

Minutes of the Education, Personnel, and Student Life Committee meeting Wednesday, July 20, 2016—APPROVED November 16, 2016

The Vermont State Colleges Board of Trustees Education, Personnel, and Student Life Committee met on July 20~~7~~, 2016 in Hoff Hall at Castleton University.

Committee members present: Lynn Dickinson (by phone), Morgan Easton, Kraig Hannum (Chair), Martha O'Connor, Mike Pieciak (by phone)

Other Trustees: Jerry Diamond, Church Hindes, Tim Jerman, Chris Macfarlane

Absent: Karen Luneau, Jim Masland

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk

From the Chancellor's Office:

- Sheilah Evans, System Controller/Senior Director of Financial Operations
- Bill Reedy, General Counsel
- Elaine Sopchak, Executive Assistant to the Chancellor
- Jeb Spaulding, Chancellor
- Steve Wisloski, Chief Financial Officer
- Sophie Zdatny, Associate General Counsel
- Yasmine Ziesler, Chief Academic & Academic Technology Officer

From the Colleges:

- Scott Dikeman, Dean of Administration, Castleton
- Gillian Galle, Professor, Castleton
- Loren Loomis Hubbell, Dean of Administration, LSC
- Louis Palmer, Professor, Castleton
- Sharron Scott, Dean of Administration, JSC
- Jonathan Spiro, Academic Dean, Castleton
- Sharon Twigg, Interim Academic Dean, JSC
- Beth Walsh, VSCUP President

Chair Hannum called the meeting to order at 12:05 p.m.

1. Consent Agenda Items

- a. Approval of Minutes of April 27, 2016 meeting
- b. Proposed Revisions to Policy 208: Criminal Background Checks

Trustee Pieciak moved and Trustee Easton seconded the consent agenda. No items were removed. The Committee approved the consent agenda unanimously.

2. Proposed Revisions to Policy 102: Approval of New Degrees and Majors

Dr. Ziesler reviewed with the Committee the changes to the policies as presented. Trustee Pieciak moved and Trustee Easton seconded the resolution. The Committee approved the resolution unanimously.

3. Proposed Revisions to Policy 109: Annual Enrollment Review of Existing Academic Programs

Trustee Pieciak moved and Trustee Easton seconded the resolution. The Committee approved the resolution unanimously.

4. Proposed Revisions to Policy 111: Academic Data Management

Trustee Pieciak moved and Trustee Easton seconded the resolution. The Committee approved the resolution unanimously.

5. Policy 102 Preliminary Program Proposal: LSC Master of Science in Clinical Mental Health Counseling

Trustee Pieciak moved and Trustee Dickinson seconded the resolution. President Bertolino provided a description of the program. The Committee approved the resolution unanimously.

6. Other business

There was no other business.

7. Public comment

VT Tech President Smith shared that the Rosie's Girls STEM summer camps were very successful. They are a part of VT Tech's initiative to improve gender equity in STEM programs. Trustee Easton, a counselor for Rosie's Girls, emphasized the camps' value to students.

Chancellor Spaulding and President Smith shared with the Committee that the VAST program (VT Academy of Science and Technology) at VT Tech continues to grow in demand for seats and continuation rate.

Chair Hannum adjourned the meeting at 12:34 p.m.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Education, Personnel, and Student Life Committee Business: Consent Agenda

WHEREAS, At its July 20, 2016 meeting the VSC Education, Personnel, and Student Life Committee discussed the business items outlined below; therefore, be it

RESOLVED, The Committee has voted to approve the items outlined below and recommends them to the full Board:

- Approval of the minutes of the April 27, 2016 meeting
- Proposed revisions to VSC *Policy 208: Criminal Background Checks*

July 21, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Revision of Policy 102: Approval of New Degrees and Majors

- WHEREAS, *Policy 102: Approval of New Degrees and Majors* was last revised in 2011; and
- WHEREAS, The Chancellor's Office and Council of Academic Deans propose revisions to the policy that address the colleges' needs for increased responsiveness to create new programs, new delivery models, and address a broader scope of needs.; and
- WHEREAS, The revised proposal development process maintains a procedure for review of new programs and new delivery models for existing programs by the Chancellor and Council of Presidents, with early notification to EPSL; and
- WHEREAS, The Board Education, Personnel, and Student Life Committee reviewed the proposed policy revisions and recommends them to the full Board for approval; therefore, be it
- RESOLVED, That the VSC Board of Trustees approves the proposed revision of *Policy 102: Approval of New Degrees and Majors*.

