2.00 ACADEMIC AFFAIRS POLICIES

POLICY 2.01: ACADEMIC DISHONESTY

Procedure

One of the cornerstones of VFMC is Character Development. Thus, all students are expected to complete coursework honestly and be appropriately evaluated based on their own work. Academic honesty is directly linked to the student Honor Code: *I will not lie, cheat, steal nor tolerate those who do.*

Academic dishonesty will not be tolerated.

Procedure

1. Faculty, students, and staff must report violations of the Academic Honesty Policy to the Provost.

2. The Provost will investigate the violation, and when appropriate refer the incident to the College Academic Standards Committee.

3. All confirmed violations will be sent to the Student Honor Council.

Policy Owner(s)

— Provost

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.02: ENGLISH AND MATH PLACEMENT

Policy

Any student enrolling at VFMC shall be placed into the math and English course(s) appropriate for their skill level as determined from the evaluation of their transcript(s) and score(s).

Procedure

1. During the admissions process, each applicant must submit an application, essay, transcripts, SAT/ACT scores and, if applicable, AP and CLEP scores.

2. A student who does not have an SAT/ACT score will be required to complete the ACCUPLACER exam.

3. The Office of Admissions, in collaboration with the Registrar, will evaluate transcripts and scores and determine placement into the math and English course(s).

4. A student placing below college-level skill shall be notified that they must complete developmental math and/or English course(s) before enrolling in college-level course(s). The student shall be informed that developmental courses do not apply toward completion of the degree.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2017
— Evaluated and updated: 2019
— Evaluated and reaffirmed: 2020
— Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.02.001: CONDITIONAL STATUS

Policy

A student who places into one or more developmental course(s) will be considered enrolled on Conditional Status. A student enrolled on Conditional Status shall be required to complete developmental course(s) in math and/English as indicated by the evaluation of SAT/ACT scores, high school transcripts, and/ or ACCUPLACER exam.

A student on Conditional Status shall be limited to enrollment no more than 12 credits per semester plus military science.

A student on Conditional Status must complete the required developmental coursework with a grade of “D” or better. After successfully completing the required development coursework with a grade of “D” or better, a student may be removed from Conditional Status.

A student no longer on Conditional Status may enroll in college-level courses that meet the core require

Procedure

N/A

Policy Owner(s)

- Registrar

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2017
- Evaluated and updated: 2019
- Evaluated and reaffirmed: 2020
- Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.03: ADD/DROP

Policy

After the initial registration period, a student who wishes to add or drop a course must so on or before the second Friday of the semester. Any dropped course(s) shall not be recorded on the student's permanent record (transcript). A student wishing to drop a course after the end of the add/drop period will receive a "W" for withdrawal on their transcript.

No students may add a course after the end of the add/drop period.

Procedure

A student wishing to add or drop a course may contact the Academic Advisor before the end of the drop/add period. A student may also directly work with the Registrar to add or drop a course. After review, the Academic Advisor may allow the student to proceed via the online registration system.

Policy Owner(s)

- Registrar

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Evaluated and updated: 2019
- Evaluated and reaffirmed: 2020
- Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.04: LATE REGISTRATION

Policy

A student must register for classes before being permitted to take residence on campus in the respective semester. A student returning for the spring semester must register for classes before leaving for winter break. A student returning for the fall semester must register for classes prior to August 1.

A student registering late must be cleared by the Business Office before proceeding to register for classes or apply for on campus housing. Any outstanding balances must be addressed with the Business Office.

After receiving permission to register from the Business Office, a student should register online with the assistance of their Academic Advisor and/ or in person with the Registrar.

Once a student is registered, an application for on campus housing may be filed with the Commandant's Office (Corps of Cadets).

Procedure

N/A

Policy Owner(s)

- Registrar

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Evaluated and updated: 2019
- Evaluated and reaffirmed: 2020
- Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.05: INCOMPLETE GRADES

Policy

A student may apply for an Incomplete grade in emergency situations when successful completion of the course requirements, during the time frame of the academic term, is beyond the student's control. If an Incomplete grade is approved, final grade in the course shall be annotated on the student's transcript as an "I".

A student has 30 days beyond the end of the semester to complete the required course work. If a student does not complete the required course work within the allotted 30-day extension, the "I" will change to an "F on the transcript.

Procedure

1. Students seeking an Incomplete should talk with the faculty member and explain the extenuating circumstances preventing the student from finishing the course during the given semester.

2. If the faculty member considers this a reasonable request, the student must apply to the Provost for approval.

3. The Provost will decide this request within 72 hours and notify the student (in writing) of the decision.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2017
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022
— Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.06: COURSE AUDIT

Policy

A student may participate in a credit bearing course on a non-credit basis. This option is considered an audit of the course. Audits shall be granted in rare circumstances and only by approval from the Provost.

Once a student has been approved for an audit, the final grade in the course shall be annotated on the student's transcript as "AU".

Procedure

1. A student wishing to audit a course should request permission (in writing) of the Provost during the regular registration period.

2. If the Provost approves this request, approval will be sent to the Registrar for processing.

Policy Owner(s)

— Provost

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: Unknown
— Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.07: STUDENT COURSE OVERLOAD

Policy

A full academic load is considered to be between twelve (12) and eighteen (18) credit hours per term, including Military Science courses. Any student who requests a credit load, per term, that exceeds the full-time status (18 credit hours) must apply for a course overload. Course Overload Forms, initiated by the student's Academic Advisor, are forwarded to the Provost's Office for final approval. Students are not permitted to register for an overload until the overload status has been approved by the Provost

A student who requests a credit load that exceeds the full-time status (18 credit hours) must apply for a course overload during the regular registration period.

Course overloads may be approved during the add/drop period.

Procedure

1. A student seeking an overload beyond 18 credit hours should consult with the Academic Advisor during the regular registration period and fill out a Course Overload Form.

2. The Academic Advisor will forward the Course Overload Form along with the student's transcript and reason for the request to the Provost.

3. The Provost will consider the request and take into account the student's prior academic performance and the reason for the request.

4. If approved by the Provost, the student, Academic Advisor, and Registrar will be notified, and the Registrar will input the overload into the registration system.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manal

Policy Adoption and Revision History

— Adopted: 2017
— Evaluated and reaffirmed: 2019

- Evaluated and reaffirmed: 2022
- Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.08: ADVISING PROCESS

Policy

VFMC considers student advising a critical component of the education process. Advising begins prior to the student reporting to campus and continues through graduation.

Procedure

1. A student must meet with the Registrar or Provost prior to their selecting courses for the first semester.

2. A student shall be assigned a faculty advisor in their first semester.

3. Each semester, a student shall meet with their faculty advisor at least four times during which the student will complete the 104R and register for the subsequent semester.

4. In semester three, a student shall meet with the Registrar or Provost to discuss transfer.

5. In week one of semester four, a student shall meet with their advisor to conduct a graduation audit.

6. In semester four, a student shall meet with the Registrar to apply for graduation.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2020
— Evaluated and updated: 2022 (modifications made to clarify policy language)

POLICY 2.09: SATISFACTORY ACADEMIC PROGRESS

Policy

The United States Department of Education requires every postsecondary institution administering federal student aid funds (Title IV) to maintain a satisfactory academic progress (SAP) policy. VFMC students who receive financial aid must meet the standards for SAP as described in this policy. If a student fails to meet these SAP standards, the student may lose access to federal and/or state financial aid.

The VFMC satisfactory academic progress policy applies to any student entering or returning to VFMC regardless of whether Title IV funding is received. A student's entire academic record is reviewed, including academic restarts and terms when a student was not a financial aid recipient, except as noted below.

Procedure

I: SAP Review

VFMC's Registrar will evaluate and document a student's satisfactory academic progress at the end of every academic term (fall, spring, summer) (Term). For SAP purposes, the institution treats the winter intersession and spring term as a single Term, such that the Registrar will evaluate and document at the end of the spring term the cumulative satisfactory academic progress relating to both the winter intersession and the spring term.

Once certified by the Provost, the list of SAP statuses will be shared with the Financial Aid Office, relevant student academic advisors, and the college academic coach.

The Registrar is responsible for re-evaluating and documenting satisfactory academic progress upon receiving grade changes from faculty.

