

# COMMUNITY COLLEGE OF VERMONT

## EVALUATION SYSTEM POLICY

April 11, 2002  
Revised July 9, 2009

### ***See also:***

*Academic Honesty*

*Academic Standing*

*Complaint Resolution for Faculty*

*Complaint Resolution for Students*

*Incomplete Request Form (included)*

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### POLICY

The Community College of Vermont has established an evaluation system to record student progress in course work.

### PROCEDURES

1. All CCV students enrolled for credit in a course may choose to be evaluated either by a letter grade (A+ through F) or by a designation of pass or no-pass (P/NP) in any CCV college level course. If a student wishes the P/NP option, s/he must so indicate before the third class meeting. Faculty members may also use an "I" in appropriate situations. The grade option (letter grade or P/NP) selected by the student cannot be changed after the third week of class.
2. Students may enroll in the same credit course only two times unless the course is designated 'may be repeated for credit.' After the second attempt, an appeal to re-take a course must be submitted in writing to the Academic Dean.
3. CCV expects faculty members to complete evaluations midway (in standard 15-week courses) and at the end of the semester, indicating whether a student has satisfactorily achieved the learning objectives of the course.
4. At the end of a course, the faculty also completes a narrative evaluation to document each student's performance. End-of-semester evaluations are due no later than seven days after the final class meeting.
5. In addition to completing a narrative evaluation, instructors of college level courses must also assign a grade following college procedures for grade entry; and instructors must include specific grade criteria for all grades in their course descriptions:

A+ through C-: Indicates satisfactory completion of course objectives and expectations as specified in the instructor's course description.

D+ through D-: Indicates marginal performance that will not count as credit for specific program requirements or competence area requirements.

F: Indicates failure to meet course objectives and/or failure to meet grading criteria for successful completion as described in the instructor's course description.

P: Equivalent to D- or better and therefore course will not count as credit for specific program requirements or general education requirements.

NP: Indicates failure to meet course objectives and/or failure to meet grading criteria for successful completion as described in the instructor's course description.

I (Incomplete): Indicates incomplete, granted only in extraordinary circumstances. The faculty member agrees, upon request from the student and approval from the advisor, to provide additional time for completion of course work.

The instructor will use the Incomplete Request Form to specify the length of time provided, the work to be completed, and the default grade if work is not satisfactorily completed. If the work is completed satisfactorily, the "I" recorded will be removed and the appropriate grade substituted.

In all cases, an Incomplete should be completed within seven weeks of the end of the course. Students on Academic Notice may not request an incomplete without permission of the academic dean or designee.

W: Withdraw Indicates when a student has officially withdrawn from a course after the third class meeting, or after the Add/Drop Period.

NG: Not Graded. Indicates that an instructor has not yet assigned a grade to the course.

AU: Indicates that a student has requested to take the course for no credit.

6. No grade is recorded or listed on the student's transcript when a student officially drops during the official Add/Drop Period.
7. When a course is repeated, the initial grade remains on the transcript but does not count in the calculation of a student's cumulative grade point average.
8. Only faculty members under contract may evaluate student performance. Under circumstances when faculty members are not available or have failed to evaluate students in a timely manner, the evaluation may be completed by the academic dean.
9. All faculty members must complete the college designated evaluation form at the end of the semester that indicates whether a student has met the learning objectives of the course.
10. The college reserves the right to require faculty members to revise the narrative portion of evaluations that are deemed unacceptable by the course coordinator.

## Community College of Vermont Incomplete Request Form

Course # and Title	Student's Name
Student's ID#	Faculty Member's Name
Semester	Site

1. If a student has done a substantial amount of satisfactory work required during the semester but is unable to complete the course due to extenuating circumstances, an instructor may grant the student incomplete status. Incomplete status requires that:
  - a plan for completion be outlined on this evaluation form;
  - a completion date be established;
  - the instructor take responsibility for submission of the final grade, and
  - a default grade be assigned if the work is not completed or submitted on time.
2. Grades of Incomplete automatically revert to an "F" (or the default grade determined by the instructor) one week after the completion date indicated below.
3. The student's academic advisor must also agree to the incomplete and sign this form.

**A student on Academic Notice may not request an incomplete without permission of the academic dean or designee.**

### Deadlines

Incompletes must be completed no later than seven weeks from the end of the course, though an instructor may set an earlier deadline for completion.

### **STATEMENT BY INSTRUCTOR: (work to be completed)**

Date for completion of work by student\* : \_\_\_\_\_ Default grade if work not completed \_\_\_\_\_  
(\* No later than seven weeks from end of semester)

Grade due to registrar: \* \_\_\_\_\_ (within seven days from completion date)

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_