

Academics

ACADEMIC ADVISING

Advisors and advisees are partners in the advising process. Each has a role in making sure that the process works. A student has these responsibilities:

1. Making appointments with his or her advisor. Be prompt and come prepared with all necessary information and documents.
2. Developing a personal advising file in which he or she keeps all documents related to his or her academic history at the College, such as semester course schedules, submitted add/drop forms, submitted course withdrawals forms, etc.
3. Asking questions. If a student doesn't understand a policy or procedure, he or she should ask questions until there is clarity about the policy or procedure. The student should make sure he or she understands who is responsible for implementing the policy or seeing that the procedure is carried out and how to contact him or her.
4. Developing with his or her advisor a long-range course plan that will guide the course selection over multiple semesters.
5. Knowing all course and other requirements of the major(s), minor(s), and other programs of study for which the student is seeking a degree or other college recognition. Meeting those requirements is the student's responsibility.
6. Understanding academic performance standards, academic probation, academic dismissal, GPA requirements, and course prerequisites, and how these can affect his or her long-range academic plan.
7. Observing academic deadlines for registration, dropping or adding classes, application for graduation, etc.
8. Keeping his or her advisor informed about changes in his or her academic progress, course selection, and academic/career goals.
9. Reviewing his or her degree audit on a regular basis for accuracy.
10. Reading his or her college mail and e-mail on a regular basis.

CLASS ATTENDANCE

The classroom is the heart of the educational experience at Southern Vermont College because it provides a formal setting for the important exchanges among faculty and students. Regular and punctual attendance at all classes, essential for maximum academic achievement, is a major responsibility of Southern Vermont College students. Absence effects the contributions one can make to the classroom environment, and absence significantly and demonstrably reduces the quality of the educational experience for everyone in the classroom. As a result, absence almost always impacts the quality of performance.

As part of its commitment to a quality educational experience for all members of the SVC community, the College formally requires specific attendance policies to be developed by its professors and reviewed by the Division Chairpersons and Provost. The attendance policy used by an individual professor as a criterion for evaluation is specified in the course syllabus and presented to students during the first week of classes. Such a policy may include reasonable penalties and sanctions for excessive absences, including administrative withdrawal. Therefore, it is the student's responsibility to adhere to each professor's course attendance policy and to be in ongoing communication with his or her professors regarding attendance concerns and issues.

In the event of prolonged illness, accident, or similar emergency, it is the responsibility of the student to notify the professor, advisor, the Dean of Students, and the Provost. Students should be sure to refer to the *Student Handbook* regarding specific guidelines for each of these circumstances. Students should remember that it is always their responsibility to make up their work they have missed during an absence from class. Students are directed to confer with their professors when their absences jeopardize satisfactory progress. Whenever a professor is absent without notification, students are expected to wait fifteen minutes before leaving and to sign an Attendance List, which a class member should then deliver to the Office of the Provost.

MISSING CLASSES DUE TO ILLNESS OR OTHER REASONS

Absences are not excused. Absence for any reason, including illness, may affect the ability of a student to complete the course. The impact is determined by the professor and the policies as stated in the course syllabus. It is the student's responsibility to notify professors in cases when he or she must miss class due to illness or other emergencies. A student may contact a professor in person or by phone, e-mail, or a written message left in his or her faculty mailbox.

ATTENDANCE FOR ATHLETES

Athletes are required to work with their professors when they have a scheduled game that conflicts with a class meeting. It is the responsibility of the student-athlete to make arrangements with his or her professors for any absence due to a scheduled game. This should first be addressed before the end of drop-add period.

The student-athlete should adhere to the following:

1. Seek to arrange an academic schedule that minimizes conflicts with sporting events;
2. Notify each instructor of absences **at least one week** in advance of missing classes;
3. Make necessary arrangements for missed assignments, quizzes, and exams; and
4. Seek ways to compensate for missed class content (e.g., join study groups, work with a tutor, tape lectures, view AV material at a later date).

The student-athlete should understand that, in some instances (e.g., guest lectures, field trips, films, plays), it may be impossible for him or her to arrange for equivalent experiences. In such cases, the student-athlete should attend the class.

It should be stressed that, when a student-athlete does not take responsibility for managing his or her attendance and making arrangements for missed classes, the professor will treat those absences according to the attendance policy of the course. Frequent absences may have a negative impact on the student-athlete's grade and/or continued enrollment in the course.

CLASS CANCELLATIONS

Whenever weather conditions exist that may cause a delay or cancellation of classes, please call the Weather/Information Phone at 802-447-4694. Individuals should **not** call Campus Safety for closing information.