As explained below, satisfactory academic progress has three components: (1) qualitative measure (specified cumulative Grade Point Average); (2) quantitative measure (successful completion of a specified percentage of all courses attempted); and (3) completion of degree requirements within the maximum time frame.

1: Qualitative Measure: Cumulative Grade Point Average

A student must earn a cumulative grade point average (CGPA) of 2.0 as of each evaluation period.

2*: Quantitative Measure: Completion of a Specified Percentage of All Courses Attempted*

A student must successfully complete 67% of the cumulative credits attempted at the evaluation point. This is calculated by dividing cumulative credit hours earned by cumulative credit hours attempted.

Example: if a student attempts 24 credit hours, the student must successfully complete 16 credit hours.

3: Maximum Program Length

The maximum time frame for a student to complete degree requirements is 150%of the published program length as measured in credit hours.

For the purposes of the quantitative measure and the maximum program length measure, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation at VFMC and any credit hours, including Advanced Placement credits, a student has successfully transferred in from another institution that are included in the student's program of study. (See Section II following.)

Example: since the VFMC Criminal Justice Program is 62 semester credit hours, the student must successfully complete the program within 150 % of the 62 semester credit hours or within 93 semester credit hours attempted.

II: Effect on Satisfactory Academic Progress

- Course Withdrawals: Students withdrawing from individual classes after the add/drop period will receive a "W" (Withdrawal) on their transcripts. Withdrawals count as credit hours attempted, but not as credit hours earned. "W" grades are not included in the CGPA.

- Incomplete Courses: incomplete courses count as credit hours attempted, but not as credit hours earned. Until a grade is assigned for an incomplete class, the "I" is not included in the CGPA. If a student does not complete a course in which the student initially earned an incomplete, the student will be issued a failing grade, which will be included in the CGPA.

- Repeated Courses: when a student repeats a failed course, the repeated course counts as credits attempted, but it will only count as credit hours earned when the course is successfully completed. If a student repeats a course, only the highest grade earned will be included in the student's CGPA.

- Transfer Credits/Advanced Placement Credits: These courses are considered attempted and earned credit hours to the extent they apply to the student's program of enrollment, but are not used to calculate the CGPA.

- Remedial Courses— These courses are not considered credits attempted or earned, nor are they used to calculate the CGPA. However, VFMC requires students to

repeat and pass any remedial courses that the student failed or from which the student withdrew.

- Change in Program— Only the courses that are applicable to a student's current program of enrollment will be included in calculating the student's satisfactory academic progress.

III: Satisfactory Academic Progress Levels

A. *First SAP Failure – Academic and Financial Aid Warning*

At the end of each Term, any student not achieving satisfactory academic progress requirements noted in Section I (i.e., Qualitative Measure, Quantitative Measure, Maximum Program Length) will be placed on **Academic and Financial Aid Warning**. The student will remain eligible for financial aid. Additionally, students may have some restrictions placed on them regarding the types of courses the student may take.

All students placed on Academic and Financial Aid Warning will adhere to the following restrictions:

1. Create and follow an academic remediation plan with the assigned Academic Advisor.

2. Limited to a maximum of 15 registered credits, including any remedial courses.

B. *Second SAP Failure – Loss of Financial Aid Eligibility, Except for Students placed on Academic and Financial Aid Probation*

If a student fails to meet the satisfactory academic progress requirements (see Section I) for a second consecutive evaluation period the student will be ineligible to receive financial aid.

However, a student may appeal the loss of financial aid eligibility. If the appeal is granted based on the requirements in Section V of this document, the student will be placed on **Academic and Financial Aid Probation**. Placement on Academic and Financial Aid Probation allows the student to be eligible for financial aid.

Students who fail to meet the satisfactory academic progress requirements noted in Section I for a second consecutive evaluation period (including those students placed on **Academic and Financial Aid Probation** after a successful appeal) will have restrictions placed on them. The following restrictions apply:

1. The student will be assigned to an adviser.

2. The student will create and follow an **academic plan** with their assigned probation adviser (this requirement applies only if the student will require more than one payment period to meet SAP requirements), and meet weekly with the advisor to monitor progress.

3. The student will be limited to enrolling in a maximum of 12 semester credit hours for the term, including any developmental or remedial courses, and including Military Science courses.

4. The student will not be eligible to register in courses offered through any Consortium agreement.

5. The student will not be able to participate in extra-curricular activities or Corps of Cadets' leadership positions. Students may still participate in practice sessions.

C. *Third SAP Failure – Dismissal, Except for Students Meeting Their Academic Plan*

Any student failing to meet the satisfactory academic progress requirements (see Section I) for a third consecutive evaluation period will be academically dismissed from the College unless such a student is on **Academic and Financial Aid Probation** and is meeting the requirements of the academic plan noted in Section III.B.2. A student is eligible to receive Title IV aid provided the student continues to meet the requirements of the academic plan.

Students may appeal the dismissal by submitting an Academic Reinstatement Appeal Form. Appealing an academic dismissal does not guarantee reinstatement. Any student for whom an appeal is approved may return to VFMC – however, will not be eligible for financial aid until the student re-establishes financial aid eligibility per Section V.

If a student chooses not to return to VFMC in the Term following Academic Dismissal and is considering reinstatement at a later date, the following must be completed:

1. Six (6) credits at another College or University;
2. Earn a grade of C or better in all courses;
3. Forward official transcripts to the Office of the Registrar at VFMC;
4. Contact VFMC College Admissions to complete the reinstatement process.

IV: Notification

VFMC's Registrar will measure and document a student's satisfactory academic progress per the requirements noted in Section I at the end of every Term. The Registrar will maintain a list of students and their satisfactory academic progress status.

Once certified by the Provost, this list will be shared with the Financial Aid Office, relevant student academic advisors, and the college academic coach.

Within 14 days after the end of the Term, the Registrar will:

- Notify students who have been placed on **Academic and Financial Aid Warning**.

- Notify students who have failed to meet the satisfactory academic progress requirements for a second consecutive evaluation period that they are no longer eligible for financial aid. This notification will disclose to students an appeal may be filed for the loss of financial aid eligibility. See Section V (below).

- Notify students who have failed to meet the satisfactory academic progress requirements for a third consecutive evaluation period that they are subject to dismissal (unless the student is meeting the requirements of the academic plan noted in Section III.B.2).

Students who fail to meet SAP requirements following the Financial Aid Warning Term will not be eligible for federal financial aid until all satisfactory academic progress requirements have been achieved or the student has successfully appealed the determination that the student failed to meet SAP and has been placed on **Academic and Financial Aid Probation**. Under no circumstances will financial aid be awarded retroactively to the Term(s) in which standards were not met.

V: Appeal Process

VFMC may place a student on **Academic and Financial Aid Probation** and may disburse Title IV, HEA program funds to the student for the subsequent payment period (i.e., one Term) if:

A. VFMC determines the student is not making satisfactory academic progress for a second consecutive Term;

B. The student successfully appeals the determination by the deadline of 20 days after receiving the notice referenced in Section IV; and

C. VFMC determines either

    1. the student should be able to meet SAP requirements by the end of the subsequent term, in which case an academic plan is not required, or

2. the student will require more than one Term to meet progress standards, in which case an academic plan is required.

To prevent the loss of financial aid eligibility after VFMC has determined the student is not meeting SAP standards for a second consecutive Term, a student must submit an appeal form to the Registrar by the 20-day deadline. The student's appeal must demonstrate extenuating circumstances that contributed to the student not meeting SAP standards. The written appeal must include a statement describing the extenuating circumstances, and provide documentation, if available or otherwise requested, as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point. Extenuating circumstances would include the death of a relative, illness of the student, or other special circumstance that had an adverse effect on the student.

All appeals submitted to the Registrar within 20 calendar days will be reviewed by a Financial Aid Appeals Committee comprising the Provost, Dean of College Services, and the Registrar. The Financial Aid Appeals Committee will notify the Financial Aid Manager regarding each appeal.

The Financial Aid Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at VFMC. The College may request additional information or documentation as needed. The Registrar will provide the Committee's decision regarding the appeal to the student in writing. The Registrar will provide a copy of this documentation to the Financial Aid Manager.