July 21, 2016



Manual of Policy and Procedures

Title APPROVAL OF NEW DEGREES AND MAJORS	Number 102	Page 1 of 6
	Date 7/21/16	

PURPOSE

The overall purpose of the policy is to support the mission of the VSC: for the benefit of Vermont, to provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study **consistent with student aspirations and local, state, regional, national, and global needs**. In addition, the policy:

1. links the development of new programs directly to institutional and system priorities and strategic planning,
2. encourages early program planning collaboration across VSC colleges,
3. requires proposed new programs to identify student learning outcomes and begin to plan for their assessment,
4. maintains flexibility for colleges to respond to market demands, and
5. streamlines and accelerates the program approval process.

The VSC supports the development of new academic programs that meet the changing educational needs of students and the State. This policy affects proposals for new degrees, ~~and~~ new majors, **and new fully online, distance-delivery, or low-residency programs**.

CRITERIA FOR REVIEW

At a minimum, a new academic program will:

1. align with and support the mission of the VSC and the college,
2. support institutional and system strategic planning directions,
3. assist in meeting State needs and/ or serve a new student market,
4. provide a clear and viable career path for program completers, and
5. strengthen the fiscal stability/ health of the college.

In addition, a new academic program will complement, extend and/ or diversify the educational offerings of the VSC, as well as contribute to the fiscal stability of the system.

PROPOSAL AND REVIEW PROCESS

Step 1: Early Notification

The President of the college initiating the program idea sends an electronic message to the Council of Presidents.

- The message provides a brief notification of the program planning idea and an invitation to collaborate across colleges.
- The message also provides an opportunity for other VSC presidents and/or the Chancellor's Office to voice reservations or endorse the program idea.

Step 2: Preliminary Proposal

Step 2: Proposal Development

- The Chancellor, in collaboration with the presidents, will determine whether or not the proposal is endorsed for further development.
- Proposals for the delivery of existing degree programs via new online, low-residency, or telepresence models, if approved by the Chancellor, will be presented to EPSL in a summary update by the President.
- For all other new program proposals, the President will inform the Board via electronic message or informational update with the anticipated submission date of the completed New Program Proposal (see attached template) to the EPSL Committee for review.
- ~~• The President of the college initiating the program proposal submits the Preliminary Proposal Form to the Chancellor's Office (see attached Preliminary Proposal Form).~~
- ~~• The Chancellor may forward the Preliminary Proposal to the Council of Presidents for their review; only those proposals that are fully supported by the Council of Presidents move beyond this point.~~
- ~~• The Council of Presidents may forward the Preliminary Proposal to the EPSL Committee for their review.~~

Step 3: Proposal Review

- The President submits a **New Program Proposal** to EPSL for review **and recommendation to the Board of Trustees**. EPSL may identify specific issues/questions for the college to address in a proposal revision **before considering whether to recommend the proposal for approval by the Board**.
- If forwarded by EPSL, the full Board of Trustees reviews the **Final New Program Proposal** and makes a final decision about whether or not to approve the new program.

NOTES:

~~With the approval of the Chancellor, a new program proposal may be reviewed in final form after early notification (eliminating the preliminary proposal step); the Chancellor will determine~~

~~whether or not special circumstances warrant an expedited review process; the Chancellor will approve expedited review processes only in rare cases. The EPSL Committee will receive advanced notice if the Chancellor approves an expedited review process.~~

~~Step 3: Final Proposal~~

- ~~• Pending EPSL approval for continued planning, the President of the college initiating the program proposal submits the Final Proposal Form to the Chancellor's Office with informational copies to the other VSC presidents (see attached Final Proposal Form).~~
- ~~• If forwarded by the Chancellor, EPSL reviews the Final Proposal Form and considers whether or not to recommend the proposal for approval by the Board of Trustees.~~

Signed by:	Timothy J. Donovan Chancellor
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~~VERMONT STATE COLLEGES NEW PROGRAM PROPOSAL~~
~~Preliminary Proposal Form~~

Part I: General Information

- ~~1. Institution:~~

- ~~2. Name of new program:~~

- ~~3. a) Individual(s) with responsibility for program development:~~

~~b) Academic Department(s):~~

- ~~4. a) Date of Preliminary Proposal:~~

~~b) Proposed start date of program:~~

- ~~5. Title of degree to be conferred (if applicable):~~

- ~~6. Brief description of proposed program (150 words or less):~~

Part II: Program Rationale

- ~~1. How the program relates to institutional mission, furthers institutional strategic planning and priorities, and complements existing institutional programs:~~

- ~~2. Student market to be served (new or currently under served):~~

- ~~3. State need(s) to be served:~~

- ~~4. How the program benefits the State of Vermont, furthers VSC strategic planning priorities, and relates to existing VSC programs:~~

Part III: Resource Considerations

~~Preliminary cost/ benefit analysis, including whether the program will be supported by a reallocation of existing resources or will require new resources:~~

