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Academic Standing

A. There are four categories of academic standing.

1. **Good Standing:** For all matriculated students who have fewer than 30 earned or GPA credits, good academic standing is sustained by maintaining a cumulative GPA of 1.75 or higher. For all matriculated students who have 30 or more earned or GPA credits, good academic standing is sustained by maintaining a cumulative GPA of 2.00 or higher. Students must also satisfy the Basic Skills requirement by the end of their second semester.

2. **Probation:** Students are placed in this status when the cumulative GPA falls below Good Standing. A student may not register for more than 13 credit hours during Probation, and must confirm registration in all courses through the Academic Support Center.

3. **Academic Dismissal:** Students on Probation who fail to raise their cumulative GPA to Good Standing level in the subsequent semester will be dismissed. A first dismissal under Academic Standing policy precludes enrollment for a minimum of one semester. This dismissal may be appealed. Students who leave the College while on probation, or who are readmitted following dismissal, remain on probation. Students who are readmitted and fall again below Good Standing will be dismissed and will not be readmitted for a minimum of two years. Students who have been dismissed may not enroll in courses offered by the College during the period of their dismissal.

4. **Academic Early Dismissal:** Students failing to achieve a grade point average of 1.00 or better at the end of their first semester of enrollment will be immediately dismissed from the college for a minimum of one semester.

Q. What are the policies relating to Incomplete (I) grades?

A. A grade of Incomplete indicates the course was not completed for reasons that were beyond the student’s control and acceptable to the instructor. The student is allowed a specified period of time, not to exceed the end of the seventh week of the semester immediately following award of the “I”, to complete the course. Failure to satisfy the course requirements in the period stipulated shall result in a grade of F or NP (instructors have the option of assigning a default grade other than F). In rare cases, the completion deadline can be extended for extenuating circumstances, but only at the discretion of the instructor.

While work on the incomplete course is still in progress, academic standing is determined by the student’s other grades. However, the student is ineligible for inclusion on the Dean’s List or President’s List until all work is completed.
Academic Support

Q. How can students receive academic accommodations (Disability Services)?
A. Students should contact Mary Etter, Lori Drew, or Denise Moses to schedule an appointment. The accommodations available at the college level differ from those provided in the K-12 system, so a conversation with our experts is the best starting point.

Accommodations can be made for many different disabilities, including ones stemming from a temporary medical condition, like a broken arm or concussion. Most accommodations will require documentation of some kind. More information is available on the website: http://lyndonstate.edu/offices-services/academic-support/disability-services/

Q. How can I make a referral to Academic Support?
A. You can call the main Academic Support number – 626-6210, email academicsupport@lsc.vsc.edu, or contact an individual staff member from the department.

Deb Bailin, Director of Student Academic Development – debra.bailin@lsc.vsc.edu
Lori Drew, Coordinator of Academic Support Services – lori.drew@lsc.vsc.edu
Denise Moses, Coordinator of Academic Success Resources – denise.moses@lsc.vsc.edu
Mary Etter, Disability Services Coordinator – mary.etter@lsc.vsc.edu

Q. What supports are available for International and/or ESL students?
A. Lyndon State College does not have a specific program for non-native speakers of English, but one to one tutoring by a professional staff member and trained peer Writing Consultants is available free of charge. While there is no legal obligation for the college to provide accommodations like in-class note-takers, use of dictionaries during tests, or extended time on tests, these accommodations are often granted to our students who are non-native speakers of English.

Non-academic issues (visas, travel questions, etc.) can be referred to Trevor Barski in the Admissions Office. 626-4848 trevor.barski@lsc.vsc.edu

Q. What kinds of tutoring are available in Academic Support?
A. Students can find both peer and professional tutoring in the Academic Support center.

Peer tutoring includes the writing consultants and the subject matter tutors, including math. If there is no tutor for the class yet, students or the instructor should speak to Deb Bailin about adding one.