The Financial Aid Manager confirms and documents that each appeal decision has been communicated to the student.

If a student is placed on Academic and Financial Aid Probation, the student's academic progress will be reviewed at the end of one payment period (i.e., Term) to determine if the student is meeting the SAP requirements. While on Academic and Financial Aid Probation, the student will be eligible to receive financial aid funds. If following the **Academic and Financial Aid Probation** period, the student meets the SAP requirements, the student will maintain eligibility for financial aid as long as the student continues to meet those requirements. If a student does not meet the SAP requirements at the end of the **Academic and Financial Aid Probation**, the student will be ineligible for financial aid (unless the student is meeting the requirements of the academic plan noted in Section III.B.2).

VI: Re-Establishing Eligibility

Any student who loses financial aid eligibility due to failure to meet SAP, does not file a successful appeal, and attends VFMC at the student's own cost may regain financial aid eligibility in the Term following the Term in which the student meets the minimum SAP

standards. The student must contact the Financial Aid Office in order to re-establish eligibility.

VII: Withdrawn Students – Re-establishing Eligibility

To re-establish eligibility for financial aid, a withdrawn student must submit an appeal form to the Registrar. To submit an appeal, a student must follow the procedures established in Section V.

VIII: State Grant Policies

Students receiving a state grant (such as a Pennsylvania (PA) State Grant) may be required to meet the state's satisfactory academic progress requirements to continue to be eligible to receive the grant. Students must appeal directly to the state when progress has not been made for the state to reconsider their eligibility for the grant. The College may not override the state's decision regarding the loss of a state grant. For more information about PA State Grant academic progress requirements, see the PA State Grant Program Handbook.

Policy Owner(s)

- Dean of College Services
- Chief Financial Officer

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2021
- Revised: 2022

POLICY 2.10: PROGRAM FOR ACADEMIC STUDENT SUCCESS (PASS)

Policy

This Program for Academic Student Success (PASS) is designed to allow for the early identification of students who may be at risk for successful academic completion of the term and to create a plan of action to support students to achieve academic success.

The PASS plan is a four-part process that spans the course of each academic term. The process includes early detection of struggling students, gathering updates on grades throughout the semester, and conducting intervention with students for the creation of a plan of action.

Procedure

1. Early Detection: Information is compiled by the Enrollment Manager based on placement scores, high school preparation, and information from the admissions process. Those students identified as those in need of academic support or those readmitted under Academic Probation or those placed on Academic Warning will be directed to meet with the Director of Academic Success to develop a plan including, but not limited to, tutoring, academic coaching, developmental coursework, and supplemental instruction.

2. Quarter Grade Updates: At the 1st and 3rd quarter of each term, students who have earned below a C in a course, or who are recognized as struggling by the faculty, should be reported to the Registrar, who will keep a list of those students in need of support. The Registrar will report struggling students to the Director of Academic Success who will contact those students and develop a plan of action.

3. Mid-Term Reporting: At mid-term, grades will be posted for each course resulting in a mid-term GPA. A mid-term PASS Report will be generated by the Registrar and passed to the Director of Academic Success for follow up. The Registrar will also notify students on the PASS List of their status and direct them to the Director of the Academic Success Center.

4. Final Grade Reporting: At the end of each semester, grades will be posted for each course resulting in a final GPA for the semester. The final PASS List will be generated by the Registrar and passed to the Director of the Academic Success Center for follow up. The Registrar will also notify students of status as part of the Academic Warning and Academic Probation process. The Director of the Academic Success Center will engage students (per Early Detection section of this policy).

Policy Owner(s)

- Provost
- Registrar

Policy Access and Publication

- Course Catalog

Policy Adoption and Revision History

- Adopted: 2021
- Evaluated and reaffirmed: 2022

POLICY 2.11: COURSE SYLLABI

Policy

Faculty members shall be required to prepare a course syllabus and use the VFMC Syllabus Template in the design of the syllabi for each course taught.

Syllabi for multiple section courses must state and pursue a common set of learning outcomes.

Procedure

1. Faculty will prepare a course syllabus each semester for each course taught using the VFMC Syllabus Template.

2. Each syllabi will include course requirements, learning outcomes, grading scale, attendance policy, and other relevant information.

3. Syllabi will be submitted to the Provost for review before the first day of class.

4. Approved syllabi will be posted on the learning management system and the faculty server.

5. Approved syllabi will be distributed to students during the first week of classes.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Provost's Office
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2019
— Evaluated and reaffirmed: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.12: STUDENT ATTENDANCE

Policy

Attendance in all classes is mandatory at VFMC. All absences are to be recorded, but may be excused due to medical reasons, ROTC obligations, and obligations with the Corps of Cadets.

Procedure

1. Faculty will take attendance at each class meeting.

2. Each week, faculty will report absences (excused and unexcused) to the Registrar.

3. Faculty will notify the Registrar of excessive student absences within 10 days.

Policy Owner(s)

—
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: Unknown
— Evaluated and reaffirmed: 2022 (modifications made to clarify policy language)

POLICY 2.12.001: WEEK ONE ATTENDANCE

Policy

In accord with Title IV funding guidelines, faculty must record attendance within the first week of class.

In an online environment, attendance is defined by demonstrating that a student has participated in a face-to-face class activity or was otherwise engaged in an academically-related online activity during the first week of the class.

Procedure

N/A

Policy Owner(s)

- Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2018
- Evaluated and reaffirmed: 2020
- Evaluated and reaffirmed: 2022

POLICY 2.13: WITHDRAWAL

Policy

A student may withdraw from a course after the end of the Add/Drop period until two weeks prior to final exams.

Procedure

1. A student may withdraw from a course after the Add/Drop period until two weeks prior to final exams.

2. A student must complete a Withdrawal Form, have it signed by the course faculty member, their Academic Advisor, and Office of Financial Aid.

3. A student must present the completed Withdrawal Form to the Registrar in person.

4. The course withdrawal becomes official once the Registrar processes the form.

5. The course will appear on the student's permanent academic record (transcript) with a grade of “W”.

6. No withdrawals will be processed during the last two weeks prior to final exams.

Policy Owner(s)

— Faculty
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2022

POLICY 2.14: COURSE ENROLLMENT AND ADVISING

Policy

All course credit hours, regardless of delivery modality (online, accelerated, off-site, or on ground) are organized in a standard semester-hour context to provide students with the appropriate class-time as required by Pennsylvania law.

Students are required to abide by the curriculum requirements, including course prerequisites, semester hour(s), upper-level/lower-level status, content, etc., based on the current Course Catalog.

Procedure

1. New students starting in the fall semester should meet with the Registrar or Provost prior to August 1 to review their course schedule.

2. New students starting in the spring semester should meet with the Registrar prior to January 1 to review their course schedule.

3. Returning students should meet with their advisor to select classes prior to November 1 for spring registration and April 1 for fall registration.

4. Winter and summer session students should select classes no less than one week prior to the start of the session.

5. Online certificate students should select classes no less than one week prior to the start of the session.

6. Students will register for classes using Populi.

7. Students may change their registration selections using Populi or speaking with the Registrar.

8. Students may not report to campus until they have completed the registration process.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

- Adopted: 2020
- Evaluated and reaffirmed: 2022

POLICY 2.15: COURSE SCHEDULING

Policy

Courses offered during the academic year are determined by the Registrar and Provost based on the course sequences included in the Course Catalog and approved by the faculty. Cohort courses are determined by the establishment of cohorts by the Provost and following the course sequence of the program being offered. Adjustments to the schedule may be made with approval of the Provost for the academic success of students and to allow for low course enrollment. Impacted students must be given timely notice of schedule changes, and provided with alternative options resulting from schedule changes that do not impact their academic success.

Procedure

1. The Registrar and Provost meet at the beginning of the fall semester to plan the schedule for the spring semester and winter term.

2. The spring and winter term schedules are released to faculty for consultation and course assignment no later than October 8. The final spring and winter term schedules are released to students for registration by October 15.

3. At the beginning of the spring semester, the Registrar and Provost meet to plan the schedule for the fall semester and the summer session.

