



Lyndon State College
Policies and Procedures

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TITLE: Academic Policy: Special Programs and Enrollment Categories

Policy Procedure Rule Regulation Form

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I. Cooperative Education

A. A course which integrates classroom study and practical work experience. In some cases the student may be paid by the employer for this work experience.

B. A Cooperative Education course is:

1. part of a student's academic load
2. measured in credit hours
3. graded as other courses are
4. supervised by a faculty member.

C. Eligibility requirement:

1. sophomore standing
2. 2.0 grade point average
3. at least one semester at the college
4. individual academic departments may have additional requirements.

D. Learning goals and appropriate assignments for each course are developed jointly by the supervising faculty member and the student, and then approved by the Dean of Academic & Student Affairs or designee.

E. Student progress in Cooperative Education courses, including completion of reports and on-site visits, is monitored by the supervising faculty member.

- F. Each semester hour of academic credit granted requires:
1. a minimum of fifty clock hours of approved work experience;
 2. documentation and evaluation of learning by the student.
- G. Maximum credit hours in Cooperative Education which may be applied toward a degree:
1. Bachelor's - 18
 2. Associate's - 12
 3. The Dean of Academic & Student Affairs may grant variations to the above limits.
- H. A Coop course registration must include a learning contract signed by the student, the advisor, the instructor, the chairperson of the department in which the student is earning credit, and the Registrar or designee.
- I. Veterans' Administration benefits
1. Coop courses are not necessarily treated the same as other courses by the Veterans' Administration (VA) for determination of VA benefits.
 2. In compliance with VA Regulation 14265, the following requirements will always be met in Coop courses that are approved by the Vermont State Approval Agency and certified by the college as "in-residence" course work:
 - a. be directly supervised by the college;
 - b. be required for graduation;
 - c. include regularly scheduled class attendance of at least 50 minutes per week to provide for interaction between instructor and student;
 - d. consist of a planned program of activities controlled by the school and not by the official of the job establishment;
 - e. include a schedule of time required for the training which demonstrates that the student shall spend at least as much time in preparation and training as is normally required for other resident courses.
 3. Cooperative Education courses not meeting the requirements of VA Regulation 14265 shall be certified to the VA as "independent study" and as such are not treated by the VA as full-time attendance unless combined with more than half-time, in-residence course work.

II. Air Force Reserve Officer Training Corps Program (AFROTC)

- A. The college participates in a program through Norwich University.
- B. See Assistant Dean of Admissions for further information

III. Certificates

- A. Definition - A document awarded by the college (or a unit thereof) evidencing completion, attainment, or fulfillment of work at (or in conjunction with) the college (including non-matriculated students and programs).
- B. Type
1. All certificates are separated into two broad categories:
 - a. academic certificate of completion - those signifying achievement. Typically, these are associated, in part, with completion of short nondegree programs consisting of a focused set of approved credit-bearing courses.
 - b. nonacademic certificate of participation - those attesting to attendance or completion of noncredit-bearing work.
 2. Academic and nonacademic certificates will each have their own standard format clearly stating its type, criteria, and necessary signatures.
- C. 1. Requests to award academic certificates are to be submitted by the sponsoring academic department to the Curriculum Committee for approval. After subsequent approval by the Assembly, they are to be submitted to the Dean of Academic & Student Affairs for final approval and listing in the college catalog.
2. Requests to award nonacademic certificates will be submitted to the Dean of Institutional Advancement for approval and to the Academic Policy Committee for information purposes.
- D. Awarding
1. Academic - Satisfactory completion of stated criteria, including minimum grade of C- or Credit in required courses.
 2. Nonacademic - Satisfactory completion of attendance and/or work.
 3. The program director is responsible for monitoring the progress of certificate candidates and approving the award of certificates.
 4. The receipt of a certificate does not make one eligible to attend college graduation ceremonies.
 5. Certificates may be awarded by the program director immediately upon completion of requirements.

IV. Matriculated Part-time Students

- A. May enroll as applicants for degree programs in any regular session.
- B. Such students, if not previously enrolled and in good standing at the college, must meet admissions requirements.
- C. The college has no special rules regarding part-time degree candidates.
- D. See current college catalog for fee structure.

