

TO: Education, Personnel, and Student Life Committee
Megan Cluver, Chair
Karen Luneau, Vice Chair
Janette Bombardier
David Durfee
Shirley Jefferson
Mary Moran
Perry Ragouzis



FROM: Yasmine Ziesler, Chief Academic Officer

RE: EPSL Meeting on March 13, 2023

DATE: March 9, 2023

The EPSL Committee of the Board of Trustees is scheduled to meet on Monday, January 9th from 1:00 to 3:00pm by Zoom.

The first major focus topic for the meeting will be workforce development. Adam Grinold, Executive Director of the Brattleboro Development Credit Corporation and Chair of the Vermont State Workforce Development Board will provide an overview perspective on Vermont's workforce development needs, followed by a status update on the VSC's new efforts by Executive Director of Workforce Development Pat Moulton.

The second focus for the meeting will be to review progress on transformation projects specific to academics and student life. Included in the packet are two academic policies with proposed revisions to date based on the work of transformation teams related to the processing of transfer credits, registration policies, and implementation of Vermont State University's optimized curriculum. For the update on libraries, please see <https://transformation.vsc.edu/refined-plan-for-the-vermont-state-university-libraries/>.

There is one action item on the agenda, the approval of a revised resolution awarding an honorary degree which clarifies and corrects details as requested by the awardee's family.

I can be reached directly at (802) 224-3025 if you have any questions.

Thank you.

Cc: VSC Board of Trustees
Council of Presidents
Chief Academic Officers
Student Affairs Council
HR Council

**Vermont State Colleges Board of Trustees
Education, Personnel, and Student Life Committee**

March 13, 2023

AGENDA

1. Call to order
2. Approval of January 9, 2023 meeting minutes
3. Approval of Revised Honorary Degree Resolution
4. Workforce Development Update

Adam Grinold, Executive Director, Brattleboro Development Credit Corporation

Pat Moulton, Executive Director for Workforce Development, VSC

5. Academic Transformation Updates
 - a. NECHE Progress Report
 - b. Faculty Governance
 - c. Student Association
 - d. Proposed Revisions to VSC Academic Policies 108 and 111
 - e. Libraries
6. Comments from the public
7. Executive Session
8. Other business

MATERIALS

1. January 9, 2023 Minutes
2. Revised Award of Honorary Degree Resolution 2022-018
3. VSC Policy 108 Revision
4. VSC Policy 111 Revision

ITEM 1:
January 9, 2023 Minutes

**Minutes of the VSCS Board of Trustees' Education, Personnel, and Student Life
Committee meeting held Monday January 9, 2023 at 1:00 p.m. via Zoom - UNAPPROVED**

Note: These are unapproved minutes, subject to amendment and/or approval at the subsequent meeting.

The VSCS Board of Trustees Education, Personnel, and Student Life Committee met on Monday, January 9, 2023 via Zoom.

Committee Members present: Megan Cluver (Chair), Janette Bombardier, David Durfee, Shirley Jefferson, Karen Luneau, Mary Moran, Perry Ragouzis

Other Trustees present: Lynn Dickinson, Sue Zeller

Presidents: Parwinder Grewal, Joyce Judy

Chancellor's Office Staff: Kellie Campbell, Chief Information Officer
Wilson Garland, Director of Transformation
Pat Moulton, Executive Director, Workforce Development
Jen Porrier, Administrative Director
Sarah Potter, Chief Human Resources Officer
Sharron Scott, Chief Financial and Operating Officer
Patty Turley, General Counsel
Meg Walz, Director, Project Management
Sophie Zdatny, Chancellor
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Nolan Atkins, Provost, Northern Vermont University and Vermont State University
Jae Basiliere, Chief Diversity Officer, Vermont State University
Kelley Beckwith, Vice President of Student Success, Vermont State University
Mary Brodsky, Dean of People and Culture, Community College of Vermont
Sarah Chambers, Director of Learning Technologies, Castleton University
Ana Gaillat, Dean of Academic Affairs, Vermont Technical College
Hilary Linehan, Director of Athletics & Recreation, Vermont Technical College
Lindsey Melo, Assistant Vice President of People and Culture, Vermont State University
Katherine Penberthy, CCV Faculty Liaison to EPSL Committee

Debby Stewart, Dean of Academic Affairs, Community College of Vermont

Beth Walsh, President, VSCUP, Northern Vermont University

Heather Weinstein, Dean of Strategic Initiatives and Student Affairs, Community College of Vermont

Erin Wetherell, CCV Staff Liaison to EPSL Committee

1. Call to Order

Chair Cluver called the meeting to order at 1:01 p.m.