4. The fall and summer schedules are released to faculty for consultation and course assignment no later than March 8. The final fall schedule and summer schedule are released to students for registration by March 15.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.16: COURSE ENROLLMENT LIMITS

Policy

To best serve all students and faculty members, enrollment standards are recommended for all courses as follows:

- On Campus – A recommended class size is a maximum enrollment of 15 students. Enrollment in a course that exceeds 24 registered students shall dictate a split and formation of an additional section. A course will generally need a minimum enrollment of six (6) students to be considered open for a term. Exceptions may be determined by the Provost.

- Online – A recommended course enrollment is a maximum enrollment of 20 students. Enrollment in a course that exceeds 20 registered students shall dictate a split and formation of an additional section. A course will generally need a minimum enrollment of six (6) students to run. Exceptions may be determined by the Provost.

Procedure

1. The Registrar will keep track of course sections and enrollments.

2. The Registrar and Provost will decide if the addition or cancellation of course sections are necessary. Input from faculty and students may be considered in these situations

Policy Owner(s)

- Provost
- Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2019
- Evaluated and reaffirmed: 2022

POLICY 2.17: OFFICIAL ROSTERS

Policy

Prior to the start of each term, the Office of the Registrar shall provide each faculty member with an official course roster for each assigned course. The Office of the Registrar will also provide each faculty member with an updated copy of the course roster (per section) at the end of the add/drop period. The course roster issued at the end of the add/drop period shall be the official course roster for the semester.

Procedure

N/A

Policy Owner(s)

— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.18: TEXTBOOK ORDERING

Policy

Faculty are responsible for determining the textbooks and resources necessary for their assigned course. The Provost and Registrar must be informed of the choice(s) by the start of registration for the following semester.

VFMC does not have an authorized bookstore through which students can purchase books. Therefore, it is required that faculty identify for students how textbooks can be secured.

Faculty are responsible for securing desk copies of course textbooks and getting online access for digital resources from publishers. The Provost will assist these efforts, as needed. Faculty will be reimbursed for any expenses incurred to secure course textbook/resource materials.

Procedure

1. Faculty select books/resources for the assigned courses for the following semester.

2. Faculty notify the Registrar and Provost of course texts/resources by the day of registration for the following semester opens with March 31 being the latest date for fall book selection and October 31 being the latest date for spring book selection.

3. Faculty post their book selections and book purchase options on the course learning management system as soon as the shells are available.

4. Registrar distributes a book list to students following registration.

5. Faculty secure desk copies of books and/or digital access for online resources.

6. Faculty submit receipts to the Provost for reimbursement of any expenses.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2019

— Evaluated and reaffirmed: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.19: ACADEMY DUAL ENROLLMENT

Policy

VFMC desires to provide academic opportunities for exceptionally qualified students enrolled at Valley Forge Military Academy. To that end, dual enrollment shall be open to 12th and 11th grade Academy students. Academy students in the 10th grade can be considered for enrollment in VFMC courses based on the determination of their ability to complete college level work.

Procedure

1. Academy students must receive permission from the Academy Guidance office to register in VFMC courses.

2. Academy students must complete all course prerequisites prior to taking any VFMC course with the following exceptions:

    a. 12th grade Academy students shall be deemed as being college-level English ready.
    b. 11th grade Academy students must submit a writing sample to determine their college-level English readiness.

3. Academy students must take any placement tests necessary for registering in courses requiring such placement.

4. All qualified Academy students must register for their VFMC courses by the add/drop date in each term. Late registrations will not be accepted.

5. Dual enrollment students will not be charged for enrollment in college courses, but will be expected to purchase all required textbooks and materials for their course(s).

6. Dual enrollment students can register for a maximum of 10 VFMC credit hours.

7. Academy students registered for College courses are expected to follow all the academic rules and follow the academic calendar of the College.

8. Grades received for completion of college courses will appear on a student's VFMC transcript.

9. The Academy will determine how the completion of college courses will impact an Academy student's Academy transcript and how grades translate to that transcript.

Policy Owner(s)

— Provost

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2019
— Evaluated and reaffirmed: 2022 (modifications made to clarify policy language)

POLICY 2.20: EVALUATION OF TRANSFER CREDIT

Policy

Valley Forge Military College accepts transfer credits from accredited colleges and universities under the following conditions:

- The cadet has earned a C or higher in the course
- The course can be equated to a VFMC course and count toward a VFMC Associates Degree
- The content of the course has at least a 70% match with the content of a VFMC course (OR) may be considered a free elective
- The course must be a 100 or 200 level course
- The GPA of coursework completed outside of VFMC will not be counted in a cadets cumulative GPA with the exception of coursework completed at Cabrini College, Rosemont College, and Eastern University

VFMC also accepts Advanced Placement (AP) scores with proof. The proof must be in the form of the official College Board score report. A cadet must earn the following in order have the AP scores transfer to VFMC and receive college credit:

- 3, 4 or 5 scored on the Advanced Placement Exam

VFMC also awards credits based on Defense Activity for Non-Traditional Education Support (DANTES) based on a review of these activities by the Chief Academic Officer.

VFMC also awards credits based on the completion of massive open online courses (MOOCs) available on such websites as edX and Coursera. To earn credit in this fashion the student must meet the following conditions:

- *The student must complete a course or sequence of courses equaling at least 42 hours of coursework.*
- *The student must submit evidence of knowledge assessment and course completion (i.e. grades and official documentation).*
- *The course and evidence must be vetted and approved by the Chief Academic Officer before the credits can be accepted.*

****The italicized area of this policy is an interim amendment to govern this issue until it can be reviewed by the Faculty Senate during the 2022-23 AY.*

Procedure

1. New incoming students wishing to transfer college level credits to VFMC must supply official transcripts and advanced placement (AP) scores during the admissions process.

2. Returning students wishing to transfer college level credits to VFMC must supply official transcripts to the Registrar for evaluation.

3. All requests for the transfer of college level credits to VFMC will be evaluated by the Registrar and/or the Provost.

4. Students may be requested to supply additional information about their coursework including a syllabus and/ or course description.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2019
— Evaluated and reaffirmed: 2022

POLICY 2.21: EVALUATION OF CLEP CREDIT

Policy

VFMC offers equivalency credit in semester hours for College Level Examination Program (CLEP) tests. Credit for CLEP subject and general exams shall be awarded if the score is at or above the minimum score recommended by the American Council on Education (ACE). This score is set at the mean score achieved by students who earned a “C” in the respective course.

Official test score reports must be submitted to the Office of the Registrar for validation of academic credit.

Procedure

1. Test scores are submitted to the Registrar for evaluation.

2. Following evaluation, credit will be added on the transcript.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.22: PREPARATION FOR TRANSFER

Policy

The process of preparing to transfer successfully to a competitive college or university at the completion of the sophomore year at VFMC begins soon after enrollment. Academic advisors and the Registrar have the responsibility to assist students in identifying and selecting colleges and universities compatible with individual academic objectives and capabilities.

Procedure

1. Freshman Year (second semester and summer)

    a. Attend college orientation
    b. Make a tentative decision over the summer regarding target colleges
    c. Visit campuses during spring leave and summer

2. Sophomore Year (August/September/October)

    a. Attend transfer orientation
    b. Meet with transfer advisor and attend follow-up conferences to complete applications
    c. Check transfer college SAT requirements (international students may need to retake TOEFL)
    d. Seek assistance from advisors with applications

3. Sophomore Year (November/December)

    a. Complete two applications prior to winter break.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.23: DEFINITION OF A CREDIT HOUR

Policy

A typical semester meets for 14 weeks of instruction, after which the final exam may be given in the 15th week.

One credit is defined as 14 hours of classroom instruction. An hour is equivalent to 50 minutes. The typical instructional time for a lecture-type class is 50 minutes per credit per week.

A one-credit course will meet 50 minutes, one day per week for 14 weeks. A three-credit course will meet 50 minutes, three days per week for 14 weeks (or 75 minutes, two days per week for 14 weeks).