Weather related campus wide delays or cancellations will also be announced using the Campus Notification System. For more information or to sign up for the Campus Notification System please check out the following link online - http://www.svc.edu/pr/campus_notification.html, or go to the SVC homepage and click on the "Sign Up for Emergency Notifications" link in the Campus Notices box.

Decisions to implement a cancellation/delay shall be made and announced by 6:30 a.m. for day classes and by 2:00 p.m. for evening classes. Any weekend class cancellation or delay shall be announced by 6:30 a.m. Saturday or Sunday. Individuals may also tune into area radio and television stations for information as listed below.

<u>WBTN</u> 1370 AM	<u>WEQX</u> 102.7 FM	<u>WRGB</u> TV 6
<u>WBEC/WZEC</u> 105.5 FM/ 1420 AM/ 97.5 FM	<u>WPTR/WFLY/WROW/WXJB</u> 590 AM/ 92.3 FM/ 95.5 FM/ 96.3 FM	<u>WTEN</u> TV 10
<u>WMNB/WNAW</u> 100.1 FM/ 1230 AM	<u>WJAN</u> 94.5 FM/ 95.1 FM	<u>WNYT</u> TV 13

CLASSROOM DECORUM

It is important that Southern Vermont College classroom environments have an appropriate academic atmosphere that promotes learning and makes it possible for professors to be effective teachers. Respect between, for, and to each other is of utmost importance. If the behavior of an individual student is disruptive to the academic environment, the professor may seek to resolve the behavior as he or she deems appropriate, including a request that the student leave the classroom. The professor may also consult with the Division Chair and/or notify the Dean of Students to determine an appropriate course of action. If the Student Code of Conduct has been violated, the student may be subject to disciplinary action as outlined in the *Student Handbook*. Students can appeal through the applicable Student Appeals Policies.

OBSERVANCE OF RELIGIOUS HOLIDAYS

Southern Vermont College does not formally include the observance of any religious holiday in its academic calendar. However, the college is sensitive to the religious requirements and customs of all religions.

Students should speak to their professors in advance if plans to observe a religious holiday will interfere with class attendance on a given day. There is no institutional endorsement of absences for any purposes, but professors are asked to be sensitive when deciding individual cases regarding religious holidays.

LEARNING DIFFERENCES SUPPORT PROGRAM AND REASONABLE ACCOMMODATIONS

Through the Learning Differences Support Program (LDSP), Southern Vermont College provides reasonable accommodations to any student, if he or she has a documented disability and if he or she requests such accommodations. The process for this self-disclosure involves providing the student's professors with a form that he or she will receive from the LDSP Coordinator. Any information related to a student's disability will be kept confidential.

The College expects the student to provide timely notice of a documented disability to the LDSP Coordinator for verification and for evaluation of available options. Once it is determined that a student's disability falls within ADA, her or she is responsible for presenting to each of his or her professors what reasonable accommodations may be necessary. A student should disclose this information within the first two weeks of the semester to ensure the best use of the College's resources and the greatest benefit to them.

The LDSP Coordinator is available at 802-447-6360.

GRADUATION

The College recognizes three graduation dates: at the end of the fall and spring semesters and at the end of summer sessions. While degrees will be conferred as of the indicated graduation dates, only one formal Commencement is held. The official program for that occasion will contain the names of all who have or will have completed their degree requirements in the current academic year. Diplomas are distributed at Commencement.

Students should indicate their intention to graduate by filing a graduation application form in the Registrar's Office. Students should check with the Registrar's Office for the deadline date by which graduation applications must be filed. The deadline for filing is on the academic calendar. Students who file after the deadline must pay a \$50 late fee.

Commencement Participation When Lacking Credits for Graduation Requirements

If a student is one or two courses short of the graduation requirement, he or she may request permission from the Provost to participate in Commencement. Evidence of registration for the missing courses must be shown prior to approval. No student with a cumulative GPA below 2.0 at the end of the spring semester will be allowed to participate in Commencement. Students needing three or more courses for meeting graduation requirements by the end of the spring semester will not be allowed to participate in Commencement activities for that year.

Students who have been given permission by the Provost to participate in Commencement prior to completion of all course work should submit to the Registrar documentation as to how the course work will be completed during the summer. Verification of completion should be submitted to the Registrar by August 31 according to the dates and policy published in the *College Catalogue*. Failure to meet the deadline will result in the need to reapply for graduation.