Professional tutoring and support is also available for students who need more intensive help. Contact Deb Bailin or Lori Drew for more information.

Faculty may speak with Deb Bailin about adding supplemental instruction to their class.
Athletics

Q. What are the guidelines for athletic eligibility?
A. Initial Eligibility—New Students

1. An entering freshman student must be accepted as a regular student in good standing as defined by LSC.
2. An entering freshman student must be enrolled in a minimum full-time (12 credits) program of studies.
3. Transfer student-athletes must fulfill a residence requirement or be deemed academically and athletically eligible by the previous institution.

Maintaining Eligibility

1. Student must be making satisfactory progress toward a recognized baccalaureate or equivalent degree and maintain the grade points required to remain a student in good academic standing as defined by Lyndon State’s registrar.
2. Satisfactory Progress means accumulating a minimum of 12 credits per semester (enrolled full time).
3. To be deemed in good academic standing, students must maintain a specific cumulative GPA. For students who have attempted up to 29 credits = 1.750 and for students who have attempted 30 or more credits = 2.000
4. Students must be enrolled, and remain enrolled, in a minimum of 12 credit hours to maintain their eligibility
5. Students must be within the first 10 semesters of attendance as a regularly enrolled full time student. A term of attendance is any semester in which students enroll for twelve or more institutional credit hours and attend any class or participate in intercollegiate athletics
6. Students may not count repeat courses previously passed in ANY term toward the 12 credit hour rule. In certain instances repeat courses may count toward the 12 hour enrollment rule; see the director of athletics or compliance coordinator for more specific information.
7. Students may not participate for more than four seasons in any one sport. A season of competition is defined as participation after the first intercollegiate contest of the season, regardless of competition playing time.
8. Students must be amateurs, as defined by the NCAA, in the sport in which they participate.
9. Each student-athlete MUST attend a NCAA/LSC student-athlete Compliance program prior to each season before participating in any intercollegiate competition.

Student-athletes must not drop below 12 academic credits during a semester without first speaking with the compliance coordinator.

Basic Skills Courses

Some students at Lyndon State College test into Basic Skills math courses.

Basic Skills math courses (up to four (4) credits) do not count towards graduation.

Upon successful completion required Basic Skills courses, the total earned credits may be below the required twelve (12) for that semester, but for athletic eligibility purposes, those credits will count.
To maintain good academic standing: Satisfy all Basic Skill requirements by the end of second semester, and pass three (3) out of the four (4) courses taken.

Q. Who can answer additional questions about student athletes and eligibility requirements?
A. Athletic Director Chris Ummer christopher.ummer@lsc.vsc.edu or Assistant Athletic Director Kate Roy katherine.roy@lsc.vsc.edu

Course Waivers & Substitutions

Q. What are the ways in which a student can earn credit for previous work?
A. There are several options. Student may use the Assessment of Prior Learning (APL) program, take one or more of the CLEP tests, or complete a Course Challenge with their advisor’s support. More information on the options:

Employment experience, volunteer work, vocational or professional training can provide a substantial body of knowledge that may complement or substitute for formal college study. Therefore, students who are starting or returning to college after years of career and/or family life might be able to receive credit for prior learning and life experience through the Assessment of Prior Learning option offered at the Community College of Vermont (CCV). In cooperation with the Office of External Programs of the Vermont State Colleges, Lyndon awards credit for demonstrated competency from prior learning and life experience. Students enroll at the Community College of Vermont for the course Educational Assessment and Portfolio Preparation (EDU 1240) where they document all activities related to college-level work. Please talk with an admissions counselor about any of these programs for nontraditional students.

The CEEB College Level Examination Program (CLEP) offers credit by examination to those who believe they have achieved college-level learning through on-the-job training, independent study, correspondence courses, or televised lectures. Candidates may select any of the five general examinations or choose from a variety of specific subject examinations. Each test awards from three to six credits if passed above the minimum scores established by the CEEB and may be used to waive required or prerequisite courses in Lyndon’s degree programs. Details concerning test dates and fees are available from: CLEP, College Entrance Examination Board, Box 592, Princeton, NJ 08540. For further information, contact the Registrar’s Office.