Procedure

1. The Registrar will schedule the 14 weeks instruction plus one week for finals.

2. The Provost will validate the semester schedule to make sure it is accurate.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Updated: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.24: CURRICULUM DEVELOPMENT AND APPROVAL

Policy

Faculty members who wish to create a new course or recommend changes to an existing course must consult the department faculty and secure the recommendation and approval of the Curriculum Coordinator and Faculty Senate followed by approval of the Provost.

Any substantive change to a course requires submission of a proposal. Substantive changes include alterations to a course that deviate from the published catalog description, changes to pre- or co-requisites, or course-leveling.

Procedure

1. Faculty members who wish to create new classes or recommend substantial changes to established ones must consult the department faculty, Curriculum Coordinator, Faculty Senate, and Provost.

2. Proposals for the next academic year must be submitted by the end of the spring semester to the Curriculum Coordinator.

3. Pilot course proposals must be submitted no later than two months prior to the proposed class start date and must adhere to all other course proposal guidelines.

4. Proposals must include the following information:

    a. Course description of the proposed class for inclusion in the Course Catalog.

    b. Complete list of goals and objectives.

    c. Articulation of how the course links to the Cornerstones.

    d. Explanation of how the proposed course fits into the curriculum. For example: How does the course or program change enhance either the VFMC general academic program or the specialized concentrations? How is the course connected to other courses in the program? In the curriculum? Is the course a 100- or 200-level course? Is the proposed course the first in a sequence? Does the proposed course have any pre- or co-requisites?

    e. Clarification about the approximate number of weekly preparation hours required by students for completing all assignments, readings, etc.

f. List of required resources (for example, physical, technical, computer support, staffing, supplies, etc.)

g. Proof of transferability to Tier 1, 2, and 3 institutions with descriptions of four comparable courses from a selection of public and private four-year colleges/universities. One community college course description must also be included for benchmarking purposes.

5. Proposals must be approved by the Faculty Senate and the Provost.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Updated: 2019
— Evaluated and reaffirmed: 2022

POLICY 2.25: STUDENT STATUS

Policy

Students at VFMC are classified either full-time or part-time based on enrollment.

Procedure

1. The Registrar will evaluate all students for status.

2. All international students must maintain full-time enrollment status. If an international student drops below full-time status, the Office of the Registrar must inform the SEVIS representative.

3. Part-time students are defined as students enrolled in fewer than 12 credits for a given semester. They must be enrolled in a degree program, and shall be considered non-residential students.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH CHANGES TO THE INSTITUTIONAL ASSESSMENT FRAMEWORK

POLICY 2.26: CURRICULUM MAPS

Policy

Curriculum maps shall be prepared and annually updated maps based on any curricular-related decisions made in the previous year. Updates are gathered into a Program Guide published by the Provost each year and included in the Course Catalog.

Procedure

1. The Faculty Senate and Provost will convene to evaluate the program maps in January.

2. Any changes made will be communicated to the Registrar in April for inclusion into the Course Catalog.

Policy Owner(s)

— Registrar
— Provost

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.27: RESERVE OFFICER TRAINING CORPS

Policy

VFMC hosts the Continental Line Battalion of the Reserve Officer Training Corps. The battalion commander is recognized as a member of the VFMC teaching staff as the Professor of Military Science (PMS) and ROTC courses are accepted for credit as VFMC courses as determined by the Faculty Senate, Provost, and President of VFMC. ROTC courses should be evaluated periodically by the VFMC assessment process and the President is required to provide supervisory oversight of the PMS to ensure that all ROTC operations are consistent with VFMC policy and operations.

Procedure

N/A

Policy Owner(s)

- Professor of Military Science
- President

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2021
- Evaluated and reaffirmed: 2022

POLICY 2.28: ROTC STATUS OF STUDENTS

Policy

All full-time, on-campus students who are part of the traditional Corps of Cadets are to be enrolled in ROTC during their time of studies at VFMC.

Procedure

1. The Registrar will ensure all students are enrolled in the appropriate Military Science course.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2020
— Evaluated and reaffirmed: 2022

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH CHANGES TO THE INSTITUTIONAL ASSESSMENT FRAMEWORK

POLICY 2.29: COURSE ASSESSMENT

Policy

VFMC expects ongoing course assessment that provide evidence of student learning. Course assessments are expected to include mid-term and final assessment points as follows:

- Mid-Term Assessment – Approximately halfway into each semester, a mid-term grade must be submitted for each student on the course roster by the date provided by the Registrar. Although mid–term grades do not become part of a student's permanent academic record, they do serve as indicators of general progress in each course. Faculty are not required to administer a mid-term exam/paper. However, the mid-term grade must represent a student's cumulative progress up to the date of the mid-term. All assignments not completed must be factored into the mid-term grade. A faculty member may not assign a grade of Incomplete ("I") for a mid-term grade.

- Final Assessment – All courses must utilize a final assessment. Final assessments must be completed during the scheduled final exam dates. Final exams must not be given to any student in advance of the scheduled time without the authorization of the Provost. No final exam will be rescheduled prior to the first day of final exams. No final exam will be rescheduled for a student except for the following reasons: 1) Two exams scheduled concurrently or 2) Three exams scheduled for the same day.

Procedure

Mid-Term Assessments

1. The Registrar will notify faculty at least two weeks prior to the mid-term due date as a reminder of the mid-term policy and the due date.

2. Faculty must submit a mid-term grade for each student on their course roster(s) by the date indicated by the Registrar.

Final Assessments

1. Final assessments must be completed during the scheduled final exam dates.

2. Final exams must not be given to any student in advance of the scheduled time without the authorization of the Provost.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Updated: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.30: GRADING COMPONENTS

Policy

All faculty members must include in their course syllabi a clear statement of how the student will be graded in class. The faculty member must list the components by which the grades will be assigned and relative weight that will be given to each of the grading components.

If a rubric is utilized to assess a particular writing assignment, presentation, project, etc. the rubric should contain an explanation of the evaluation components, be made available to the student, and be included as part of the Course Assessment Plan.

Procedure

1. Faculty will create a syllabus for each class taught per term.

2. Each syllabus will include a clear statement of how a student will be graded on assignments, quizzes, and tests and include the relative weight of each item on the total grade.

3. Special projects should include an explanation of the grading rubric for evaluation.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2019
— Evaluated and reaffirmed: 2022

POLICY 2.31: STUDENT EVALUATION OF INSTRUCTION

Policy

Each term, every class is assessed using the Valley Forge Course Evaluation. This assessment provides students the opportunity to evaluate the course, course learning outcomes, course content, and student progress on course related objectives.

Procedure

1. Prior to the last month of the semester, the Assessment Coordinator will organize the preparation of the Course Evaluation Form.

2. One month prior to the end of each term, the Assessment Coordinator will distribute the Course Evaluation Form to students.

3. One month prior to the end of each term, instructors will ask students to complete their evaluation of the course.

4. students have until the final day of each semester to complete the Course Evaluation Form.

5. Following the end of the semester, the Assessment Coordinator will gather and collate Course Evaluation Form data and forward it to the Provost as well as the faculty for the completion of their Course Learning Outcomes Assessment Form.

Policy Owner(s)

— Registrar
Assessment Coordinator
—

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Updated: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH CHANGES TO THE INSTITUTIONAL ASSESSMENT FRAMEWORK

POLICY 2.32: PROGRAM ASSESSMENT

Policy

There are two parts to program assessment at the College. The first is an Annual Program Review conducted by the program director. The second is a Periodic Program Review conducted every few years based on a schedule developed by the college. The Periodic Program Review is conducted by a committee of faculty involved in teaching the core elements of the program.

Procedure

1. The Annual Program Review should be conducted in May of the Academic Year in question by each program director for the program for which they have responsibility.

2. The Review should be turned in to the Provost no later than May 30 for the preceding year.

3. The Review should be no more than two type-written, double-spaced pages that follow the layout developed by the College.

4. In the year during which the Periodic Program Review is conducted an Annual Program Review need not be conducted unless the Program Director chooses to do so.

5. The Periodic Program Review should be conducted based on the schedule outlined in section EV 4.00.

6. This review has no page limit and should provide a detailed analysis of the program in question based on specific assessment data and information.

