

* **4.3** The institution makes available to students and the public current academic calendars, grading policies, and refund policies. (**Publication of policies**)

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) makes available to students and the public current [academic calendars](#), [grading policies](#), and [refund policies](#) through the *College Catalog and Student Handbook*, the current [Schedule of Classes](#), and on the College's [website](#). The *College Catalog and Student Handbook* and *Schedule of Classes* are available to students and the community on campus through the Admissions Office, Switchboard, and Library. These publications are also distributed through local high schools, and mailed via phone requests.

Academic Calendar

Chattahoochee Valley Community College's current academic calendar is available through the [College Catalog and Student Handbook](#), the current [Schedule of Classes](#), and on the College's [website](#).

Grading Policies

Chattahoochee Valley Community College's grading policies align with State Board Policies [713.01](#), [713.02](#), [713.03](#), [713.04](#), [713.05](#), and [713.06](#). The [College Catalog and Student Handbook](#) (also available on the website) contains the institution's grading policies, grading system, the process for awarding quality points, and academic standards of progress to include course forgiveness, and academic bankruptcy. The Nursing Program has grading policies specific to their department and these grading policies are printed in the [Nursing Handbook](#), which is available on the Health Sciences page on the CVCC website. Also, [course syllabi](#) are distributed at the beginning of each semester to students. The syllabus includes the method of evaluation and grading policies relevant to the course and instructor.

Refund Policy

Refund policies, as outlined in the [College Catalog and Student Handbook](#) and [Schedule of Classes](#) align with State Board Policy [803.02](#) and corresponding [guidelines](#).

SUPPORT DOCUMENTATION
College Catalog and Student Handbook, Academic Calendar – Pages 3-4
College Catalog and Student Handbook, Grading Policies – Pages 54-63
College Catalog and Student Handbook, Refund Policies – Pages 32-33
Schedule of Classes, Spring 2013
College Website – College Catalog
Schedule of Classes – Academic Calendar
College Website – Academic Calendar
State Board Policy 713.01: Grading System – General
State Board Policy 713.02: Grading System – Optional Grades for Institutional Grade Courses

<u>State Board Policy 713.03: Grading System – Repetition of Courses</u>
<u>State Board Policy 713.04: Grading System – Course Forgiveness</u>
<u>State Board Policy 713.05: Grading System – Academic Bankruptcy</u>
<u>State Board Policy 713.06: Grading System – Student Course Overload</u>
<u>Nursing Handbook, Grading Policies – Page 12</u>
<u>Course Syllabi</u>
<u>Schedule of Classes, pages 3-4</u>
<u>State Board Policy 803.02: Refunds</u>
<u>Guidelines for State Board Policy 803.02: Refunds</u>