2. Public Comment

There was no public comment.

3. Approval of October 27, 2022 Meeting Minutes

Trustee Moran moved and Trustee Jefferson seconded the motion to approve the October 27, 2022 meeting minutes. The motion was approved unanimously.

4. Overview of Our Students and Supporting Their Success

Chief Academic Officer Yasmine Ziesler introduced Kelley Beckwith, Vice President for Student Success for Vermont State University. Ms. Beckwith shared a presentation on Student Success, focusing on VTSU's students, that can be found [here](#) on pages 9-24. Chair Cluver asked for follow-up information on the peer comparison group that will be established for VTSU.

5. Vermont State University academic transformation and general education update

Vermont State University Provost Nolan Atkins reported on two important academic transformation projects: approving the program array, and the general education program. Both are now approved thanks to the tremendous work of the faculty. The program array consists of just over 100 undergraduate programs, plus 18 graduate programs. Given that the work accomplished by Faculty Assemblies to date is unprecedented in scope and achievement, the committee recommended a Board resolution recognizing this work. The resolution can be found [here](#) on pages 49-50.

Trustee Jefferson moved and Trustee Luneau seconded the motion to recommend to the Board the approval of Resolution 2023-001: Resolution Honoring the Shared Governance Leadership of Faculty Assemblies. The motion was approved unanimously.

6. VSC Human Resources Update on Vision and Goals

Chief Human Resources Office Sarah Potter presented an update on the vision and goals, including key metrics for benefits and HR system services in 2022, and the next steps for HR

shared services. That presentation can be found [here](#). Chair Cluver asked for periodic updates to the committee on the progress of the transition to a shared services model for Human Resources.

7. New policy proposal: Policy 107A Posthumous Degrees

Chief Diversity Officer for Vermont State University, Dr. Jae Basiliere, presented a new proposed Board policy, VSC Board Policy 107-A, *Posthumous Degrees*. The proposed policy was developed in consultation with students and recognizes and commemorates the academic achievements of students who were enrolled at the time of their death. The policy addresses an existing gap in the Board's policies and is consistent with how other Vermont and regional public institutions of higher education address this issue. Trustee Durfee raised a concern regarding the need to obtain approval from the deceased student's family in order to award a posthumous degree. Circumstances might prevent approval being granted. The committee agreed to modify the proposed policy to require that the student's family be contacted about a request to award a posthumous degree but that family approval would not be required for its issuance.

Trustee Moran moved and Trustee Jefferson seconded the motion to recommend to the Board the approval of Policy 107-A as amended (the phrase "must obtain approval" to be replaced with "must contact" the student's family before proceeding). The motion was approved unanimously.

8. Resolution Authorizing EPSL Liaisons

Chair Cluver reminded the committee that the proposed resolution reflects the committee's interest in hearing additional staff and faculty voices and perspectives on the committee's work.

Trustee Moran moved and Trustee Jefferson seconded the motion to recommend to the Board the approval of Resolution 2023-002: Establishment of EPSL Committee Liaisons. The motion was approved unanimously.

9. Early College update

Dr. Ziesler provided an update on Early College Data which can be found [here](#) on pages 59 and 60. Dr. Ziesler shared that fall enrollments in Early College at CCV and VTSU are increasing, which is very encouraging. The data also show positive outcomes for students continuing from fall to spring, as well as continuation from the Early College year to an additional year of postsecondary education.

10. Other Business

There was no other business.

Chair Cluver adjourned the meeting at 3:00 p.m.