7. The PPR should consider Annual Program Reviews and changes occurring in the program during the period in question.

8. The PPR should begin at the start of the academic year in which the report is due with the Program Director meeting with the Provost to identify a committee to complete the process and identifying the timeline for the review based on the timeline worksheet available in the Assessment Handbook.

Policy Owner(s)

— Provost

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2017
— Evaluated and reaffirmed: 2022

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH CHANGES TO THE INSTITUTIONAL ASSESSMENT FRAMEWORK

POLICY 2.33: COURSE LEARNING OUTCOMES ASSESSMENT

Policy

To assist VFMC with the assessment requirements of accreditation, faculty must help maintain a working file of student learning. The outcomes assessment of the institution begins at the course level with clear course organization, outlined within the course syllabus that includes appropriate assessment methods for students to demonstrate they have achieved the stated purpose for the course and its stated learning goals.

Procedure

1. At the conclusion of each course, each professor or instructor will present to the Provost a representative sample of work completed by students in each of their courses and complete a Course Learning Outcomes assessment form that measures how well students achieve the course CLO based on the samples.

2. This must be done for each course taught during a given semester.

3. The Provost will store this documentation for use by any reviewing agencies interested in examining this work.

Policy Owner(s)

— Provost

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2017
— Updated: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.34: PROGRAM UPDATES

Policy

Updates to programs recommended by the Annual Program Review and Periodic Program Review should be submitted to the Curriculum Coordinator and Faculty Senate for review and approval for the following academic year. All updates approved by the Curriculum Coordinator and Faculty Senate are sent to the Provost for evaluation and approval, and then on to the President for final approval.

Procedure

1. Faculty will submit recommended changes to the Curriculum Coordinator in January.

2. The Curriculum Coordinator will forward the recommendations to the Provost for evaluation and approval in February.

3. The President will make a final approval in March for inclusion into the next revision of the Course Catalog.

Policy Owner(s)

— Curriculum Coordinator
— Provost

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2017
— Evaluated and reaffirmed: 2022

POLICY 2.35: COURSE UPDATES

Policy

Updates to courses recommended by the Annual Program Review and Periodic Program Review should be submitted to the Curriculum Coordinator for review and approval for the following academic year. All updates approved by the Curriculum Coordinator are sent to the Provost for evaluation and approval, and then on to the President for final approval.

Procedure

1. Faculty will submit recommended changes to the Curriculum Coordinator in January.

2. The Curriculum Coordinator will forward their recommendations to the Provost for evaluation and approval in February.

3. The President will make a final approval in March for inclusion into the next revision of the Course Catalog.

Policy Owner(s)

— Curriculum Coordinator
— Provost

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Updated: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.36: RECOGNITION OF ACADEMIC ACHIEVEMENT

Policy

To recognize academic excellence, awards shall be published through the Office of the Registrar based on term grade point average (GPA) and full-time enrollment (at least 12 credits earned per semester). The recognition shall be in the form of a star (Gold, Silver, Red), which is to be worn on the student uniform. Additional privileges will be awarded to the star recipients as outlined in this policy.

Stars shall be based on academic performance throughout an entire semester, and the award is worn during the following semester.

Procedure

1. Final grades are submitted by faculty.

2. The Registrar will determine if a student qualifies for a merit recognition. A student must meet the criteria of both credits earned (full time) and term GPA.

3. The Registrar will notify the qualified student, Provost, and the Commandant's Office.

4. Appropriate stars will be awarded to qualified students.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022
— Evaluated and reaffirmed: 2022

POLICY 2.37: GRADUATION

Policy

Graduation is held in May of the spring semester and December of the fall semester. Attendance at graduation exercises is both an obligation and a privilege of full-time faculty. All full-time faculty, therefore, are expected to take part in the graduation exercises dressed in appropriate academic attire unless excused by the Provost. Cap and gown rental order forms will be distributed early so that faculty can indicate whether they wish to rent a cap, gown, or hood or supply their own. A brief of details of the exercises will be issued well in advance of the ceremony. Adjunct faculty are invited to participate in the graduation exercises.

Procedure

N/A

Policy Owner(s)

- Provost
- Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2019
- Evaluated and reaffirmed: 2022

POLICY 2.38: GRADUATION REQUIREMENTS

Policy

To graduate with an Associate of Science, Associate of Arts, or Associate of Business Administration the following requirements must be met:

- Minimum 60 credits earned (excluding developmental course work)
- Cumulative GPA of 2.0 or higher (excluding developmental course work)
- All Core, Program and Elective requirements fulfilled

Procedure

1. The Registrar will evaluate that all current students have met the graduation requirements.

2. Former students transferring credits back to satisfy graduation requirements will be evaluated on a case by case basis.

3. Former students attempting to satisfy graduation requirements after ten years will be evaluated under the current program policies.

Policy Owner(s)

- Registrar

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Evaluated and reaffirmed: 2019
- Evaluated and reaffirmed: 2021
- Evaluated and reaffirmed: 2022

POLICY 2.39: COMMENCEMENT CEREMONY PARTICIPATION

Policy

To participate in the commencement ceremony, the requirements are as follows:

- Minimum of 54 credits earned toward degree/graduation requirements;
- Minimum of 2.0 cumulative GPA (excluding developmental course work); and
- Financial clearance through the Business Office

A student with a financial hold may participate in graduation but will not be able to receive a diploma or transcripts.

Procedure

N/A

Policy Owner(s)

- Business Office
- Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Evaluated and reaffirmed: 2019
- Evaluated and reaffirmed: 2021
- Evaluated and reaffirmed: 2022

POLICY 2.40: GRADUATION HONORS

Policy

The following academic honors are awarded to students at graduation who have completed their degree requirements.

Honors are determined by the following corresponding cumulative GPAs:

- **Summa Cum Laude** (with highest honors): Awarded to students with a cumulative GPA of 3.7 or higher.

- **Magna Cum Laude** (with high honors): Awarded to students with a cumulative GPA of 3.5 to 3.69.

- **Cum Laude** (with honors): Awarded to students with a cumulative GPA of 3.3 to 3.49.

Honorary titles are defined as follows:

- **Valedictorian**: Honorary title awarded to the May graduating student who has earned the highest cumulative GPA in the graduating class, successfully earned their associate degree, and completed the last two semesters in residence at VFMC.

- **Salutatorian**: Honorary title awarded to the May graduating student who has earned the second highest cumulative GPA in the graduating class, successfully earned their associate degree, and completed the last two semesters in residence at VFMC.

Other awards as follows:

- **Sorley Awards:** The pre-eminent May graduating student in each program is recognized by faculty. This award is based on GPA, academic achievement, excellence in program study, and involvement on campus.

Procedure

1. The Registrar will evaluate all students for honors qualifications.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.41: MAINTANANCE AND AVAILABLITY OF GRADED WORK

Policy

Faculty must be willing and able to defend grading of student work as reasonable and professional. Students must be allowed an adequate opportunity to question faculty about the grading of their answers without fear of reprisal. In addition to attendance, faculty should keep an accurate record of each student's grades for all assignments during the semester and maintain them for a minimum of one year.

Procedure

N/A

Policy Owner(s)

- Provost

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2019
- Evaluated and reaffirmed: 2022

POLICY 2.42: FACULTY-INITIATED GRADE CHANGE

Policy

Grade changes for a previous semester can be initiated by the faculty up to 60 days after the submission of final grades.

Procedure

1. Faculty must submit a request for grade change in writing or via email to the Registrar identifying the student in question, the original grade, the new grade requested, and a detailed explanation of the reason behind the grade change.

2. The Registrar will submit the grade change request to the Provost for review and approval.

3. The Provost may request documentation to support the grade change request.

4. Grade changes will only be made with the approval of the Provost.

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2022

POLICY 2.43: GRADING COMPONENTS

Policy

All faculty members must include in course syllabi a clear statement of how a student will be graded in the class. The faculty member must list the components by which the grades will be assigned and the relative weight that will be given to each of the grading components.

Procedure

N/A

Policy Owner(s)

- Provost

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2019
- Evaluated and reaffirmed: 2022

POLICY 2.44: GRADING SCALE

Policy

To establish and maintain standards of academic excellence, the following grading scale is used at VFMC for all classes and by all faculty/instructors.

