
ACADEMIC REGULATIONS AND REQUIREMENTS

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REGISTRATION

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Students pursuing a graduate degree from Johnson State College must be formally accepted through the admissions office before they may register for courses. Class attendance does not in itself signify registration. Students must properly register for each of their courses in order to receive academic credit for work completed. Graduate students wishing to enroll in undergraduate courses for undergraduate credit should do so using their graduate registration forms.

Class Attendance

Students who register for a course prior to the first week of the semester or during the first day of the semester are expected to attend at least one of the first two class sessions. A faculty member may fill absent places with students wishing to enter the course and refuse entry to absent students when they appear. Faculty members may also refuse to admit a student to the class after the beginning of the semester, if they believe that the student cannot complete missed work.

Note: If students are refused entry to a class because of the above circumstances, they must still officially drop that course from their schedule at the registrar's office. Tuition refunds which might be due will be made only on the basis of a properly filed drop form, regardless of the student's actual attendance at the class.

Adding, Dropping, and Withdrawing from Courses

Students adding, dropping, or withdrawing a course must complete an Add/Drop/Withdraw Form with the Registrar's Office. The following deadlines and guidelines apply:

- Full-semester courses, including independent study courses, may be added only until the end of the second week of the semester.

- Full-semester courses may be dropped until the end of the second week of the semester.
- Full semester courses may be withdrawn until the end of the ninth week of the semester.

The registrar will publish the exact dates on which these deadlines fall. Exceptions to the above procedures will be allowed only upon approval of a student's advisor and the graduate program coordinator. Students may withdraw from a course after the drop deadline only with approval of the Graduate Committee. If the request is granted, the course will appear on the transcript with a "W." The withdrawal will not affect a student's grade point average. There are no financial refunds for approved late withdrawals.

Note: Graduate courses (course catalogue numbers 5000 and above) are open to undergraduates only with the permission of the instructor.

Auditing Courses

No credit or grades are assigned for audited courses. A per-credit tuition fee of one-half of in-state rates is charged. Students wishing to audit a course should follow normal registration procedures, indicating AU as their grade option on the course registration form. The choice to audit a course must be made prior to the end of the add/drop period. Audit rates apply only to courses with full tuition rates and not to extension courses or courses with special/reduced rates.

Extension Courses

The College occasionally offers special courses to selected audiences at various locations. These courses are not listed in this catalogue, but are separately advertised or sponsored through agencies or other institutions. Extension students generally register via materials given to them at their first class session.

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Non-matriculated Students

Students who have a bachelor's degree but are not matriculated in one of the college's graduate programs may enroll in open graduate courses after the designated registration for matriculated graduate students (see Course Bulletin for specific dates.)

Plan of Study

Matriculated students in each of the college's graduate programs must have their plan of study accepted by their advisor and the academic dean **before completing twelve graduate credits at JSC.**

GRADING

Passing Grades

Students in graduate courses are graded on a continuum from A through F. Graduate credit is granted when grades of A or B (including B-) are earned. However, performance at the C+ through F level is graded as "F" (Unsatisfactory) and earns no credit. A Pass/No Pass option is available for some courses in the counseling program, and all courses within the MFA degree are graded Pass/No Pass.

Incompletes

A grade of Incomplete (I) will be given to work of satisfactory quality in a course when the full amount of required work has not been completed because of illness or other reasons beyond the control of the student. It cannot be used instead of the grade of F in situations involving a student's lack of ability or negligence. The student has until the 7th week of the next regular semester (excluding the summer semester) to complete the work, although the instructor may impose a shorter deadline. This mid-semester deadline applies regardless of whether the student is enrolled during the semester. The registrar will publish the mid-semester deadline in each semester's Course Bulletin. When the student completes the work, the Incomplete is replaced with the final grade. In assigning an Incomplete, the instructor is required to designate what grade should be recorded if the student fails to complete the work by the deadline. If the instructor fails to designate this default grade, the registrar will assume the grade to be an F. The resulting

grade will be calculated into the student's cumulative average. The cumulative average will be reviewed at the end of each regular semester in conformance with the academic dismissal policy.

