
Third Year:	52 and above

**5. Course Repeat**

Students may repeat a course once without permission. For repeated courses the initial grade remains on record and does not count towards GPA. Only the most recent grade and credits count for GPA.

**6. Transfer Credits**

- Courses taken outside of the VSC must have grades of C- or better to be accepted.
- In a sequence of inter-related courses, if the first course is passed with a grade below C-, but the second grade is C- or higher, both courses shall be accepted.
- For transfer students who hold a two-year degree, credits applied to that degree shall be accepted as transfer credit.

*Note:* See also VSC Policy 108: Transfer of Credit.

**7. Full-time/Part-time and Overload Status**

Full-time, part-time and overload status per semester are defined as follows:

Undergraduate

Less than half-time:	0-5.9 credits
Half-time:	6-8.9 credits
3/4 time:	9-11.9 credits
Full-time:	12-18 credits
Overload for CCV, CSC, JSC and LSC:	over 18 credits
Overload for VTC:	over 19 credits

**Graduate**

Half-time:	4.5-8.9 credits
Full-time:	9 or more credits

**7. Grade scheme**

The VSC shall have a common grade scheme and quality points at the undergraduate and graduate levels for all colleges (see below).

**8. Good standing**

Defined as 2.0 GPA, except 1.75 GPA for students with fewer than 30 earned or GPA credits, whichever is higher.

**9. Probation**

- a. Probationary status takes effect when cumulative GPA falls below “good standing” level.
- b. A student already on probation whose cumulative GPA remains below “good standing” level is subject to dismissal.
- c. Students subject to academic dismissal or who leave a college while on probation shall remain on probation upon their return.

**10. Dismissal**

- a. The following requirements apply to students dismissed from one VSC institution with respect to enrollment at another VSC institution (all are subject to institutional exception/waiver):
  - generally, students dismissed from one VSC institution for academic reasons, if admitted, may take courses at another VSC institution.
  - students must reapply to colleges from which they've been dismissed if they wish to re-enroll.
  - colleges shall maintain all other/ current processes related to dismissal.
- b. Students may be dismissed for disciplinary reasons.

**11. Auditing**

- a. The choice to audit a course must be made prior to the end of the Add/Drop period.
- b. An audited course does not count toward a student’s credit load.

**12. Academic honors**

Honors apply to full-time, matriculated undergraduate students with no incomplete or failing grades. Criteria are:

- a. GPA of 3.5-3.9: Dean’s List
- b. GPA of 4.0: President’s List

Semester honors are based on 12 or more letter graded credits per semester, with the exception that full-time nursing students at VTC are eligible for semester honors. Honors shall not be awarded if an incomplete is outstanding when grades are formally reported for the term or if grades are changed.

Part-time students may be eligible to receive semester honors, in accordance with individual college policy.

### 13. **Graduation honors**

Effective for the graduating classes of spring 2006, criteria for graduation honors are:

- a. Of total credits required for graduation, at least 30 graded credits for a two-year degree and 60 graded credits for a four-year degree must be earned at the VSC.
- b. Graduation honors for two and four-year programs require final, cumulative GPA as follows:

Cum laude: 3.5-3.6

Magna cum laude: 3.7-3.8

Summa cum laude: 3.9-4.0

- c. Graduation honors for certificate programs require final, cumulative GPA as follows:

Honors: 3.0-3.49

High Honors: 3.5 or above

*Note:* credits earned before 2002 are not used in this calculation.

- d. Students in the final two years of a “2+2” degree program may petition to receive graduation honors provided they have earned a minimum of 30 graded credits at the VSC.

### 14. **Transcript charge**

The colleges may charge for transcripts and shall have uniform policies for transcript, grade, and diploma holds.

