

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Off-Campus Credit Courses and Programs	<i>Number:</i> T 109	<i>Page(s):</i> 2
	<i>Date:</i> June 30, 2009	

PURPOSE

Vermont Technical College seeks to ensure full academic and administrative responsibility and control for off-campus credit programs.

DEFINITION

Vermont Technical College manages several campuses throughout Vermont, including Randolph Center, Williston, Brattleboro, and Bennington. It also offers courses at numerous sites across the state. Off-campus programs are defined as those courses or programs offered at any site other than a defined campus location.

STATEMENT OF POLICY

Academic:

1. Approval of courses and Course Changes

All off-campus credit courses must be approved by the same policies established for on-campus courses. Courses are subject to the same academic oversight as campus courses and follow the academic policies of campus courses. All changes in course times and/or locations must be approved by the Academic Dean or administrative designee.

2. Student Readiness

Students enrolled in off-campus courses are expected to meet the same pre-requisite course and skill proficiency requirements as students enrolled in campus courses.

3. Instructor Evaluation

The Academic Dean or designee will conduct an on-site instructor evaluation for all off-campus credit courses taught by adjunct faculty. Courses taught by full-time faculty may be visited. Classroom visitations will follow the procedures defined in the Vermont State Colleges Faculty Federation contract.

4. Student Evaluations

The Academic Dean or designee will ensure that student evaluations for off-campus credit courses are distributed by the instructor according to the time frames specified in the Vermont State Colleges Faculty Federation contract. All administrative procedures in the contract pertaining to student evaluations will apply. Evaluations forms will be returned directly to an administrative officer or will be reviewed by the Academic Dean or administrative designee before the last class meeting.

5. Student Support Services. Vermont Tech strives to provide access to academic support services to all students enrolled in off-campus programs. Available services are enumerated on the College's website.

Administrative:

6. Registration and Payment of Tuition and Fees

A Vermont Tech administrator designated by the Academic Dean or the President will be responsible for informing students of registration procedures, academic policies and expectations, basic skills testing requirements, and arranging all other necessary administrative and academic supports. All on-campus policies will apply for off-campus credit programs. The Academic Dean or administrative designee will verify that all academic policies are followed explicitly.

7. Enrollment Contingency

The Academic Dean will determine whether or not a minimum enrollment is necessary to run a class. If the enrollment is not met, the Academic Dean will determine whether the class may be converted to an independent study course.

POLICY MODIFICATION HISTORY

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

- a) 7/25/2005

- b) 6/30/2009

Signed By:  Patricia Moulton President