ITEM 2:

Revised Award of Honorary Degree Resolution 2022-018

VERMONT STATE COLLEGES SYSTEM
BOARD OF TRUSTEES
RESOLUTION 2022-018

Northern Vermont University Conferral of Honorary Degree

- WHEREAS, Claire Diane Laferriere Duke grew up in Central Vermont with a passion for education and a life-long dream to become a teacher; however, with limited funding available, her parents could not afford to send both Claire and her older brother to college so she had to forego her dream of earning a college degree; and
- WHEREAS, Claire Diane Laferriere Duke was committed to work hard to support her six children's diverse paths in education before her own; and
- WHEREAS, Claire Diane Laferriere Duke is recognized for her service in Vermont and in the country, being cited in 14 volumes in the Library of Congress, including Who's Who in American Politics, Who's Who of American Women, and Who's Who in America; and
- WHEREAS, Claire Diane Laferriere Duke contributed greatly both to her community and her nation, not letting her lack of college experience stop her from being a dynamo in many areas, including the real estate world, the political world, and community service; and
- WHEREAS, Claire Diane Laferriere Duke has lived her life with exceptional integrity, the highest moral and ethical character, and intense compassion, serving as role model for many; and,
- WHEREAS, In spite of her many achievements, the one thing in life Claire has regretted is not being able to attend Lyndon State College, where she was issued a personal, hand-written invitation to attend from founding President Ms. Rita Bole because of her high academic standing in high school, but was unable to attend and fulfill her dream of becoming a teacher; and
- WHEREAS, Claire Diane Laferriere Duke, through a lifetime of living by example, has become the greatest teacher many have ever known; and,
- WHEREAS, President Grewal has requested that Claire Diane Laferriere Duke be awarded an honorary degree in accordance with the criteria set forth in Policy 107; therefore, be it
- RESOLVED, That the VSC Board of Trustees authorizes Northern Vermont University to award Claire Diane Laferriere Duke an honorary Doctor of Humane Letters degree at its Commencement ceremony in May of 2023.

Approved: March 25, 2023

Eileen "Lynn" Dickinson, Chair of the Board of Trustees

ITEM 3:
VSC Policy 108 Revision



Title TRANSFER OF CREDIT	Number 108	Page 1 of 2
	Date 7/1/23	

PURPOSE

To facilitate students' continuation of their postsecondary education, the VSC has established this policy to clarify the nature of credits within the VSC and for the transfer of credit from colleges outside the VSC.

STATEMENT OF POLICY

Consistent with its single course database, the VSC will have a single official transcript format. Credits earned within the VSC are not considered transfer credits across VSC institutions. Application fees required by any VSC institution are waived for any student who has matriculated at one of the other VSC institutions, or who has successfully earned 12 or more credits within the VSC.

The VSC requires students seeking to transfer into a VSC institution ~~the Community College of Vermont, Castleton State College, Johnson State College, Lyndon State College or Vermont Technical College~~ to provide an official transcript from the college(s) previously attended. Each VSC institution includes its transfer policy in the college catalog and identifies student responsibilities related to transfer.

Normally, VSC institutions will grant credit for courses previously taken under the following conditions:

1. Course work is considered to be college-level; in general, courses designated as developmental, pre-college or remedial are not accepted for credit.
2. Course work is completed with the equivalent grade of C- or better.
3. 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 will be accepted. Colleges reserve the right to determine whether or not courses are sequential for the purpose of this condition.
4. For transfer students who hold a two-year degree, credits applied to that degree will be accepted as transfer credit.

5. Course work is completed at an institution accredited by a regional accreditation association; ~~each VSC institution reserves the right to determine the transferability of credits earned at institutions that are not accredited by a regional association.~~ or the U.S. Department of Education and the Council for Higher Education Accreditation.
6. The receiving institution determines the extent to which transferred credits fulfill specific major or program requirements.

In addition, VSC institutions grant credit for college-level learning acquired through experience and transcribed through the VSC's Assessment of Prior Learning program or acquired on the job and formally assessed through the VSC's ETES program.

Signed by:

Sophie Zdatny, Chancellor

ITEM 4:
VSC Policy 111 Revision



Title ACADEMIC DATA MANAGEMENT	Number 111	Page 1 of 10
	Date 7/1/23	

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-~~ institutions 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~~ institution 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~~ institution

elaboration of course descriptions and learning objectives in college catalogs, syllabi, and other related documents. **Reassignment of course numbers and titles shall follow the following guiding principles:**

