



Scholastic Standing

Credit

VCSU operates an academic calendar on the semester system, according to the guidelines in the State Board of Higher Education Policy 406 Academic Calendar (<https://ndusbpos.sharepoint.com/:w/s/NDUSPoliciesandProcedures/EbY7X7r0cwpNvVvDL5DZ628BgU5S2db7UjloI88hSWZ6fw/?e=bbHTEU>). Each semester is 80 days, or 16 weeks (including exam week). One semester hour of credit represents one academic hour of class instruction or two or more academic hours of laboratory work per week for a period of 15 weeks, or the equivalent.

In organizing their schedules, students should plan to spend about two hours of study for one hour of classroom instruction. Therefore, a student taking 15 credit hours should expect to spend about 30 hours studying each week. In seeking a course overload, students should consider carefully the impact of this load on their available study time.

Student Classifications

Regular Student status applies to anyone whose objective is to complete a degree. The following classifications apply:

- Freshman <24 credits
- Sophomore 24-59 credits
- Junior 60-89 credits
- Senior > 90 credits

Non-degree status applies to anyone who has a degree and is enrolled for additional courses, or anyone who is enrolled for courses but not following an established program.

Academic and Scholastic Standing Committee

The Academic and Scholastic Standing Committee is comprised of administration and faculty members who convene for the purpose of considering petitions concerning student academic affairs. The student submitting a petition may be asked to appear for a hearing with the committee. Decisions may be appealed as outlined in the VCSU Student Handbook.

Grading and Grade Point System

Grades are reported in letter symbols. Each grade carries a value in grade points per credit hour. The system used is as follows:

Grade	Significance	Grade Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Passing	1.00
F	Failure	0.00
I	Incomplete	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
AU	Audit	0.00
W	Withdrawal	0.00
WAW	Withdrawal-Audit	0.00

Faculty identify standards for course grades on the course syllabus.

Grade Point Average

The grade point average is determined by calculating the total number of grade points earned and dividing by the number of credit hours in which a letter grade of A, B, C, D, or F was received. Other letter grades such as I, S, U, AU, W, and WAW carry no grade point value and are not included in the calculation of the grade point average.

Repeating a Course

A student may repeat a course to improve a grade. The original and repeated course grade will appear on the transcript. Only the most recent grade will be calculated in the cumulative grade point average.

Audit

Audit means to register and participate in class activities at the discretion of the instructor. No credit is awarded for an audited course. The student must notify the Office of the Registrar of his or her intent to audit a course no later than the last day to add the course. Cost of audit is one half tuition plus applicable fees.

S-U Grade Option

A limited number of courses are graded on a satisfactory-unsatisfactory basis. No grade points are assigned. To encourage students to explore subjects where they might not otherwise take a course, they may request permission to enroll in courses that are not required for their graduation on a satisfactory-unsatisfactory basis. No grade points are assigned. The student must submit a request to change the grading basis of a course to S-U via a Petition for Academic Standing eForm in Campus Connection no later than the last



day to add the course. The request will then be reviewed by the Assistant Vice President of Academic Affairs. A maximum of 15 semester credits of non-required S-U graded courses may count toward graduation. Work of C level or better is required to receive an S grade.

Incomplete Grades

The grade of incomplete is negotiated between instructor and student. This infrequently used option accommodates the student who was affected by conditions beyond his/her control (e.g. prolonged illness, family death) and who could not reasonably complete the course work during the term of enrollment, but who has in other respects done passing work for the semester. Whether or not a grade of I is assigned is entirely the prerogative of the course instructor. The student and instructor will develop a written contract detailing the assignments which remain to be completed and the time frame for completion.

The grade of incomplete must be removed by the tenth week of the regular semester following the term in which it was reported. If the deficiency is not made up within the specified time, the incomplete will revert to the grade earned at the time the incomplete was negotiated. The instructor may request an extension of the time period by emailing the Office of the Registrar.

Academic Honors

Dean's Honor Roll

A student who completes 12 semester hours of Valley City State University classes for which grade points are earned and who received a grade point average of at least a 3.50 at the end of any semester qualifies for the Dean's Honor Roll.

President's Honor Roll

A student who completes 12 semester hours of Valley City State University classes for which grade points are earned and who received a grade point average of 4.00 grade point average at the end of any semester qualifies for the President's Honor Roll.

Honor Roll

A student who completes 6-11 semester hours of Valley City State University classes for which grade points are earned and who received a grade point average of at least a 3.50 at the end of any semester qualifies for the Part-Time Honor Roll.

Graduation Honors

The student who has achieved a cumulative grade point average between 3.50 and 3.74 at the time of graduation qualifies for the honor, cum laude. The student who has achieved a cumulative grade point average between 3.75 and 3.89 qualifies for the honor, magna cum laude. A student who

has achieved a cumulative grade point average between 3.90 and 4.00 qualifies for the honor, summa cum laude.

Academic Probation and Suspension

Students not making satisfactory academic progress will be placed on academic probation. The following standards for satisfactory progress apply to all enrolled students:

Total Hours Attempted	Cumulative GPA Required
12	1.60
30	1.80
60	2.00

Any student who does not make satisfactory progress according to these standards is placed on academic probation. Until the student brings his or her cumulative grade point average up to the required level, the student is continued on probation, providing he or she achieves at least a 2.00 grade point average during the subsequent semester(s) of enrollment. The summer session is considered equivalent to a semester.

Students failing to accrue adequate credits may be placed on academic probation or suspension at the discretion of the Vice President for Academic Affairs. Adequate credits is defined as two-thirds of the hours attempted.

In order to increase the probability of future academic success, academic probation status restricts students, including those admitted on academic probation, to a maximum course load of 15 credits during a regular term and 6 credits in the summer, and requires completion of a one-hour course in study skills as part of the restricted course load. Satisfactory progress while on probation means achieving a grade point average of at least 2.00 or better during the semester. Failure on the part of the student to achieve a semester grade point of at least 2.00 while on probation results in academic suspension from the university.

A student who has been suspended from the University may submit a petition to the Academic and Scholastic Standing Committee for readmission. The committee reviews the petition, considers the evidence, and makes a decision regarding the status of the student. Any student who is reinstated by this committee is required to meet contractual obligations set forth by the committee.

A suspended student who returns after one calendar year may be readmitted on probation and is not required to petition for readmission. A transfer student who is not eligible to return to previous institution must submit a petition to the Academic and Scholastic Standing Committee for admission to VCSU. Any transfer admission following the academic suspension/dismissal from another institution will be coordinated with the suspending/dismissing institution



VALLEY CITY
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Program Fact Sheet

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to determine conditions under which the student may be admitted.