Course Challenges: Students also may request college course credit for a previous, specific, non-classroom learning experience. Students must demonstrate possession of knowledge that would allow the award of credit. Maximum credits allowed through this “challenge” process are 12. Credits awarded by challenge are treated as transfer credits. Course challenge forms are available at the Student Services Office. Payment of a fee is required to initiate the challenge process.

Q. Who decides whether a course can serve as an equivalent to a required course?
A. Course Substitution Request- Substitution of a specified LSC course for a required LSC course or of a transferred course for a required LSC course are approved by the Academic Standards Committee.
Students need to initiate the process with the academic advisor. Even if a specific course requirement might be waived, the number of credits associated with required courses must be fulfilled through successful completion of other courses.

Q. What deadlines are associated with course waivers and substitutions?
A. Any changes to the declared degree program(s) must be approved prior to the end of the add/drop period of the final semester. Changes made after that date (including approved Course Substitutions and/or Waivers) require the student to reapply for graduation for a subsequent term.

Q. Who can answer additional questions about course waivers and substitutions?
A. The Registrar’s office.

Financial Aid

Q. Can students receive financial aid if only enrolled part-time?
A. Yes. Students can receive financial aid if they are enrolled in at least 6 credits per term.

Q. When do students need to file the FAFSA?
A. NEW for this 2016: FAFSA should be filed as early possible after October 1·2016 for the 2017-2018 academic year. Awards will be made until funds are depleted. We recommend filing as early as possible.
   • Taxes do not need to be filed prior to submitting the FAFSA.
   • Students are considered dependent until they are 24 years old and must report their parents’ income; unless they have court documents that can show they were not in their parents’ custody or participated in a homeless or runaway program.

Q. What is a VSAC grant?
A. Vermont residents may be eligible for additional grant money. Students must fill out the VSAC grant application each year at www.vsac.org.

Q. Can students run out of financial aid?
A. Federal Student Aid regulations: Students can only borrow $31,000 in Direct Subsidized and Unsubsidized student loans. If a student borrows the maximum amount each semester they will exceed the loan limits by the end of their ninth semester.

   The Pell Grant has a cap on the amount that a student can receive.

Q. Why would a student be placed on financial aid (SAP) probation?
A. If a student has below a 2.0 cumulative GPA and is not successfully completing at least 67% of the classes they have attempted they can lose their federal financial aid. When a student withdraws from classes after the first week of the semester, these classes will count as attempted classes without credit being earned. Students must follow the appeal process through financial aid and meet with a
staff member in Academic Support to create a success plan in order to receive financial aid for the following year.

Graduation

Q. How and when do students need to apply for graduation?
A. Only students who are currently matriculated may graduate. Students absent from the college and not on a Leave of Absence who are seeking to complete a degree with Lyndon courses must apply for readmission.

It is highly recommended that graduates submit a graduation application through Web Services prior to registering for their last semester of enrollment and review their computer generated Program Evaluation with their advisors every semester prior to registration. The final deadline for applying to graduate is:

For December graduates — at the end of the spring pre-registration period for fall classes (this is normally in April).

For May and August graduates — at the end of the fall pre-registration period for spring classes (this is normally in November).

Applications for graduation are made for a specific degree or degrees with specific major(s), minor(s) and/or concentrations in the specific catalog year. The graduation check is based upon that application only. Any changes to the declared degree program(s) must be approved prior to the end of the add/drop period of the final semester. Changes made after that date (including approved Course Substitutions and/or Waivers) may require the student to reapply for graduation for a subsequent term.

