

Academic standards of progress for transfer students

1. A transfer student who is admitted on *clear* academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally ac- credited postsecondary institutions are not included in the GPA calculation.
2. A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 semester credit hours at CVCC. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at CVCC, the cumulative GPA is below 1.5, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
3. If, at the conclusion of the semester in which the transfer student admitted on *academic probation* has attempted a total of 12 semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is *clear*.

Academic standards of progress for institutional credit courses

1. Students who are enrolled in an institutional credit course and who receive a grade of U or IP for one semester may not take the course a second semester until they receive special academic advising.
2. After the second semester in which the student receives a grade of U or IP in the same course, the student must appeal through the institution’s appeal process before being allowed to re-enroll in the course.

Academic standards of progress for nursing students (See pages 103-112.)

Transfer of credits

Transfer students must furnish the official transcript(s) of all work attempted at all other institutions unless they have completed the baccalaureate degree. An applicant who has completed the baccalaureate degree is required to submit only the transcript from the institution granting the baccalaureate degree. However, applicants may submit transcripts from other institutions attended if they wish to have those credits considered for purposes of transferability.

Transferability of credits will be determined in the following manner:

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

Evaluation of transfer credits

Official transcripts submitted by transfer students who enroll at the College normally will be evaluated by the Office of Admissions no later than two weeks after the semester begins and, in no case, later than the end of the first academic semester in which the student is enrolled.

Transfer students will be informed of the amount of acceptable credit in three ways:

1. The transferable courses and number of credit hours will be provided to the student's academic advisor who will, in turn, provide the information to the student.
2. The amount of transfer credit and the transferable courses will be provided on CVCC's web site after the evaluation.
3. The courses and the number of credits allowed through transfer are recorded on the student's official and unofficial CVCC transcript.

Students who have questions about the amount of credit accepted or specific courses accepted may address those questions to the Director of Admissions/Registrar. In some cases, students may be required to furnish catalogs containing course descriptions in order to determine course transferability. Students must be currently enrolled at the time transfer credit is awarded.

Nontraditional credit

CVCC may award limited credit for advanced placement, challenge examinations, CLEP and DANTES examinations, armed forces and service schools training, certain professional certifications, portfolios (upon review), and statewide articulation agreements or programs.

Credit by examination

	Available credit hours for degrees	Available credit hours for certificates
Advanced Placement	15	9
CLEP and/or DANTES	15	9
Military training and education	20	9
Professional certification		
*Criminal Justice (6) and Fire Science (3) only	3-6	3
Credit by examination (challenge)	15	9

*See program requirements

Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at CVCC.

Credit for subject examinations will be granted provided the student has not been previously enrolled in the course for which credit is to be earned. CLEP/DANTES credit will not be granted for college level courses previously failed, for disciplines in which credit for higher-level courses has already been earned, or for both subject examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has completed a minimum of twelve semester hours at CVCC. Notation will be made on the student's permanent record indicating the area in which credit was awarded, with the statement "Credit by Examination," followed by the number of semester hours granted.

The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges, and the student is cautioned to check with other colleges to obtain additional information.

College Level Examination Program (CLEP)

CVCC awards credit through selected CLEP examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

CLEP examinations subject matter	Credit awarded	CVCC course equivalents
Business		
Information Systems and Computer Applications	3	CIS 146
Principles of Accounting I and II	6	BUS 241, 242
Introductory Business Law	3	BUS 261
Introduction to Management	3	MST 201
Introductory Macroeconomics I	3	ECO 231
Introductory Macroeconomics II	3	ECO 231
Language and Fine Arts		
American Literature with essay	6	ENG 251, 252
English Literature with essay	6	ENG 261, 262
Spanish	3	SPA 101
Mathematics and Science		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus with Elementary Functions	4	MTH 125
Social Science and Public Service Technologies		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
American History I	3	HIS 201
American History II	3	HIS 202
General Psychology	3	PSY 200
Introductory Sociology	3	SOC 200

