

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Academic Affairs</b>	<i>Number:</i> <b>T 101</b>	<i>Page(s):</i> <b>3</b>
	<i>Date:</i> <b>September 30, 2019</b>	

### PURPOSE

The Vermont Technical College establishes standards for academic performance for academic dismissal, probation, good standing, honors, and graduation honors. These standards are in line with the VSC standard definitions relating to academic standing.

### STATEMENT OF POLICY & PROCEDURES

The Vermont Technical College establishes standards for acceptable academic performance and standards leading to graduation and the awarding of the degrees, certificates and honors.

Academic standing will be calculated one time at the end of each term (excluding summer and mini-terms) for each matriculated (degree-seeking) student. Standings may be individually updated to correct errors or reflect appeals or waivers, but not for additional or incomplete coursework. The academic standings calculated include good standing, probation and dismissal and academic honors.

### GOOD STANDING

Degree students are in good standing if they meet the enrollment criteria for the term and have a cumulative GPA of 2.00 or better (1.75 for students with fewer than 30 earned credits).

### ACADEMIC PROBATION

Degree students are placed on academic probation if they have a cumulative GPA below that required for good standing. Probation isn't a punitive measure, but is used to identify students who may need additional services or help.

### ACADEMIC DISMISSAL

Students will be academically dismissed for a minimum of one term for:

- Receiving a term or cumulative GPA below .70
- Not achieving good standing while on probation (on probation for more than one semester)

A student will also be dismissed from an individual class at any time when the instructor or Academic Dean determines that continued enrollment isn't appropriate: violation of cheating or plagiarism policy, nonattendance, inappropriate behavior, failure to complete assigned work, etc.

A student dismissed during the term receives a grade of *F* or *NP* in any incomplete course.

A student who's dismissed may not enroll in any Vermont Tech course for a minimum of one term. This also applies to consortium enrollment from other VSC institutions.

Dismissed students must reapply through Admissions to return to Vermont Tech or to take Vermont Tech classes. A student returning from academic dismissal is on probation for a minimum of one term.

## APPEAL OF ACADEMIC DISMISSAL

A student who believes there are significant mitigating circumstances may submit an email to the Academic Appeals Committee (AAC). This email shall include the student's full name, address, and college identification number and should fully explain the circumstances surrounding the appeal. The AAC meets and makes a recommendation to the Academic Dean, who makes a final decision regarding the appeal. This decision is final and not subject to further appeal. To read about this process more fully, please see the student handbook.

A student reinstated on appeal is normally reinstated on academic probation. The student must also appeal to the Office of Financial Aid to have their aid reinstated. This is a separate process from the academic appeal.

## TERM HONORS

At the end of each term, degree students who have attained a term GPA of 3.50 or 4.00 while carrying 12 or more letter-graded credit hours and who haven't received a failing or incomplete grade in any subject during that semester are accorded Dean's List honors or President's List honors, respectively. Full-time nursing students are eligible for term honors while enrolled in a non-graded clinical course.

## GRADUATION HONORS

A degree student is eligible for graduation honors when they:

- Have a minimum of 30 credits for an associate degree, a minimum of 60 credits for a bachelor's degree completed within the VSC
- Have achieved the following cumulative GPA for all coursework:

<b>Cum Laude</b>	<b>3.50</b>
<b>Magna Cum Laude</b>	<b>3.70</b>
<b>Summa Cum Laude</b>	<b>3.90</b>

A certificate student is eligible for graduation honors when they:

- Complete 50% of the degree requirements at Vermont Tech
- Have achieved the following cumulative GPA for all coursework:

<b>Honors</b>	<b>3.00</b>
<b>High Honors</b>	<b>3.50</b>

A student 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.

#### POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered deprecated.

a) 9/13/1984

b) 8/10/2005 revised

c) 4/07/2009 revised

d) 8/15/2018 revised

e) 9/30/2019 revised

Signed By:  Patricia Moulton President
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