Transcript Entry/ Numerical Grade	Corresponding Letter Grade	Percent Equivalent
4.00	A	93-100
3.67	A-	90-92
3.33	B+	87-89
3.00	B	83-86
2.67	B-	80-82
2.33	C+	77-79
2.00	C	73-76
1.67	C-	70-72
1.33	D+	67-69
1.00	D	63-66
0.00	F	0-62
P (Pass)	P (Pass)	Not calculated into GPA*
NP (No Pass)	NP (No Pass)	Not calculated into GPA*

*Grades of P (Pass) and NP (No Pass) are only earned in ESL.

The P/NP grade is calculated into the credits attempted and earned (for financial aid purposes), but not included in the term or cumulative GPA calculations.

Credits earned in ESL courses do not count toward graduation requirements.

Procedure

N/A

Policy Owner(s)

— Provost
— Registrar

Policy Access and Publication

— Course Catalog
— Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Updated: 2017
- Updated: 2019
- Evaluated and reaffirmed: 2022

POLICY 2.45: COURSE REPEAT/GRADE REPLACEMENT

Policy

A student may repeat a course in which their original grade was a grade of “D” or lower. However, a student may not repeat a course after completing the next course in a sequence. For example, a student may not repeat EN101 after completing EN102.

Only the repeated grade will be calculated into the cumulative GPA and be reflected on the transcript with “R” indicating the course was repeated.

Procedure

N/A

Policy Owner(s)

- Provost
- Registrar

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Evaluated and reaffirmed: 2022

POLICY 2.46: SUBMISSION AND POSTING OF GRADES

Policy

The Office of the Registrar will provide the faculty with a deadline for posting all final grades. It is required that all grades be submitted on time. No grade may be changed based on late submission of coursework by a student.

Procedure

1. Final grades are due 96 hours after the last exam is given.

2. Within 48 hours of final grades submission, the Registrar will post them to the transcript.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.47: PASS/NO PASS

Policy

The grade of P/NP is given as a final grade for all ESL coursework taken at VFMC. A passing grade (P) is equivalent to a final average of 63% or higher in the course. A non-passing grade (NP) is equivalent to a final average lower than 63%.

Grades of P/NP are not calculated into the term or cumulative GPA. The credits earned for ESL courses will be calculated toward the total credits earned for financial aid purposes. However, the credits earned will not be calculated into the cumulative credits earned for graduation requirements.

Procedure

N/A

Policy Owner(s)

- Registrar

Policy Access and Publication

- Course Catalog
- Policy Manual

Policy Adoption and Revision History

- Adopted: 2012
- Evaluated and reaffirmed: 2019
- Evaluated and reaffirmed: 2021
- Evaluated and reaffirmed: 2022

POLICY 2.48: FINAL DEGREE AUDIT

Policy

Final degree audits are performed through the Office of the Registrar for all students eligible to graduate. Students are encouraged to meet with the Registrar during the term prior to the expected graduation term. Each student is required to meet with the Registrar to discuss registration for their final term, the final degree audit, and verification of degree.

Procedure

1. Students graduating in the spring term, should make an appointment with the Registrar during the proceeding fall term. Students graduating in the fall, should make an appointment with the Registrar during the proceeding spring term.

2. Students are required to complete a graduation application and submit it to the Registrar.

3. Students must meet with the Registrar to discuss registration for their final term, their final degree audit, and the verification of their degree.

4. The Registrar will perform a final degree audit closer to graduation.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2012
— Evaluated and reaffirmed: 2019
— Evaluated and reaffirmed: 2021
— Evaluated and reaffirmed: 2022

POLICY 2.49: ONLINE COURSE DEVELOPMENT AND DELIVERY

Policy

All courses approved through the Curriculum Committee are automatically approved for presentation in an online format. VFMC seeks to ensure that any course delivered through a distance learning or online modality reflects high standards of quality in content and delivery.

Policies and protocols specific to the development and delivery of online courses are detailed in this policy.

Online Coordinator

An Online Coordinator shall be appointed by the Provost to assist faculty in the creation and organization of an online course shell. The Online Coordinator shall assess the suitability of the course's construction prior to each semester and shall evaluate the organization of the course, including level of student engagement and appropriateness of course activities and assessment. This assessment will be completed using the Online Course Readiness and Assessment Rubric.

The Online Coordinator will assess the implementation and execution of all online courses at least once during the semester using the Online Course Readiness and Assessment Rubric. The Online Coordinator will provide feedback to the respective online instructor.

The Online Coordinator will transmit all findings and assessment results to the Provost by the end of the semester.

When an Online Coordinator has not been appointed, the Provost will operate in the capacity of the Online Coordinator.

Online Course Development

Any member of the faculty or administration may identify the need to offer a course online. If approved, the faculty member shall develop the course for online delivery satisfying Part I – Organization and Design of the Online Course Readiness and Assessment Rubric. The course shall be submitted to the Online Coordinator for review at least two weeks prior to the course start date.

The Online Coordinator must review and provide feedback at least one week prior to the start of the course.

During the course session, the Online Coordinator must review and complete Part II – Curriculum – Instruction and Assessment of the Online Course Readiness and Assessment Rubric and recommend modifications, where necessary. Part II must be completed by the Online Coordinator for each online course offered each session or semester to ensure consistency or improvement and close the assessment feedback loop.

Any recommended modifications must be implemented the next semester/session the course is offered.

The suggested review timeline for the Online Coordinator is once prior to the add/drop period, once half-way through the session/semester, and once at the three-quarter mark.

Approval for online delivery in one session or semester does not guarantee approval for online delivery in subsequent sessions or semesters. Scheduling needs and delivery methods are determined by the Provost on a semester-by-semester basis.

Online Course Design

An online course is considered suitably designed and the material organized in a deliverable fashion when the following parameters are met:

a. The course syllabus meets the College's requirements and includes mandatory details, such as the course description, course outcomes, course content, textbook, grading, and assignment/assessment requirements.

b. Policies and procedures listed in the course syllabus are appropriate to the online/hybrid environment.

c. Course materials are properly sequenced and structured.

d. Active learning strategies are used, including, but not limited to, the following:

   - Assessment using tests and quizzes that provide immediate feedback
   - Writings (reflective journals, summaries, essays, critiques)
   - Demonstrations with questioning (video clips)
   - Games and simulations
   - Readings and/or case studies
   - Projects (group or individual)
   - Study/support groups
   - Problem solving activities
   - Role-play activities
   - Discussions (virtual chat or bulletin board)
   - Visual-based instruction (streamed video or CD)

- Online presentations

e. Learning activities are clearly described (with grading requirements) and integrated for information, demonstration, exploration, and practice.

f. Presence of the online instructor is demonstrated through opportunities to connect through emails, participation, and facilitation/active monitoring in discussion boards, proactive and regular announcement use, etc.

g. Deadlines and course schedules are reasonable and reflect the needs of a broad range of student needs and their schedules.

h. A course shall be deemed well-organized and easy to navigate based on the following criteria:

   - Includes a Welcome Announcement that provides a personal and welcoming introduction to develop a personal presence and instructions for getting started. The Welcome Announcement should be emailed through the course management system to student VFMC email addresses.
   - Includes course syllabus posted on Course Homepage.
   - Includes instructor contact information with office hours on Course Homepage.
   - Includes Course Calendar posted under Upcoming Events .
   - Provides a Course Orientation that includes a forum for students to post introductions and share experiences. (Instructor should respond to each student's introduction to communicate teacher presence and early rapport.)
   - Includes Weekly Structured Modules with information regarding topic content.
   - Includes information about access to student support services such as: Library, Technical Support, Tutoring, and Counseling/Advising.
   - Includes information on Course Homepage pertaining to textbook or other course materials that are to be purchased.
   - Specifies technology requirements, if any.