Satisfaction of graduation requirements, including coursework and graduation standards, is audited by the Registrar’s Office. If it appears that graduation requirements will not be met, the student, advisor and the appropriate department chair will be notified. Any rectifying response, including course substitution or waiver decisions, must be arranged in such a way that all graduation requirements, with the exception of courses to be taken in the last semester, will be satisfied by the first day of the semester of expected graduation. Failure to do so may delay graduation, even if all requirements are completed prior to the intended date.

Q. What if a student misses the graduation deadline?
A. The student will need to email the Registrar requesting permission to be added to the graduate candidate list.

Q. What if a student fails to complete a graduation requirement?
A. The student will be contacted and then rolled to the next graduation date (e.g. from May to August).

Q. What if I have another question relating to graduation?
A. Contact the faculty advisor and/or Evelyn Franz, Recorder, in the Registrar’s office.
   
   evelyn.franz@lsc.vsc.edu 626-6495
Registration

Q. When can students register?
A. Students are allowed to register for classes during the pre-registration weeks in the following order: seniors on Day 1 (usually a Monday), juniors on Day 3 (usually a Wednesday), sophomores on Day 5 (usually a Friday), and first year students on Day 9 (usually a Tuesday). Specific times and dates are published by the Registrar’s office each term, and will be available on the portal and on the Registrar’s lyndonstate.edu page.

Q. What are some of the most common reasons a student would be unable to register?
A. In order to be eligible to register online students will need to have met with their advisor and have been cleared to register online.

Other reasons that would prevent online registration: a financial, medical, academic, or library hold.

Solutions:
Financial hold: contact Student Services to speak with a financial consultant. Students do not need to resolve a payment issue immediately, only develop a plan with the consultant to resolve the issue.
Medical hold: contact the Health Services Office (in the Brown House) – x6440
Academic hold: contact Academic Support - LAC 325  x6210
Library hold: bring Add/Drop slips to the Registrar’s Office and they will override the hold

Students may only register as of the designated day/time for their current class standing, which is determined by the number of credits earned at the time of registration. Students may register past their designated date, but will then be competing with more students for seats in classes.

Q. What are the cut-offs for class standings?
A. First Year: 0–29 credits
   Sophomore: 30–59 credits
   Junior: 60–89 credits
   Senior: 90+ credits

Q. Where can a list of the upcoming semester’s courses be found?
A. On the portal, Web Services “Student Registration” tab has the most up to date searchable list of course offerings and availability. The Registrar’s page on lyndonstate.edu has a PDF spreadsheet of the course schedule that will be offered. However, this list is subject to frequent change based on course cancellations, additions, instructor, room, and other adjustments.

See the screen shots below for visual cues on where to start searching via Web Services:
You can be as specific as you want with the search fields. Enter only subject, or subject + course level, or subject + course number. Search up to five subjects at a time.
Q. What are some of the recommended resources and options for finding courses and building a semester schedule?

A. Staff in Advising Resources or Academic Support can help students search the course offerings in Web Services. Students may also find several other helpful tools in the offices, including blank time block sheets, four year planning spreadsheets, lists of GEU requirements and options, and more.

Faculty advisors are also excellent resources, especially for classes within the major, and should be the definitive guides of a student’s progress to degree.

Instructors in College Skills or Intro to Major courses may also be good resources for support.

Peer Leaders and RA’s, as more experienced students and leaders on campus, may have additional tips and assistance to add.

Q. How can students find which GEU courses are offered?

A. The PDF course schedule [http://lyndonstate.edu/academics/course-offerings-catalogs](http://lyndonstate.edu/academics/course-offerings-catalogs) identifies GEUs in the first column of the spreadsheet (i.e. LGPPS). Or, if searching for classes through Web Services, students can find GEU category classes offered in a given term by using the pull down menu in the lower right hand corner of the search field “search by course type”. The pull down menu will include any category codes for all five colleges, so be sure to select the LG--- options.
Q. Can LSC students take courses at the other Vermont State Colleges while enrolled at LSC?
A. Yes. Courses completed within the Vermont State Colleges are treated as if taken at Lyndon State College and automatically appear on the student’s Lyndon transcript. Classes taken at other colleges may or may not count for specific degree requirements, but the credits will always count toward the overall credits earned.