VSC Course Naming Guiding Principles

- a. Courses may not share titles. Courses with repeated or similar titles create confusion for students as they move between institutions. A CCV student who takes a 200 level course at CCV called Criminology would be justifiably confused about why they need to take another course called Criminology at VTSU. Additionally, that student would then have two transcribed courses called Criminology. Finally, similarly named courses beg the question of whether the learning in the two courses is sufficiently different to warrant awarding credit twice to a student who takes both courses. Note: this principle applies even if the course is offered by a different department and/or has a different subject designator.
- b. For the same reasons that courses may not share titles, courses should generally not share similar titles. For example, the titles “Poetry” and “Poetry I” would likely not be adequately differentiated to avoid confusion on the part of students.
- c. Courses that offer sequenced learning in the same category (such as Anatomy & Physiology I and II) should be titled with sequential numbers starting at one.
- d. Courses that serve as the only offering in that category (such as Organic Chemistry) should be titled as “Introduction to X” or simply “X” as appropriate. Note: In cases where one school teaches the second level and another school does not, this may result in a school offering Subject I without having a Subject II offering to follow.
- e. In the event that one school proposes a course with a title that already exists in the system, the existing course will retain its title and number, and the school proposing the new course must designate a different title.
- f. When there is a question about the course level (1000, 2000, 3000, etc.) that is not resolved by the VSC Course Numbering Guiding Principles articulated below, the level should be set at the 1000 or 2000 level. This allows the course to potentially be part of a Direct Admissions or other 60 plus 60 credit pathway for a student from CCV to VTSU. As CCV cannot teach courses above the 2000 level, any VTSU program that includes more than 60 credits at the 3000 level or above would not be a candidate for a 60 plus 60 credit pathway.
- g. In general prerequisite courses should be at a lower level than the course requiring it as a prerequisite. This is particularly important with course sequences.

VSC Course Numbering Guiding Principles

Designating course levels (ie, 1000, 2000, etc.) is important in maintaining integrity of the curriculum and providing the most transparent student experience. VSCS registrars

shall use the following primary considerations when determining a course number for a proposed new course:

1000-Level Courses

These are typically introductory courses having no university-level prerequisites, often presenting basic concepts and terminology. Students in such courses are expected to operate largely at the “knowledge” and “comprehension” levels, but should be provided opportunities to develop at the “application” and “analysis” levels.

2000-Level Courses

Such courses are at an intermediate level of difficulty, and sometimes survey a subfield within a discipline. They often have a prerequisite at the 100-level. Students taking such courses should solidify their abilities at the knowledge and comprehension levels, and be provided ample opportunity to develop their application and analysis skills, and/or demonstrate synthesis within a focused scope as appropriate for a culminating experience in an associate degree program.

3000-Level and 4000-Level Courses

Such courses are at an advanced-undergraduate level of difficulty, and are generally taken by majors, minors, and other students with a well-defined interest and demonstrated ability in a particular subject area. While continuing to develop proficiency at the lower cognitive levels, 3000-level courses are expected to provide students with the opportunity to operate at the “synthesis”, “evaluation”, and “creation” levels. Courses at the 4000-level operate mostly at the synthesis”, “evaluation”, and “creation” levels. They are often of a “seminar” nature, with the students taking significant responsibility for the course agenda. In particular, courses which provide students with the opportunity to perform directed research are usually at the 4000-level.

Supplemental Considerations for designating course levels shall include:

- i. Course levels an institution is authorized to teach (ie, CCV is not eligible to teach anything above a 2000-level course and therefore may not propose a 3000-level course)
- ii. Standards as determined by accreditors
- iii. Transparency to students
- iv. Ease of student pathway between VSCS institutions
- v. Standards and practices at other institutions
- vi. Class level alignment (ie, generally 1000-level courses are appropriate for first year students, 2000-level courses for sophomores, etc.)

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 institution~~ where each course was taken, and the ~~college institution~~ from which the transcript was issued.
- e. ~~Colleges Institutions~~ 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 institution~~ than the VSC ~~college institution~~ 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~~ chief academic officer at the home institution in consultation with the ~~academic dean~~ chief academic officer at the other institution.

3. Graduation requirements for undergraduate programs

- a. Each ~~college institution~~ 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 institution~~ 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, CU and NVU:	over 18 credits
Overload for VTC:	over 19 credits

Graduate

Half-time:	3-5.9 credits
Full-time:	6 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~~ institutions 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 institution 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~~ institutions 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 CU, NVU, 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	Y	NP
F	0.00	N	NP

Signed by:

Sophie Zdatny, Chancellor