VERMONT TECH

Manual of Policy and Procedures

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	Date:	
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PURPOSE

To establish procedures for students to meet all graduation requirements and to participate in graduation from Vermont Technical College.

STATEMENT OF POLICY

To graduate from Vermont Technical College in any degree or equivalent certificate program, a student must:

- Have a 2.00 cumulative GPA
- Complete at least 30 credits of coursework at Vermont Tech for a bachelor's degree program; 15 credits minimum for an associate degree or a certificate program; or 18 credits minimum for a master's degree program
- Complete 60 credits minimum for an associate degree; 120 credits minimum for a bachelor's degree; or 30 credits minimum for a master's degree
- Satisfy all financial obligations to Vermont Tech
- Successfully complete graduation standard assessments according to the requirements established by the VSC Board of Trustees.
- Apply for graduation

Department Chairs submit program candidates who satisfy the above, as attested by the Registrar, to the full college faculty for recommendation to graduate.

GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

Participation in the graduation ceremony for students who are not eligible to graduate is an option. These students are considered walkers and must:

- Apply to participate in the graduation ceremony as a walker or non-graduate
- Be within seven credits of their program requirements at the time of application
- Be approved by the college and the department for participation as a walker

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Although walkers may participate in the graduation ceremony, they don't actually graduate until they have successfully completed all graduation requirements and are recommended by their departments.

A walker who subsequently completes their degree requirements must apply for a diploma that's mailed after approval and the next commencement. Walkers are expected to complete their remaining requirements within one year.

Students who do not meet the graduation requirements within one year may be subject to any new requirements in effect at that time of re-application for graduation. New requirements are at the discretion of the department and based on program degree expectations.

The Registrar is responsible for monitoring the completion of the degree requirements.

GRADUATION STANDARDS

A Vermont Tech degree demonstrates not only accomplishment in the major field, but also acquisition of the fundamental transferable skills required for success in today's world.

In accordance with the VSC Board of Trustees mandate and VSC Policy 106 General Education, Vermont Technical College has established graduation standards to ensure that graduates have achieved proficiency in written and oral communication, quantitative reasoning, and information literacy.

All degree students are required to demonstrate competence in these disciplines at the appropriate level for their degree program and completion of the graduation standards is reviewed as part of the final degree audit. Students have more than one opportunity to meet the expected level of performance. If a student fails to pass any assessment, remedial opportunities are available.

Information about graduation standards are included in the Vermont Tech college catalog and website. Students are informed about where and when graduation standards are assessed.

Written communication and information literacy assessments are conducted in composition classes. Quantitative reasoning is assessed in identified math courses. Oral communication is assessed in program courses.

Students completing associate degrees are required to pass assessments at the associate level. Students completing baccalaureate degrees are required to pass assessments at the baccalaureate level.

If a student completes an assessment successfully and later mistakenly repeats the assessment and fails, the original pass takes precedence.

Successfully fulfilling the graduation standards at one VSC institution is accepted as fulfillment of the standards at any other VSC institution for an equivalent associate or bachelor's degree.

Students are responsible for keeping informed about the results of their graduation standards assessments, which they can view in Web Services. Students are responsible for informing their instructors and advisors about their status for each standard.

Results of student assessments are shared with faculty and students and used to improve teaching and learning at Vermont Technical College.

Vermont Technical College will report regularly, as required, to the VSC system on results of student performance on the graduation standards

All transfer students are required to take all graduation standards except:
- Students with a bachelor's degree or higher
- Students who have completed the assessments at another VSC college
- Students who are granted a special exemption by the Academic Dean

TIME LIMITATIONS ON GRADUATION

Students are expected to finish their degree programs with continuous enrollment in the specified number of terms outlined in the curriculum for their programs. Students who leave the college for a full term are assigned the requirements for the catalog that's in effect for the year of their return. These students are expected to meet any new requirements for that catalog year unless the sponsoring department approves an earlier catalog year.
Each student operates under degree requirements in effect at the time of initial acceptance as a degree candidate. If, after two years for a certificate, four years for an associate, or six years for a bachelor's, the degree requirements haven't been met, the student must satisfy the graduation requirements in effect during the student's year of graduation.

A student participating in a college-sponsored part-time degree program has two years from the conclusion of the last scheduled course in the sponsored program to complete the degree requirements. After this time, if the degree requirements haven't been met, the student must satisfy the graduation requirements in effect during the student's year of graduation.

POLICY MODIFICATION HISTORY

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

    a) May 6, 1997
    b) August 10, 2005
    c) June 30, 2009
    d) September 24, 2010
    e) August 15, 2018

Signed By: _Patr. M_ Patricia Moulton
President