Q. Can students take Lyndon GEU courses at the other Vermont State Colleges?
A. Yes, as long the course numbers match the GEU course at LSC.

The options can be searched through Web Services > Student Registration > Search for Sections.

Select the other college (most commonly CCV) and the appropriate term from the dropdown menu at the top of the search screen, select “location” (most commonly CCV Online) from the dropdown menu at the bottom left, and select “course type” (one of the “LG---” options) from the dropdown menu on the bottom right.
Q. Can students take more than 18 credits in a semester?
A. To carry more than 18 credit hours, a student must obtain written approval from the advisor and the Associate Dean of Academic Programs and Faculty and have a cumulative grade-point average of at least 3.00. It is highly recommended that first year students limit their course load to 15 credits.

For credits in excess of 18 per semester, students will be charged for each credit, or partial credit, in addition to the fulltime tuition fee.

Supplemental billings for excess tuition are issued at the end of the add period, at which time students are held liable for the total number of credit hours for courses in which they are then enrolled. See Registrar’s Important Dates calendar for dates of Add/Drop.

Q. How and when can students register for an internship?
A. Presently all LSC academic departments, EXCEPT Mountain Recreation, Education, Psychology, and Exercise Science require students to obtain Internship paperwork from the Career Services Office. Before an internship can officially begin a student must complete an “Internship Contract” with the faculty member who will be supervising the internship.

Once the contract is completed the student must obtain the necessary signatures on the bottom of the contract. THEN the student must bring the completed and signed “Internship Contract” to the Director of Career Services. (Recreation, Education, Psychology, and Exercise Science students who are interested in internships need to follow their departmental procedures.)

Forms and additional information can be found here: http://lyndonstate.edu/offices-services/career-services/internships/

Q. What are the internship requirements?
A. All students with sophomore standing, a 2.0 grade-point average, and at least one semester at Lyndon State College are eligible to participate in the program through departments sponsoring Internships and Cooperative Education placements. Some departments have additional requirements (such as completion of specialized courses or the General Education Unit). Educational goals and appropriate assignments for each course are developed by the supervising faculty member in consultation with the student. The faculty supervisor receives biweekly reports from the student and conducts on-site visits. Internships and Cooperative Education courses are measured in credit hours and are graded.

A minimum of 50 hours of approved work experience, plus documentation and evaluation of learning by the student, are required for each credit hour granted for an Internship and Cooperative Education experience. See the Career Services Office for complete regulations.

Q. How can students add a minor?
A. Students must complete the Degree Program/Advisor Change form. The minor options are listed all together on the back page. Forms can be found here: http://lyndonstate.edu/offices-services/student-services/registrars/
Q. Who can answer additional questions about registration?
A. Staff in the Registrar’s Office or Advising Resources. Staff in Academic Support may also be able to help.

Summer Registration

Q. Are Summer term courses covered by financial aid?
A. Yes. A student may use some of their financial aid to cover summer courses, but this could result in a smaller aid package available to cover their spring semester bill.

Q. What do students need to do in order to register for summer courses at LSC or CCV?
A. Students can register for summer courses in the spring, after they have met with their advisor for fall registration.

Q. If students are planning to take summer courses at their local institution outside of Vermont, what do they need to do to make sure those credits will transfer?
A. Students must complete the Off-Campus Study Form. This form should be filled out and returned to the Registrar as soon as possible to ensure that courses will transfer. It can be found with the paper copy forms outside Student Services or via the Registrar’s page http://lyndonstate.edu/offices-services/student-servicesregistrars/

Q. Can students live on campus during the summer if they are taking classes?
A. Yes. Students must fill out a Break Housing application and be approved to live on-campus for the summer. There is a deadline for this application. The application can be found at http://www.lyndonstate.edu/breakhousing

Q. Who can answer additional questions about summer registration and related issues?
A. The Registrar, Student Services and Financial Aid offices are available to assist students with additional questions about summer registration.