DANTES standardized examinations

CVCC awards credit through selected DANTES examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

DANTES examinations subject matter	Credit awarded	CVCC course equivalents
Business		
Introduction to Business	3	BUS 100
Principles of Accounting I	6	BUS 241
Introduction to Management	3	MST 201
Basic Marketing	3	BUS 285
Principles of Economics II	3	ECO 232
Mathematics and Science		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus I	4	MTH 125
Calculus II	4	MTH 126
Linear Algebra	4	MTH 237
College Physics II	4	PHY 213
College Chemistry	4	CHM 111
Social Science and Public Service Technologies		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
General Anthropology	3	ANT 200
Introduction to Criminology	3	CRJ 208

Other areas for credit by examination

Credit-by-examination opportunities are available in some subject areas for which CLEP and DANTES examinations are not available or recognized by the College. Students should contact the Registrar for more information.

Credit by examination is subject to the following regulations and guidelines:

1. An admitted student must apply to the Dean of Instruction to request credit by examination.
2. A student may not challenge a specific course more than once.
3. A maximum of fifteen hours of credit toward the degree or nine toward the certificate may be earned through challenge examinations.
4. Students must be enrolled in the College and must not have audited or have been previously enrolled in the course for credit at any postsecondary institution. The student must enroll as a regular student in the course to take a challenge examination. This provision includes payment of the respective tuition charges and applicable fees for the course.
5. The student who passes a challenge examination will receive credit for the course, with a notation on the transcript of the method by which the credit was earned (credit by examination).
6. No credit earned through challenge examinations will be extended to any student until the student has completed twelve semester hours of credit at CVCC.
7. Challenge examinations will not be administered if the student has already received credit for advanced work in the subject area beyond the course for which the examination is being requested.
8. Credit by examination procedures may not be used to remove or supersede any grade previously earned in a given course or equivalent, including courses that were failed.
9. An administrative fee of \$40 will be charged for each credit-by-examination request.

Credit-by-examination refund policy

To receive a grade for credit by examination, a student must pay tuition in addition to examination fees. Refunds will be given only in the same semester in which the student has applied. If students do not complete the examination in the semester in which they apply, a refund will not be given.

Credit through advanced placement

CVCC will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 15 hours of credit. To be eligible, the student must take the examination before enrolling in college and must be enrolled at the College when credit is awarded.

Credit for military training and educational experiences

CVCC will consider, on an individual basis, military experiences as a substitute for approved courses in the student's training and education curriculum. The student is responsible for requesting an AARTS transcript by contacting the AARTS Operations Center via e-mail at <http://aarts.army.mil>.

Credits extended by the College will be applied to the student's graduation requirements and, after the credit is extended, the student may not enroll in the course for which the credit was awarded.

Guidelines for extending credit are as follows:

United States Armed Forces Institute (USAFI) - Credit may be given for study or correspondence study applicable to the student's curriculum that was taken through the United States Armed Forces Institute (USAFI) provided the course is recommended by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

Military Service Schools - Training courses completed in the armed forces that are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

DANTES - The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit awarded will be based on recommendations by the American Council on Education.

Graduation

Degree requirements

Chattahoochee Valley Community College awards the Associate in Arts degree or the Associate in Science degree to eligible students who will transfer to senior colleges or universities and the Associate in Applied Science degree to students who have completed a specific career program of study.

To become eligible to receive an associate degree from CVCC, the student must fulfill the following requirements:

1. *Associate in Arts or Associate in Science degree* - Completion of a minimum of 60 semester hours credit in an approved Associate in Arts or Associate in Science degree program with sixteen semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section). Students must complete at least 25 percent of semester credit hours at CVCC.

Associate in Applied Science degree - Completion of a minimum of 60-76 semester hours credit in an approved Associate in Applied Science degree with 25 percent of the semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section).

2. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
3. Successfully complete the general education and other required courses as specified in the program of study.
4. Achieve a minimum cumulative grade point average of 2.00.
5. Fulfill all financial obligations to the College.