

- * 4.9 The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. (See the Commission policy “Credit Hours.”) **(Definition of credit hours)**

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) abides by the policies of the Alabama State Board of Education and operates on a semester system. As established by State Board Policy [705.01](#), a semester hour of credit (or credit hour) is then based upon the average number of hours of instruction weekly during a 15-week period with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term. The ratio of weekly contact hours to credit hours varies with the type of instruction being used.

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	5:1 (one hour of credit for five hours of internship instruction)

	programs; requires cooperation between instructors and employers; work in generally done in the learning environment with some out of class work	
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Chattahoochee Valley Community College [associate degree programs](#) include a substantial component of college-level general education courses (core courses). The Associate of Arts and the Associate of Science degrees require 41 semester credit hours of core curriculum course work distributed among four core discipline areas: written composition (6 hours); humanities/fine arts (12 hours); natural science/mathematics (11 hours); and history, social and behavioral sciences (12 hours). The Associate in Applied Science degree requires 18 – 29 semester credit hours of core curriculum course work. The Associate in Applied Science degree program in Fire Science and Homeland Security require 28 semester credit hours of core curriculum course work. The Associate in Applied Science degree program in Medical Assisting requires 22 - 23 semester credit hours of core curriculum course work, Applied Technology requires 22 credit hours of core courses, and Nursing (ADN) requires 27 semester credit hours of education coursework.

Transfer Credit: The College’s policy on granting transfer students course credit include conditions governing admission status, as noted in the [College Catalog and Student Handbook](#) and the College [Policy and Procedures Manual](#).

- If a student has a 2.0 GPA in all previous college work attempted, all passing grades will be accepted if they are comparable to CVCC courses.
- If the student’s GPA is below 2.0, only credits in which a grade of “C” or better is earned will be accepted.
- Of those accepted, only those that are applicable to the student’s chosen curriculum may be used for purposes of meeting program and graduation requirements.
- Students who have satisfactorily completed required English and mathematics courses will not be required to take the COMPASS Placement Test at CVCC.

Nontraditional Credit

Chattahoochee Valley Community College awards credit based on Advanced Placement Examination Program (AP), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Services Support (DANTES), Service member Opportunity College (SOC), military training and educational experiences (Note: - The student is responsible for requesting- AARTS transcript by contacting the AARTS Operation Center), and a maximum of 15 hours of credit may be earned through Credit by Examination.

SUPPORT DOCUMENTATION
State Board Policy 705.01: Converting Contact Hours to Credit Hour Equivalencies
College Catalog and Student Handbook, Programs of Study – Pages 78 - 114
College Catalog and Student Handbook, Transfer of Credits – Pages 62-66
Policy and Procedure Manual 714.03, Evaluation of Transfer Credit – 19-21