

ACADEMIC POLICIES

The University's *Academic Policies and Procedures* are managed through the Office of the Provost/Vice President for Academic Affairs via the Academic Policy Committee. For further clarification on these policies or related procedures, please contact the Office of the Registrar (records.support@vanguard.edu).

All Programs

- Academic Calendar Defined (<https://catalog.vanguard.edu/academic-policies/academic-calendar/>)
- Academic Course Numbering (<https://catalog.vanguard.edu/academic-policies/course-numbering/>)
- Academic Honors (<https://catalog.vanguard.edu/academic-policies/academic-honors/>)
- Academic Integrity and Classroom Conduct (<https://catalog.vanguard.edu/academic-policies/academic-integrity/>)
- Academic Policy Exception (<https://catalog.vanguard.edu/academic-policies/policy-exception/>)
- Academic Probation and Disqualification (<https://catalog.vanguard.edu/academic-policies/academic-disqualification/>)
- Assignments Missed/Late Registration (<https://catalog.vanguard.edu/academic-policies/late-registration-assignments/>)
- Class Attendance Policy (<https://catalog.vanguard.edu/academic-policies/attendance/>)
- Commencement Ceremony Participation and Degree Completion (<https://catalog.vanguard.edu/academic-policies/commencement/>)
- Course Repeat Policy (<https://catalog.vanguard.edu/academic-policies/course-repeat/>)
- Credit by Testing, Extension and Examination (<https://catalog.vanguard.edu/academic-policies/credit-testing/>)
- Credit Hour Policy (<https://catalog.vanguard.edu/academic-policies/credit-hour/>)
- Degree Nomenclature (<https://catalog.vanguard.edu/academic-policies/degree-nomenclature/>)
- Degree Requirements for Graduation (<https://catalog.vanguard.edu/academic-policies/degree-requirements/>)
- Degrees Granted (<https://catalog.vanguard.edu/academic-policies/degree-granted/>)
- Diversity/Multicultural Exposure Course Requirement (<https://catalog.vanguard.edu/academic-policies/diversity-requirement/>)
- Enrollment Status Definitions (<https://catalog.vanguard.edu/academic-policies/enrollment-status/>)
- Grade Appeal Policy and Procedure (<https://catalog.vanguard.edu/academic-policies/grade-appeals/>)
- Grade Change Policy (<https://catalog.vanguard.edu/academic-policies/grade-change/>)
- Grading System (<https://catalog.vanguard.edu/academic-policies/grading-system/>)
- Graduation Application (<https://catalog.vanguard.edu/academic-policies/application-graduate/>)

- Incomplete Grades (<https://catalog.vanguard.edu/academic-policies/incomplete-grades/>)
- Leave of Absence Policy and Withdrawal from the University Policy (<https://catalog.vanguard.edu/academic-policies/leave-absence-withdrawal-policy/>)
- Prior Learning Assessment (<https://catalog.vanguard.edu/academic-policies/prior-learning-assessment/>)
- Registration and Course Enrollment (<https://catalog.vanguard.edu/academic-policies/registration-enrollment/>)
- Release of Student Records (<https://catalog.vanguard.edu/academic-policies/release-student-records/>)
- Student Academic Honor Societies (<https://catalog.vanguard.edu/academic-policies/honor-societies/>)
- Student Academic Load (<https://catalog.vanguard.edu/academic-policies/academic-load/>)
- Undergraduate Class Standing (<https://catalog.vanguard.edu/academic-policies/class-standing/>)

Graduate Programs Only Academic Policies

Registration

Registration dates are specified on the Academic Calendar (<https://catalog.vanguard.edu/calendar/>). Students will receive credit only for those courses in which they are formally registered. No registration is complete until tuition and fees have been paid or a satisfactory arrangement has been made with the Office of Accounting Operations. Late fees may be charged to students who do not complete the registration process prior to the published deadlines.

It is important to maintain active status in a degree program. To do this, the student will register for one or more courses or file a "leave of absence" for each inactive semester. If the student neglects to register or file, he or she will be required to apply for re-admission.

Students may register for courses up to two weeks after the start of a semester with the permission of the Program Director, student's academic advisor and professors. The University reserves the right to refuse late registrations.

Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Program Director. Further, the University reserves the right to cancel any scheduled course that has inadequate enrollment.

Change of Class Schedule

Students are responsible for the classes selected at registration. Changes may be made online during designated Online Registration time periods, and thereafter only by contacting the department and/or filing of an add/drop form in the Office of the Registrar. There is no automatic dropping of courses resulting from a student's failure to attend class sessions. Students who fail to withdraw officially will automatically be given a grade of "F" (failure) by the professor.

A class dropped during the first two full weeks of a semester is not entered on the transcript; however, one dropped subsequently up to the end of the eighth full week will appear on the transcript with a grade of

"W." Classes dropped after the eighth week will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP"; however the student must be earning a minimum grade of "C+" in the course to warrant a "WP."

All classes added after the second full week of classes must be approved by the instructor and the Director.

For those courses that are offered on an unusual calendar, withdrawals received in the Office of the Registrar during regular business hours prior to the end of the first eighth of the total number of class hour sessions offered in the course will have no entry made on the transcript; a grade of "W" will be issued for withdrawals received between one eighth and one half of the total number of class hour sessions; withdrawals received in the Office of the Registrar during regular business hours in the final half of the class will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP."