Online Learning Assessment

Online courses are expected to contain the following elements of learning assessment and evaluation:

a) Grading policies, rubrics, due dates, etc. should be clearly articulated and communicated for all assignments and required activities, including weekly participation via the course management system. Online instructions should send out weekly reminders at the start of the week via the course management system.

b) Timely feedback is provided. The standard is 24 hour return time for email.

c) Students should receive prompt, constructive, and meaningful feedback through the gradebook in the course management system, as well as comments on activities, assignments, and assessments that apply to the expected course learning outcomes.

d) Assessments tools and strategies are expected to measure the stated course learning outcomes and be consistent with course activities and resources.

e) Methods to minimize cheating must be employed. Options include, but are not limited to the following:

- Use of proctored exams at designed testing centers (must be clearly stated in the syllabus and communicated to students)
- Use of online proctored exams using appropriate technology
- Use of multiple quiz versions
- Use of secured technology

Proctoring of Online Assessments

To receive credit for an online course, a student may be required to take proctored or non-proctored examinations. If requiring proctored exams in an online course, an instructor must include a statement in the syllabus and the course comments in the course management system indicating that proctoring will be required. Due to the varying needs within each discipline, online instructors are responsible for establishing individual specific proctoring policies, which must be clearly outlined in the syllabus.

- Non-Proctored Exams – Non-proctored or take-home exams are permitted at the discretion of the instructor. Non-proctored exams enable students to take the exam at a location and time of their choosing within the bounds of a specific date range or other specified timeframe. Students shall be expected to conduct themselves in accordance with the Academic Honesty Policy. Students should plan to take exams during the timeframe specified by the instructor. This timeframe must be specified in the course materials. The exam must be completed and submitted per instructor's instructions.

- Proctored Exams – A proctored exam is a supervised exam. Proctoring is a highly effective method for promoting academic integrity, authenticating students, and is an acceptable testing requirement for online courses. Recommended proctoring solutions include video surveillance through the use of video technology like Zoom or Google Meet.

Online Resources, Materials, and Course Technologies

Online courses shall follow the same parameters in terms of resources available to students and the use of technology as students in a traditional classroom. Online instructors shall be expected to ensure that all students have the resources available to them to successfully complete the course

Accessibility and Accommodations

Section 508 of Rehabilitation Act Amendments of 1998 states in part, “Electronic information and data must be equally accessible to individuals with and without disabilities.” Conforming to these standards requires that materials that could potentially pose problems for students with disabilities be altered to accommodate full access. If notified by the Provost that a student in the course is eligible for approved accommodations, online instructors shall be responsible for ensuring that the course is in compliance with federal law.

Student Course Evaluation for Online Courses

Student course evaluations are administered for all online courses. Students will anonymously evaluate online instructors using the course evaluation tool posted in the course management system. Online instructors will receive access to the assessment tool one month following the end of the course. Online instructors will post the assessment tool to their class one month prior to the end of the course.

Office Hours for Online Instructors

Online instructors are required to hold the same number of office hours online as are mandated for on-ground classes. The office hours can be scheduled at times during which the instructor is available by phone, video, or chat, if a student reaches out to them. Alternatively, the instructor can set up a video conference and be available for students to open the video link when necessary to communicate.

Verifying Attendance in the Online Classroom

In an online environment, attendance is defined by demonstrating that a student has participated in a face-to-face class activity or was otherwise engaged in an academically-related online activity during the first week of the class.

After the first week, a student’s attendance record should be based on the student’s meeting course requirements, such as submitting assignments or communicating with the instructor as outlined in the course syllabus. Online instructors should be clear with expectations of what constitutes student attendance in the online class and should submit attendance weekly in the student management system as required. Weekly attendance is encouraged and,

just as in traditional courses, if a student does not meet attendance requirements as stated in the course syllabus, the student is encouraged to withdraw from the course.

Procedure

N/A

Policy Owner(s)

- Assessment Coordinator
- Provost

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2018
- Evaluated and reaffirmed: 2020
- Evaluated and reaffirmed: 2022 (collapsed overlapping policies into single policy)

POLICY 2.49.001: ONLINE STUDENT AUTHENTICATION

Policy

The federal government requires institutions that offer distance education courses or programs to have processes in place to authenticate that the student who registers in such a course or program is the same student who participates in and completes the course or program and who receives the academic credit.

Procedure

1. Students enrolled at VFMC are required to possess an official identification document that includes a picture. This may include a driver's license, passport, etc.

2. To verify the identity of students accessing online resources, VFMC assigns students a unique identification login name.

3. Students enrolled in online courses are required to enter their VFMC login and a password to access their online courses. At present, secure access is provided through IT after a student has been admitted to the College. The login takes place through a secure connection.

4. Passwords must be sufficiently complex such that they are not easily decoded.

5. Online courses are, by design, available to College personnel through the course management system (Populi, Google, Moodle), just as face-to-face classes are visible in their physical classroom presence.

6. Faculty and/or program leaders will determine the situations when a video proctored examination will be required to verify a student's identity.

7. Students' personal information is protected through the College's policies and practices related to FERPA.

8. The Provost and the Director of the Academic Success Center, working collaboratively with representatives of the faculty, administration, and IT staff assumes responsibility for monitoring changing requirements for institutions of higher education, as well as options available for meeting the expectations of assuring students' identity.

Policy Owner(s)

— Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2018
- Evaluated and reaffirmed: 2020
- Evaluated and reaffirmed: 2022

POLICY 2.49.002: FERPA ONLINE

Policy

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the US Department of Education.

VFMC protects the privacy of online students in the same manner used to protect students enrolled in face-to-face courses.

Procedure

N/A

Policy Owner(s)

- Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: Unknown
- Evaluated and reaffirmed: 2022

POLICY 2.50: REGISTRAR REPORTING RESPONSIBILITIES

Policy

The College contracts with the National Student Clearinghouse (NSC) to complete the enrollment reporting requirements. The College confirms and reports the enrollment status of all students to the NSC. The NSC will use the data file provided by the College to complete the Enrollment Reporting File from the National Student Loan Data System (NSLDS). NSC will provide this information to the participating guaranty agencies, lenders, and servicers.

Procedure

1. The Registrar will ensure that they are able to access all required reporting systems.

Policy Owner(s)

— Registrar

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted: 2018
— Evaluated and reaffirmed: 2020
— Evaluated and reaffirmed: 2022

POLICY 2.51: ENROLLMENT STATUS SUBMISSION SCHEDULE

Policy

The schedule for enrollment status submissions consists of the following:

Fall and Spring Semesters	
First of Term Report	18 days after start date
Subsequent of Term Report	45 days after term start date
Subsequent of Term Report	80 days after term start date
End of Term	2 weeks after term end date
Graduates Only Report	4-6 weeks after degree conferral

Procedure

1. The Registrar will ensure the schedule is updated.

2. The registrar will ensure all reports are submitted in accordance with the schedule.

Policy Owner(s)

- Registrar

Policy Access and Publication

- Policy Manual

Policy Adoption and Revision History

- Adopted: 2020
- Evaluated and reaffirmed: 2022

POLICY 2.52: INSTITUTIONAL RESEARCH REPORTING RESPONSIBILITES AND SCHEDULE

Policy

All institutions of higher learning are mandated to submit IPEDS surveys several times per year. At VFMC, the Office of Institutional Research is responsible for the College's federal regulatory reporting to the National Center for Education Statistics via the Integrated Postsecondary Education Data System (IPEDS).

Procedure

1. The IPEDS Coordinator will ensure that all IPEDS reports are submitted in accordance with the submission schedule.

Policy Owner(s)

— IPEDS Coordinator

Policy Access and Publication

— Policy Manual

Policy Adoption and Revision History

— Adopted:2020
— Evaluated and reaffirmed: 2022

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH EXISTING COLLEGE POLICIES AND PROCEDURES

POLICY 2.53: ADMISSIONS POLICIES AND PROCEDURES

Purpose: This policy from the Staff Memoranda delineates the policies, procedure and responsibilities for the fair admission of new cadets to Valley Forge Military College (VFMAC).

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH EXISTING COLLEGE POLICIES AND PROCEDURES

POLICY 2.54: COPYRIGHT POLICY

Purpose: The purpose of this policy is to provide direction on photocopying of copyrighted materials for classroom use.

NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW TO ENSURE ALIGNMENT WITH EXISTING COLLEGE POLICIES AND PROCEDURES

POLICY 2.55: LIBRARY MATERIAL ACCOUNTABILITY

Purpose: The purpose of this policy is to promulgate procedures for handling library loan materials.