An instructor may extend an Incomplete beyond the mid-semester deadline but must obtain the approval of the registrar prior to that deadline.

Not Graded Work

A grade of NG (Not Graded) will be given when a course is still officially in progress at the end of a regular semester. When the course is subsequently completed, the NG is removed and only the final grade will show on the transcript.

Repeat Course Option

Students may repeat any course they have previously taken to attempt to earn a higher grade. When a course has been repeated, the initial grade remains on the transcript but is taken out of the student's cumulative GPA. The most recent grade will be the only one computed in the student's cumulative average. Credit in the course may be earned only once. If the credit value of the course has changed, the repeated course is worth the new credit value.

ACADEMIC HONESTY

Students are expected to be honest in all of their academic work at Johnson State College. Academic dishonesty, in any form, is prohibited and unacceptable. Acts of dishonesty for which a student may be disciplined include, but are not limited to, receiving or providing unauthorized assistance on an examination and plagiarizing the work of others in writing assignments. The American Heritage Dictionary defines plagiarism in the following way: "To steal or use (the ideas or writings of another) as one's own." Students are responsible for knowing what specific acts constitute plagiarism. If students are uncertain whether a particular act constitutes plagiarism, they should consult with their instructors before turning in assigned work.

Any faculty member who suspects that a student has committed an act of academic dishonesty will

bring this suspicion to the attention of the student and provide the student with an opportunity to respond. If the student admits to an act of academic dishonesty, the faculty member may fail the student for the specific work submitted or for the course itself, or request that the Graduate Committee of the Faculty Assembly determine an appropriate sanction. If the student denies committing an act of academic dishonesty, the faculty member shall refer the case to the Graduate Committee for a hearing. The committee will hear evidence from the student, the faculty member, and any other appropriate parties, decide whether a violation has occurred, and if so, determine an appropriate penalty. Decisions of the Graduate Committee may be appealed in writing to the academic dean. Records of all incidents of academic dishonesty will be maintained in the Academic Dean's Office. Repeated incidents of academic dishonesty will subject a student to dismissal from the college.

GOOD ACADEMIC STANDING

Minimum Grade Point Average

A graduate student must, from the beginning of his or her studies, maintain a minimum 3.0 cumulative grade point average. If a student's cumulative grade point average drops below 3.0, the student will be placed on academic probation for one semester. If the student fails to earn a semester grade point average of 3.0 after one semester on probation, the student will be dismissed from the college.

Time Limit to Complete a Graduate Degree

A student must complete the master's degree within five years of acceptance into the graduate program. Students who have not completed by that time, or have not requested and been granted an extension by the Graduate Committee, will be dismissed from the program. Transcripts of students exiting the college after the beginning of classes and prior to the withdrawal deadline (the end of week nine) will show W grades for all courses enrolled in that semester. The transcripts of students exiting the College after the 9th week will show A-F grades submitted by their instructors.

Students who exit from the College may reapply

by making formal application with the Admissions Office. The W grades received will be used in making an admission decision. For refunds on room, meal plan, and tuition charges, see the refund policy on page 44.

GRADUATION

Application for a Degree

A student who anticipates completion of his/her degree requirements should file an application for a degree with the Registrar's Office during the semester prior to his/her last semester. This may allow time for the student to pick up additional courses or complete outstanding paperwork during his/her last semester if necessary. A commencement fee will be charged to the student's account. The Registrar's Office will carry out a detailed degree audit, identifying where the student stands in relation to degree requirements. The results of the degree audit will be given to the student and to his or her advisor.

Conferring of Degrees

Degrees are conferred once each year in a ceremony at the end of the spring semester. Students who complete their degree requirements at other times during the year will be certified as having completed their programs but will not actually receive their diplomas until the spring semester. Diplomas are dated August, December, or May for students completing studies in summer, fall, or spring semesters respectively. Diplomas are awarded to August and December graduating students at the commencement ceremony in May. Diplomas will be mailed to May degree completers once all degree requirements are verified by the Registrar's Office.