For example:

Five to Seven Week Classes

Classes	Academic Action
Prior to 5 pm Friday of the Second Week	Complete drop off record
Between 5:01 pm Friday the Second Week and 5 pm Friday the Third Week	"W" recorded (Withdrawal)
After 5:01 pm Friday of the Third Week	"WF" or "WP" recorded (Withdraw Failing or Withdraw Passing)

Eight to Ten Week Classes

Classes	Academic Action
Prior to 5 pm Friday of the Second Week	Complete drop off record
Between 5:01 pm Friday the Second Week and 5 pm Friday the Fourth Week	"W" recorded (Withdrawal)
After 5:01 pm Friday of the Fourth Week	"WF" or "WP" recorded (Withdraw Failing or Withdraw Passing)

Credit Hour Policy

See *Credit Hour Policy* under Academic Policies and Procedures.

Special Class Enrollment Options

CONFERENCE COURSES

Students, who for good reason cannot enroll in a listed catalog course when it is regularly scheduled, can request to take a conference course.

To have a conference course approved, a student must

1. receive permission from the instructor offering the course, the appropriate Program Coordinator, the appropriate Department Chair, and the Registrar's office; and
2. pay a fee in addition to the regular tuition.

INDIVIDUAL STUDIES COURSES

Students may pursue specifically designed courses of individualized study within their disciplines. Such courses are initiated by the student, who must secure an appropriate sponsoring faculty member to supervise and evaluate the student's work. All individual studies courses must have prior approval from the appropriate Program Coordinator, the appropriate Department Chair, and the Registrar's office. All individual studies courses carry an additional fee beyond the regular tuition.

PASS/FAIL COURSES

Students may not elect to take courses on a "pass/fail" or "credit/no credit" basis. "Pass" or "Credit" courses will be granted for specific courses designed by each graduate department. Students must have a minimum evaluation of a "B-" to earn the units.

University Leave of Absence and Withdrawal Policy

See the University's *Leave of Absence and Withdrawal Policy* section in Academic Policies and Procedures.

Graduate Program Leave of Absence Policy

All graduate programs have an established time limit within which to graduate. If the time limit is not met, the student will not be able to continue any further study. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, rather it is counted as part of the time. Refer to the policy of the applicable graduate program regarding the allowed time and for other information which may be program specific. Any exceptions will be up to the program and will include but not be limited to a plan of action for degree completion, a detailed time frame, and approval of the program director. Any leave of absence may be filed with the Office of the Registrar.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Military Leave of Absence Policy

Military Leave is available for any student separated from the military or active reservist who, due to documented deployment or drilling, need to leave the University during the semester without completing their current coursework, or to withdraw from the University for up to two (2) consecutive terms.

In the event of a federally declared emergency, U.S. Military Veterans who are listed as honorably discharged on their DD-214 at time of separation *and* have been reactivated in to service by the U.S. Government to assist with evacuations, relocation of command centers, security protection detail, etc. in areas designated/declared as Emergency Disaster Areas (e.g. wildfire, earthquakes, flooding, etc.) may be eligible for academic accommodations with appropriate documentation from a federal agency.

Students on active duty or reservist military leave or honorably discharged veterans that have have their service reactivated by the U.S.

Government are not regarded as having permanently withdrawn from the institution; need not apply for readmission; and may be eligible for academic accommodations. For more information, contact the School Certifying Official (VASCO@vanguard.edu).

Grading System

See *Grading System Policy* for more information.

Incomplete Grades

It is the responsibility of the student to obtain a "Petition for Incomplete Grade" form from the program office and to contact the course professor(s) as early as possible. Petitions are approved by the professor. The professor is under no obligation to assign an incomplete grade. An incomplete will be considered for a significant, unexpected, abrupt change in life over which the student does not have control. Examples of acceptable grounds for granting an incomplete grade include personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of "F".

Grade Change Policy

See *Grade Change Policy* (<https://catalog.vanguard.edu/academic-policies/grade-change/>) for more information.

Grade Appeals

See *Grade Appeal Policy and Procedure* for more information.

Course Repeat Policy

See *Course Repeat Policy* for more information.

Class Attendance

Regular and punctual class attendance is expected. Failure to attend may result in a lower or failing course grade. See the program sections and course syllabi for more information.

Academic Disqualification

Students academically disqualified (see program sections for information on student standing) will be dismissed from the program and are precluded from further enrollment. In certain situations (explained in the letter informing the student of disqualification) students may appeal for re-entry. Appeals begin with the Director of the Program.

Appeals Procedure

See *Academic Policy Exception* for more information.

Application for Intent to Graduate

See *Application for Intent to Graduate* policy for more information.

Awarding of Degree

Academic degrees are formally awarded at the end of the Fall, Spring and Summer terms. The degree is posted on the transcript as of the

last day of the term in which the graduation requirements are met. Commencement exercises are held annually at the end of the Spring term.

Release of Student Records

See *Release of Student Records* policy for more information.

Professional Education Programs Only Writing Standards

Writing standards are introduced to all School for Professional Education students in CORE-110 Vanguard Foundations of College Writing I. Students are expected to adhere to Vanguard University writing standards immediately. At the very least, writing standards include:

- APA or MLA formats. These standards are further detailed in the writing courses for each major.
- Unless otherwise directed by the course instructor, all work submitted is to be typed and printed or submitted via learning management system.
- Title pages and plastic covers are not required unless requested by the course instructor.
- Only double spaced and typewritten work with a 10-12-point font will be accepted.
- Work should be submitted in black ink except when color graphs and documents are used.