### 15. **VSC undergraduate grading scheme**

<i>Grade</i>	<i>Point Value</i>	<i>Credit Earned</i>	<i>P/NP Equivalent</i>
A+	4.00	Y	P
<b>A</b>	<b>4.00</b>	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
<b>B</b>	<b>3.00</b>	Y	P
B-	2.70	Y	P
C+	2.30	Y	P
<b>C</b>	<b>2.00</b>	Y	P

C-	1.70	Y	P
D+	1.30	Y	P
<b>D</b>	<b>1.00</b>	Y	P
D-	0.70	Y	P
<b>F</b>	<b>0.00</b>	N	NP

**16. VSC transcript notations for undergraduate student work receiving other than letter grades**

<i>Grade</i>	<i>Legend</i>	<i>Point Value</i>	<i>Credit Earned</i>
P	Pass	0.00	Y
NP	No Pass	0.00	N
AU	Audit	0.00	N
TR	Transfer Credit	0.00	Y
CR	Credit Granted (non-course work)	0.00	Y
I	Incomplete	0.00	N
NG	No grade has yet been submitted	0.00	N
W	Withdrawn	0.00	N

**17. Miscellaneous Undergraduate Grading Provisions**

1. Comments on Midterm Grade Reports:

Instructors shall be able to add comments to grades at midterm that will be printed on the grade report. Comments must be selected from one or more "notes" that have been set up in the system such as "please see instructor", "student never attended", "student missed midterm exam", or "poor attendance". Additions to the notes may be made upon request by a college registrar, on an ongoing basis, provided that the notes apply to situations that are encountered by a significant number of instructors at various VSC colleges as determined by the VSC registrars.

2. The Effects of Dropping or Withdrawing From a Course on Grading:

The standard VSC add/ drop period is 2 weeks for CSC, JSC, LSC and VTC; and 3 weeks for CCV. If a student drops or withdraws from a course:

- during the Add/Drop period, the course is not listed on the student's transcript; VTC may develop special "add" constraints to limit students' adding/ dropping courses beyond the first week.
- after the Add/Drop period and up until 60% of the course is completed, the course is listed with a grade of W (there is always an ability to award a W at any point in the semester).
- after the ninth week of classes, the student receives the earned grade determined at the end of the semester unless a special course withdrawal is granted with approval of the Academic Dean. A special course withdrawal from a course taken outside the home institution can be approved only by the Academic Dean of the institution offering the course, following consultation with the Academic Dean of the home institution.

3. Incomplete Grades (I):

Grades of "Incomplete" automatically revert to an F at the end of the 7<sup>th</sup> week of the semester immediately following award of the I, unless otherwise determined by the instructor. Instructors have the option of assigning a default grade other than F. Courses carried through an I to the following semester do not count toward the student's credit load for tuition billing purposes or for additional credit toward graduation.

4. Credit Granted (CR) for Non-Course Work:

Students who are granted credit on the basis of College Level Examination Program ("CLEP") examinations, military credit, lifetime experience portfolios, AP courses or other similar circumstances (as determined by the institution where the student is matriculated) shall receive a CR in the grade field. CR distinguishes the credit from TR, which is used for credits that are transferred in from another college or university.

Students who demonstrate success in meeting the learning objectives of an existing course at an institution via a "Course Challenge" or "Challenge by Exam" (as determined by the institution where the student is matriculated) shall have the course recorded as institutional credit with a CR in the grade field.

5. Not Graded (NG):

Where a student's grade is submitted after the deadline for grades, or where the instructor is permitting a student to continue the course into the next semester (such as with a thesis), a student shall receive an NG for the course until such time as the final grade is submitted.

Coursework carried into a second semester with a grade of NG does not count towards a student's credit load for tuition billing purposes or for additional credit toward graduation in the second semester.

### 18. VSC Graduate Grading Scheme

<i>Grade</i>	<i>Point Value</i>	<i>Credit Earned</i>	<i>P/NP Equivalent</i>
<b>A</b>	<b>4.00</b>	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
<b>B</b>	<b>3.00</b>	Y	P
B-	2.70	Y	P
<b>C+</b>	<b>2.30</b>	Y	NP
<b>F</b>	<b>0.00</b>	N	NP

Signed by: \_\_\_\_\_  
Jeb Spaulding, Chancellor