

Manual of Policy and Procedures

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ACADEMIC DATA MANAGEMENT	111	1 of 8

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 standards 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 course description. Such system-level definitions shall not preclude individual college elaboration of course

4. **Class level**
The class level of a student is determined system

Graduate

Half-time:

3-5.9 credits

Full-time:

6 or more credits

8. Grade scheme

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

9. Good standing

Semester honors are based on 12 or more letter graded credits per semester, with the exception that fulltime 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.

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

14. 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
 : 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.

15. Transcript charge

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

16. VSC undergraduate grading scheme

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

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

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

18. 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 NVU, and VTC and 3 weeks for CCV. If a student drops or withdraws from a course:

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

19. VSC Graduate Grading Scheme

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: _____
Jeb Spaulding, Chancellor