VERMONT STATE COLLEGES
NEW PROGRAM PROPOSAL TEMPLATE

Part I: General Information

1. Institution:
2. Name of new program:
3. a) Individual(s) with responsibility for program development:
b) Academic Department(s):
- ~~4. a) Date of Preliminary Proposal~~
4. Proposed start date of program:
5. Title of degree to be conferred (if applicable):
6. Brief description of proposed program (150 words or less):

Part II: Rationale

1. How the program will strengthen the institution (refer to institutional mission, institutional priorities and existing institutional programs) **and how the perceived interest in the program at the institution was determined:**
2. Specific **student**, educational and/ or employment need(s) to be addressed, **including in-person, hybrid, low-residency, or distance mode(s) of program delivery, and whether these needs are local, state, regional, national or global** (attach documentation of need in the form of supporting data from external or internal sources such as professional organizations, feedback from corporate partners, or market research):
3. How the program will strengthen the System. **If the program approximates existing programs within the System, describe why the development of an additional program will serve particular need(s). If it is a distinct program that expands System offerings, please describe what value it offers, (~~consider existing programs throughout the VSC, describe~~ any intended collaboration with other VSC colleges or organizations in planning or delivering this program, **and, if appropriate**, indicate specific benefits to the State of Vermont):**

Part III: Program Description

1. Specific program objectives, including career and learning outcomes for students:
2. How the program will integrate professional, liberal and career study:
3. What peer programs or model curricula served as a basis for the proposal:
4. How the program will assess its effectiveness in achieving student learning outcomes:
5. ~~Relation of program to external entities, if any (e.g., accreditation agencies, partnership organizations, State agencies),~~ How the program incorporates current standards and/or emerging directions in the field, and what the program will require to maintain licensure, certification, or accreditation standards with external entities, if any.
6. Program outline; include brief descriptions of all new courses:

Course Name & Number	Credits	New or Existing?

7. TOTAL CREDITS in proposed program: _____
8. TOTAL GENERAL EDUCATION CREDITS beyond those in the program: _____
9. TOTAL CREDITS for the degree: _____
10. For associate and baccalaureate degree programs, provide a 2- or 4-year degree map showing intended semester-by-semester sequence of courses including program courses, general education requirements, and electives. For graduate degree programs, describe the intended timeframe and sequence for completion of the degree.

~~Note: Per VSC Policy 101, "baccalaureate degree major requirements normally range up to 50 credits."~~

Part IV: Budget Considerations

1. Expenditures for the proposed program:

	Year One	Year Two
Faculty		
Admin/Other Staff		
Facilities/Equipment		
Library/Other Materials		
Other Costs (e.g. accreditation/licensure expenses)		
TOTAL COSTS:		

2. Revenue/sources to meet new expenditures

	Year One	Year Two
Tuition		
Reallocation		
Other Sources		
TOTAL REVENUES:		

Part V: Enrollment, Marketing and Public Relations Considerations

a. Projected enrollment for new program:

	Year One	Three Years Out
Full-Time		
Part-Time		
In-State		
Out-of-State		

2. Describe how you arrived at these projections:
3. Describe the marketing strategies for the new program.
4. Competition:
 - a. In state and region
 - b. Web-based
5. How the program will impact enrollments in existing programs at the College:
6. How the program will impact enrollments in existing programs at other VSC colleges:
7. How the program will impact existing and/ or future external relations:

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Revision of *Policy 109: Annual Enrollment Review of Existing Academic Programs*

- WHEREAS, *Policy 109: Annual Enrollment Review of Existing Academic Programs* was adopted in 2006, prior to the revision of *Policy 101: Program Review and Continuous Improvement Policy*, or “PRcIP;” and
- WHEREAS, The Chancellor’s Office and Council of Academic Deans propose revisions to the policy that direct the colleges to undertake a comprehensive analysis of all program enrollments and cost effectiveness and provide an annual summary report to EPSL for review; and
- WHEREAS, The proposed annual analysis and summary reporting will continue to inform EPSL of programs identified for closure as well as ongoing institutional strategies for addressing enrollment or cost effectiveness of programs; and
- WHEREAS, The Board Education, Personnel, and Student Life Committee reviewed the proposed policy revisions and recommends them to the full Board for approval; therefore, be it
- RESOLVED, That the VSC Board of Trustees approves the proposed revision of *Policy 109: Annual Enrollment Review of Existing Academic Programs*.