Residential Life

Q. How many credits should students take during a semester to be eligible to live on campus?
A. Students must be enrolled in 12 credits to live on-campus. We recommend that students aim for a minimum of 15 credits a term in order to make steady progress to degree.

Q. If students are unable to take the minimum required credits, who should they speak to about an exception to that housing requirement?
A. The Director of Student Life (Erin Rossetti) may grant permission for students to remain on campus with less than 12 credits. 626-6417 erin.rossetti@lsc.vsc.edu
Q. Are students allowed to stay on campus over the breaks?  
A. Yes, if they fill out a Break Housing application. [http://www.lyndonstate.edu/breakhousing](http://www.lyndonstate.edu/breakhousing)

Q. If I have a concern about a student’s residential situation, who should I contact?  
A. If it is urgent, there is always an RHD on duty, and they can be reached at 802-274-3152. For less urgent matters, Christina Cotnoir, the administrative assistant in Student Affairs Office may be able to assist. 626-6418 christina.cotnoir@lsc.vsc.edu

Q. Who can answer additional questions about residential life and housing?  
A. Erin Rossetti, Director of Student Life, can be reached at 626-6417 or by email: erin.rossetti@lsc.vsc.edu  
Christina Cotnoir, the administrative assistant in Student Affairs, may also be helpful - 626-6418 christina.cotnoir@lsc.vsc.edu

Transfer Student Needs

Q. Do transfer students need to attend SOAR?  
A. Policy is that transfer students with **29 or fewer credits** must attend the entire SOAR program.  

Transfer students with **30 credits or more** are only required to attend part of the SOAR program. In this program, students attend a series of workshops that will provide all of the necessary information for matriculation at Lyndon as a transfer student.

Q. Who can register transfer students?  
A. If a student has 30 credits or more they can register with Nora Vasquez prior to SOAR. She will coordinate with the faculty advisor from their major for schedule recommendations and requirements. In some cases the advisor does like to meet with students over the summer, but others don’t meet until SOAR.  

Incoming transfer students should contact Nora Vasquez, Assistant Director of Admissions in the Registrar’s Office. 626-6409 nora.vasquez@lsc.vsc.edu

Q. What are the GEU requirements for students who have already earned an associate’s degree elsewhere?  
A. Students transferring into Lyndon to earn a Lyndon Associate’s or Bachelor’s Degree who have earned a previous Associate in Arts degree from a regionally accredited U.S. institution of higher education are waived from the full Lyndon general education requirement.

Students who have earned an Associate in Science degree who wish to earn a Bachelor’s at Lyndon will have completed some of the General Education requirements, and the specifics will be mapped by the Registrar’s Office according to the actual classes completed.
Q. What is the process if a student wants to request a review of equivalencies that were not approved in the initial transcript evaluation?
A. Students should speak with their faculty advisor in their major department. If they are not sure where to begin, but feel that they may have a case for more equivalencies than initially granted, they may come to the Advising Resources or Academic Support for help in figuring out what questions to ask their advisor.

Q. Who can answer additional questions about transfer students?
A. Contact Nora Vasquez, Assistant Director of Admissions, in the Registrar’s Office. 626-6409 nora.vasquez@lsc.vsc.edu

Veterans

Q. Who is the contact person on campus for Veteran’s benefits?
A. Shane Mason in Student Services is our designated person to assist with Veteran’s benefits.

Q. What supports exist at Lyndon for student veterans?
A. The Gary Moore Student Veteran Center lounge is located in LAC 342. There are resources available for Veterans at the lounge. The Veterans Club meets there every Thursday at 12:30.

Q. Who can answer additional questions about veterans at LSC?
A. Thom Anderson, Associate Dean of Academic Programs and Faculty, is the advisor of the Veteran’s club. 626-6497 thomas.anderson@lsc.vsc.edu