Participation in Commencement

Only students who have completed all degree requirements will be allowed to participate in the Commencement ceremony. The College recognizes that there may be occasions when special circumstances arise. Under such unusual circumstances, students may petition the academic dean or his/her designee to participate in Commencement. The decision of the academic dean or his/her designee is final and may not be appealed to the president.

ACADEMIC REGULATIONS AND REQUIREMENTS

Requesting a Transcript

Official transcripts are available at no charge to students upon a written, signed request to the registrar's office. Transcripts will not be released until all bills due the college are paid. Students requesting a transcript toward the end of any semester should indicate whether they want it sent immediately or whether it should be held until final grades are recorded. In the latter case, transcripts will not be sent out until at least the third week following the end of the semester.

EXITS AND LEAVES OF ABSENCE

Leave of Absence

Students in good academic standing, who have an approved plan of study on file, if required, and wish to interrupt their studies for a period not to exceed two consecutive regular semesters, may request a leave of absence. Students on a leave of absence do not need to reapply for admission and will be allowed to pre-register during the regular advance registration period.

Students may apply for a leave of absence by completing an Exit Notification and Leave of Absence Form, available at the Dean of Students' Office, the Graduate Office, and the Registrar's Office. The leave is not official until the request is approved by the registrar. A leave may be requested prior to the add/drop deadline for one or two consecutive regular semesters. In special circumstances, the leave of absence may be extended beyond the approved period with the approval of the registrar.

Exiting from the College

A student voluntarily exiting from the college during the semester must do so formally, and in writing, by completing an Exit Notification and Leave of Absence Form, available at the Dean of Students' Office, the Graduate Office, and the Registrar's Office.

The transcripts of students exiting the college after the beginning of classes and prior to the withdrawal deadline (the end of week nine) will show W grades for all courses enrolled in that semester.

The transcripts of students exiting the College after the ninth week will show A-F grades submitted by their instructors.

Students who exit from the college may re-apply by making formal application with the Admissions Office. The W grades received will be used in making an admission decision. For refunds on room, meal plan and tuition charges, see the refund policy on page 47.

Involuntary Exit

In cases where the psychological or the emotional state of a student creates a clear and present danger to the well-being of the student or to other members of the college community, the dean of students or the college counselor may carry out an involuntary exit of the student. An involuntary exit requires withdrawal from all courses. Students who fail to leave the campus as directed will be declared in trespass and civil authorities may be contacted. Students exiting involuntarily who wish to re-enroll in the college must reapply for admission and may be admitted only with written permission of the dean of students. An interview with the dean of students may be required.

APPEAL OF ACADEMIC POLICIES

Students may appeal any academic regulation or decision to the Graduate Committee of the Faculty Assembly and then to the academic dean and president of the college. Information on procedures for appeal may be obtained from the Registrar's Office.

GRADUATE EDUCATION AT JSC

Graduate education at Johnson State College is designed to be small and flexible and to meet the needs of adult learners. Most courses are offered on campus; however, the specialization in Applied Behavior Analysis (A.B.A.) is offered off campus in conjunction with mental health organizations in Vermont. Other specialized courses, conferences, and seminars are also offered to meet regional needs. Most courses are offered in the late afternoon and evening, on weekends, and in the summer. Students generally take one-and-a-half to three years to complete their degree work, and all students are required to complete it within five years of admission to the program. (See section on transfer credits also, page 44) Selected courses are open to non-degree students on a space-available basis.

Johnson State College offers the following graduate degree and advanced graduate studies programs:

Master of Arts in Education

- Elementary Teacher Licensure
- Middle School Teacher Licensure
- Secondary Teacher Licensure
- Curriculum and Instruction
 - Literacy Strand
 - Content Specialist Strand
 - Individual Strand
- Gifted & Talented
- Special Education
- Applied Behavior Analysis
 - Children's Mental Health Strand
 - Autism Strand

Master of Arts in Science Education - Vermont Science Initiative

Certificate of Advanced Graduate Studies (CAGS)

- Self-Designed CAGS
- Autism CAGS

Master of Arts in Counseling

- School Guidance Counseling
- Clinical Mental Health Counseling
 - Substance Abuse Strand
 - College Counseling Strand

Master of Fine Arts in Studio Arts