

**3.4.6** The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. **(Practices for awarding credit)**

Compliance      \_\_\_ Partial Compliance      \_\_\_ Non-Compliance

**Narrative:**

Chattahoochee Valley Community College (CVCC) as an institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. The College follows the established guidelines of the Alabama Community College System (ACCS) in awarding levels of college credit. The ACCS and the State Board of Education dictate the amount and level of approved credit for all courses and in each program of study. The College is a member of Alabama Community College System which is governed by the Department of Postsecondary Education and the State Board of Education. These ACCS policies ensure credit is consistently awarded within the system. The Alabama Community College System Course [Directory](#), distributed by the Alabama [Department of Postsecondary Education](#), serves as the academic course inventory for the State of Alabama’s community and technical colleges. The directory includes the uniform course prefixes, course numbers, course credit system, matching content descriptor, and the number of credit hours that can be awarded for a course. Also, institutions can request to add courses to this directory. CVCC lists for its students in the Course Catalog all courses offered, with course descriptions and credit information consistent with the Course Directory. Therefore, State Board Policy [703.01](#) is adhered to with all courses taught at CVCC regardless of the method of delivery or location.

In addition to following State standards, each program advisory committee also reviews program standards, including curriculum content and length of the program. Nursing Advisory Committee minutes from [April 21, 2011](#) and [November 3, 2011](#) are shown as examples. The current committees are Applied Technology Advisory Committee, Business/Business and Office Technology Advisory Committee, Child Care Advisory Committee, Computer Information Systems Advisory Committee, Criminal Justice Advisory Committee, Emergency Medical Services Advisory Committee, Fire Science Advisory Committee, Homeland Security Advisory Committee, Medical Assisting Advisory Committee, Nursing Advisory Committee, and Visual Communications Advisory Committee. Information on advisory committees is found in the [College Catalog and Student Handbook](#).

**Format and Mode of Delivery**

All courses are based on the same unit of measure, regardless of format. CVCC offers courses in a variety of formats, including face-to-face, 100% online delivered through Blackboard, hybrid (combination of online and face-to-face) as well as dual enrollment. Example syllabi are included to show consistency among delivery formats.

Area	Traditional	100% Distance Ed.	Hybrid	Duel Enrollment
Business & IT	<a href="#">CIS146</a>	<a href="#">CIS146</a>	X	X
Language & Fine Arts	<a href="#">ENG101</a>	<a href="#">ENG101</a>	X	<a href="#">ENG101</a>
Math & Science	<a href="#">BIO104</a>	<a href="#">BIO104</a>	<a href="#">BIO104</a>	<a href="#">BIO104</a>
Social Science	<a href="#">HIS201</a>	<a href="#">HIS201</a>	X	<a href="#">HIS201</a>

### Comparison with Peer Institutions

Chattahoochee Valley Community College has compared credits offered for the Associate of Science degree in General Studies with two colleges in the Alabama Community College System, as well as two-year colleges in Georgia, Florida, North Carolina and Texas. The information was collected from the institutions' websites on January 25, 2013.

	<a href="#">CVCC (ACCS)</a>	<a href="#">Southern Union Community College (ACCS)</a>	<a href="#">L.B. Wallace Community College (ACCS)</a>	<a href="#">Georgia Perimeter College (Georgia)</a>	<a href="#">Lake-Sumter Community College (Florida)</a>	<a href="#">Halifax Community College (North Carolina)</a>	<a href="#">Tyler Junior College (Texas)</a>
Written Composition	6	6	6	6	9	6	9
Humanities & Fine Arts	12	12	12	6	6-9	3	6
Natural Science & Math	11	11-12	11-12	14	12	3-4	11
History, Social & Behavioral Sciences	12	12	12	12	6-9	3	15
Preprofessional, pre-major, elective, and/or institutional required	19-23	19-23	19-23	24-28	24	49-50	21
Total	64	64	64	66	60	65	62

As documented in the State Board Policy [705.01](#), the Board requires all institutions to operate on a semester system. Semester credit hours are then based upon the average number of hours of instruction weekly during a 15-week period (with no less than 50 minutes of instructor/student contact per hour of instruction). The ratio of weekly contact hours to credit hours varies with the type of instruction used. There are six general categories:

Type	Defined	Ratio
Theory	Focused on principles, concepts, ideas; requires extensive out of classroom preparation;	1:1
Experimental Laboratory	Focused on experimentation in a classroom, lab or studio through teacher-assisted hands on learning; required in conjunction with a theory course typically; work is typically conducted in the learning environment; generally under direct supervision of an instructor	2:1 (one hour credit for two hours instruction) 3:1 (one hour credit for three hours instruction)
Practical Application Laboratory	Focused on “real-world” activities in a simulated environment; generally required in a career or technical program; involved development of manual skills and job proficiency; under direct supervision of an instructor	2:1 (one hour credit for two hours practical application) 3:1 (one hour credit for three hours practical application)
Clinical Practice	Experience-based instruction focusing on “real-world” typically in the healthcare or service occupation programs; offered in a real-world setting; generally completed in the learning environment but may include out of classroom work; under direct supervision of the instructor	3:1 (one hour of credit for three hours of “clinical practice”)
Preceptorship	Advanced experience-based instruction; under the direct supervision of a licensed healthcare professional; course instructor must be readily available to consult with healthcare professional	3:1 (one hour of credit for three hours of preceptor instruction) 5:1 (one hour of credit for five hours of preceptor instruction)
Internship	Includes cooperative education, apprenticeships, practicum, sponsored work instruction; internship involves development of job skills by providing structured employment that is directly related to and coordinated with education programs; requires cooperation between instructors and employers; work in generally done in the learning environment with some out of class work	5:1 (one hour of credit for five hours of internship instruction)

Chattahoochee Valley Community College awards credit through non-traditional means as prescribed by State Board Policy [706.01](#). These non-traditional means for academic transfer courses are awarded by [Advanced Placement](#), [College Level Examination Program \(CLEP\)](#), Credit by Examination (Challenge)\*, Defense Activity for Non-Traditional Educational Services (DANTES)\*, [Military Training and Educational Experiences \(ACE\)](#), [Professional Certification](#), and [Career/Technical Education Course Articulation \(Statewide Career/Technical Education Course Articulation Agreement\)](#).

\*Note, the College has not had a request for Credit by Examination or DANTES transcript evaluations in the past four semesters.

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<b>SUPPORT DOCUMENTATION</b>
<a href="#">ACCS Course Directory</a>
<a href="#">State Board Policy 717.01: Course Directory</a>
<a href="#">State Board Policy 703.01: Instructional Quality</a>
<a href="#">Nursing Advisory Committee Minutes, April 21, 2011</a>
<a href="#">Nursing Advisory Committee Minutes, November 3, 2011</a>
<a href="#">College Catalog and Student Handbook, Advisory Committees – Page 210</a>
<a href="#">Course Syllabus – CIS146 – Traditional</a>
<a href="#">Course Syllabus – CIS146 – Distance Education</a>
<a href="#">Course Syllabus – ENG101 – Traditional</a>
<a href="#">Course Syllabus – ENG101 – Distance Education</a>
<a href="#">Course Syllabus – ENG101 – Dual Enrollment</a>
<a href="#">Course Syllabus – BIO104 – Traditional</a>
<a href="#">Course Syllabus – BIO104 – Distance Education</a>
<a href="#">Course Syllabus – BIO104 – Hybrid</a>
<a href="#">Course Syllabus – BIO104 – Dual Enrollment</a>
<a href="#">Course Syllabus – HIS201 – Traditional</a>
<a href="#">Course Syllabus – HIS201 – Distance Education</a>
<a href="#">Course Syllabus – HIS201 – Dual Enrollment</a>
<a href="#">College Catalog and Student Handbook, AA-AS – Pages 78-79</a>
<a href="#">Southern Union Community College General Studies Requirements</a>
<a href="#">LB Wallace Community College General Studies Requirements</a>
<a href="#">Georgia Perimeter College General Studies Requirements</a>
<a href="#">Lake Sumter Community College General Studies Requirements</a>
<a href="#">Halifax Community College General Studies Requirements</a>
<a href="#">Tyler Junior College General Studies Requirements</a>
<a href="#">State Board Policy 705.01: Converting Contact Hours to Credit Hour Equivalencies</a>
<a href="#">State Board Policy 706.01: Credit Awarded Through Non-Traditional Means</a>
<a href="#">Advanced Placement Credit Example</a>
<a href="#">College Level Examination Program (CLEP) Credit Example</a>
<a href="#">Military Training and Educational Experiences (ACE) Credit Example</a>
<a href="#">Professional Certification Credit Example</a>
<a href="#">Career/Technical Education Course Articulation Example</a>
<a href="#">Statewide Career/Technical Education Course Articulation Agreement</a>