

Policy No. 2-40

Subject: Academic Standards

Last Revised: 05/24/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Academic Deans	Vice President of Instruction and Student Services	VCCS Policy Section 5.06

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to publish and implement academic standards consistent with its institutional mission and best practices in higher education.

II. PERTINENT INFORMATION

- A. Effective academic policies related to an institution's educational programs are developed in concert with appropriate input and participation from the constituencies affected by the policies, conform to commonly accepted practices and policies in higher education, accurately portray the institution's programs and services, and are disseminated to those benefiting from such practices.
- B. These academic policies lead to a teaching and learning environment that enhances the achievement of student outcomes and success.
- C. To advance learning, all coursework taken for academic credit has rigor, substance, and standards connected to established learning outcomes.

III. DEFINITIONS

- A. Asynchronous: a course that does not require student participation with instructor on a fixed, predetermined schedule, in which the materials and course content is delivered online using a learning management system or by other electronic delivery methods.
- B. Distance Learning: education that uses one or more types of technology to deliver instruction to students who are physically separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.
- C. Hybrid: a course that has between 51% and 99% online delivery.
- D. Synchronous: a course that requires student participation with the instructor on a fixed, predetermined schedule throughout the term of the course.

IV. GENERAL GUIDELINES

- A. Teaching faculty are responsible for establishing, implementing, and upholding procedures to ensure academic rigor.
- B. The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. SACSCOC Standard 10.4, Academic Governance
- B. VCCS Policy 5.06, Academic Policies
- C. VHCC Policy 2-19, Course and Curriculum Development and Revision

VII. OPERATING REQUIREMENTS

- A. Assessments:
 - 1. Teaching faculty develop course assessments that relate directly to the course goals and objectives, represent a positive influence on student progress, and differentiate among levels of student achievement.
 - 2. Students shall be expected to complete assessments as scheduled.
 - 3. In accordance with VCCS Policy 5.3.0.2 on final assessments, if this final assessment is a final examination, the length of time for a final assessment shall not exceed a total of 150 minutes per course. Any exception to this must have prior approval by the requestor's Chief Academic Officer or designee.
- B. Academic Honesty:
 - 1. Teaching faculty shall uphold the standard of academic honesty at all times and respond accordingly to instances of academic dishonesty.
 - 2. Instances of academic dishonesty are subject to disciplinary procedures as outlined in course syllabi and in the VHCC Student Handbook.
- C. Standards of English Usage:
 - 1. Students shall submit written work in all courses.
 - 2. Such work should be on a level commensurate with standards of acceptable English usage and commensurate with the learning outcomes of the course.
- D. Instructional Responsibilities:
 - 1. Faculty teaching synchronous courses are expected to meet the course regularly and hold the course for the full period.
 - 2. Faculty teaching asynchronous courses are expected to deliver required course materials and course content using a learning management system or other electronic delivery methods.
 - 3. Faculty teaching hybrid courses are expected to deliver required course materials and course content using a combination of asynchronous and

synchronous delivery methods.

4. Each faculty member is expected to provide all grade reports and other items by the due dates specified.