July 21, 2016



Manual of Policy and Procedures

Title ANNUAL ENROLLMENT AND COST EFFECTIVENESS REVIEW OF EXISTING ACADEMIC PROGRAMS	Number 109	Page 1 of 2
	Date 7/21/16	

PURPOSE

The overall purpose of the policy is to support the mission of the VSC: for the benefit of Vermont, to provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study. To fully implement this mission, VSC academic programs must be of high quality and remain current, competitive, and cost-effective. Through this policy, the Board of Trustees charges the colleges with establishing guidelines for an Annual Enrollment and Cost Effectiveness Review: annual college reviews of degree program enrollment, retention, graduation, and cost data, with a summary report of each college's plans to evaluate and address program enrollment and cost effectiveness.

This policy affects graduate, baccalaureate and associate degree programs. The criteria and processes for the Annual Enrollment Review follow. This policy is designed to complement VSC Policy 101: Program Review and Continuous Improvement Process (PreCIP).

Annual Enrollment Review: Policy and Procedures

Each president will review program enrollment, retention, graduation, and cost data on an annual basis within the context of ongoing institutional planning and improvement. Annual data on all VSC degree programs and summary reports of each college's plans to evaluate and address program enrollment and cost effectiveness will be submitted to the Board of Trustees for review.

These reports are intentionally quantitative in nature and are designed to complement some of the more qualitative aspects of VSC Policy 101: Program Review and Continuous Improvement Process. The Board of Trustees recognizes that analyses of cost effectiveness and improvement strategies are best conducted on a college-wide basis by the individual institution. The Board further recognizes that the VSC mission requires full support of general education curriculum system-wide. New programs (in existence three years or less) will be included and identified as such. Each president will provide a rationale for any programs identified for closure as a result of the college's annual data review.

The process for Annual Enrollment and Cost Effectiveness Review follows:

1. The Council of Presidents will confirm the format, data collection methodology and requirements of the data and summary reports to be submitted to the EPSL Committee.
2. Reports may include data such as enrollment history, retention and graduation rates, class size average, and net program revenue.
3. Each college's summary report will address key discoveries from the data and explain institutional plans for acting on that data.
4. By December of each year, the colleges will submit data and summary reports to the Chancellor, including data and reports on programs identified for closure. Any evaluation, planning, or implementation of potential program closures shall be undertaken in a manner consistent with applicable terms of bargaining agreements and accreditation standards.
5. The Chancellor will review the reports of the colleges and provide a recommendation to EPSL regarding the summary reports and any additional action steps that may be warranted.
6. EPSL will review reports and Chancellor's recommendations and submit a resolution to the Board of Trustees.

Signed by: Jeb Spaulding Chancellor
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VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Revision of Policy 111: Academic Data Management

- WHEREAS, *Policy 111: Academic Data Management* is the mechanism by which the VSC maintains standardized requirements for student academic records, including a single course database and student transcript; and
- WHEREAS, The Chancellor's Office and Council of Academic Deans propose revisions to the procedures that reflect on-going clarifications and coordination of processes and detailed academic policies across the colleges; and
- WHEREAS, The Board Education, Personnel, and Student Life Committee reviewed the proposed policy revisions and recommends them to the full Board for approval; therefore, be it
- RESOLVED, That the VSC Board of Trustees approves the proposed revision of *Policy 111: Academic Data Management*.

July 21, 2016



Manual of Policy and Procedures

Title	Number	Page
ACADEMIC DATA MANAGEMENT	111	1 of 7
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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
A	4.00	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
B	3.00	Y	P
B-	2.70	Y	P
C+	2.30	Y	P
C	2.00	Y	P

C-	1.70	Y	P
D+	1.30	Y	P
D	1.00	Y	P
D-	0.70	Y	P
F	0.00	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 7th 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>
A	4.00	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
B	3.00	Y	P
B-	2.70	Y	P
C+	2.30	N	NP
F	0.00	N	NP

Signed by: Jeb Spaulding Chancellor
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VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Lyndon State College
Master of Science Degree in Clinical Mental Health Counseling

WHEREAS, Lyndon State College proposes a Master of Science Degree in Clinical Mental Health Counseling; and

WHEREAS, Lyndon State College's MS in Clinical Mental Health Counseling program will provide students a high quality, affordable graduate degree leading to clinical mental health counselor licensure that can be completed in a shortened period of time; provide a pathway to clinical mental health counselor licensure for students in the Northeast Kingdom who otherwise would not be able to pursue a graduate degree; and provide a pathway for non-traditional transfer students to complete their undergraduate degree and continue into the MS degree program; and

WHEREAS, Lyndon State College has developed a budget to deliver the program based on conservative enrollment projections; and

WHEREAS, The Board Education, Personnel, and Student Life Committee reviewed this proposal in accordance with Policy 102 and recommends it to the full Board for approval; therefore, be it

RESOLVED, That the VSC Board of Trustees authorizes Lyndon State College to offer a Master of Science Degree in Clinical Mental Health Counseling.

July 21, 2016