V. Nonmatriculated Students

- A. Individuals not desiring a college degree are welcome to enroll in appropriate individual courses on a space-available basis without formal admission to the college.
- B. Qualified high school students may register as nonmatriculated students with the recommendation of an instructor or guidance counselor from their school.
- C. Grades earned by nonmatriculated students:
 - 1. are not subject to the semester or cumulative grade point average criteria used in the determination of academic standing at the college.
 - 2. become part of the students' grade point average used in determination of academic standing upon the students' matriculation.
- D. Course work (i.e., credits and grades) taken by a nonmatriculated student will be considered as part of that student's academic record when they matriculate.
- E. Nonmatriculated students are not degree candidates.
- F. The college has the right to refuse nonmatriculated registration on the basis of appropriateness of the course and the applicant's previous record at the college (if any).
- G. See also Policy 151, VIII, D, 4.

VI. Nondegree ("post-baccalaureate") Teaching Licensure

- A. A nondegree program leading to teaching licensure for the public schools is available for individuals who have previously earned a bachelor's degree. These students formally apply for admission, are assigned college advisors, and receive written contracts for a required course of study leading to licensure.
- B. See appropriate college catalog for requirements.

VII. Experiential Learning

- A. A program for receiving college credit for college-equivalent learning, skills, knowledge or competency acquired from a work setting, military experience, independent study, or other arena outside the college classroom.
- B. Credit may be earned as transfer credit from Community College of Vermont to Lyndon State College through CCV's Seminar on Education Planning and Assessment by registering for EDU 1240 at CCV.
- C. Further information may be obtained from LSC's Registrar's Office or from CCV.

VIII. Procedure for Assembly Approval of Academic Offerings at LSC over VIT

- A. All requests are submitted by VIT to the Dean who forwards them to the chair of the Faculty Assembly and to the department chair with the nearest LSC academic equivalent (if any).
- B. The Assembly chair forwards VIT's request along with the department's comments (if any) to the Assembly for its consideration no later than the second regularly scheduled meeting after receipt of VIT's request.

IX. Human Subjects Research

- A. To ensure the minimization of potential physical and psychological risk to participants, all human subjects research conducted at the college or by any student or employee of the college will comply with all applicable LSC and VSC policies and state and federal laws (especially Federal Title 45 CFR Part 46, from which the following is abstracted and to which the reader is directed for further details). The following definitions are noted:

1. Research is defined as any systematic investigation designed to develop or contribute to generalized knowledge, including demonstrations and surveys.
2. Human subjects are defined as living individuals about whom an investigator conducting research obtains:
 - i. data through intervention and/or interaction
 - ii. any identifiable personal information.

B. IRB Responsibilities

To ensure compliance with laws and policies, the college maintains an Institutional Review Board for Human Subjects Research (IRB). No research covered by this policy shall be initiated until the IRB approves it. The IRB shall:

1. review all research activities covered by this policy;
2. have the authority to approve, modify, or disapprove all research activities covered by this policy;
3. review all continuing research at intervals appropriate to the degree of risk, but not less than once per year;
4. approve all changes in approved projects;
5. keep public, written records of all its meeting and decisions.

C. IRB Membership

1. The IRB shall consist of five members.
2. The membership shall have:
 - i. varying professional backgrounds

- ii. sufficient qualifications through experience and expertise to promote respect
 - iii. diversity of race, gender, and cultural background
 - iv. sensitivity to community attitudes
 - v. familiarity with institutional commitments and regulations, applicable law, and standards of professional conduct and practice
 - vi. at least one member whose primary concerns are in scientific areas
 - vii. at least one member whose primary concerns are in nonscientific areas
 - viii. at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution
3. A member will not participate in the review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.
 4. The faculty will recommend to the President for appointment the faculty members for the Institutional Review Board.
 5. Members' terms of office will be three years, with the individual terms staggered such that no more than two terms of office expire in any given year.

D. IRB Forms

As a minimum, the IRB shall establish and make available the following forms:

1. application forms which require thorough description of all proposed research activities and the specific role of the human research subjects;
2. informed consent forms to be required of all subjects;
3. forms to ensure the protection of privacy of all subjects and the confidentiality of all data obtained;
4. forms to notify the investigator and the college of all of its decisions;
5. forms to notify all subjects of the details of their participation in the research project.

E. IRB Procedures

1. The IRB shall establish and publicize all procedures associated with implementing this policy, including the deadline application timeline for the review process review, and date for notification to the investigator of the IRB's decisions.
2. All discretionary procedures established by the IRB are subject to Faculty Assembly approval.