

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.

6. Complete a formal application for graduation by the specified deadline date.
7. Complete all incomplete grades.
8. Pay the specified graduation fee.
9. Participate in commencement ceremonies. Students must participate in ceremonies unless prevented from doing so by unusual or extenuating circumstances. Students may be excused from participation in commencement ceremonies only by submitting in writing a formal request to the Director of Admissions stating the nature of the unusual or extenuating circumstances. If the request is granted, the student must contact the Office of Admissions to arrange to receive the diploma.

Any exception or waiver of these requirements may be approved by the Vice President/Dean of the College.

Certificate requirements

To become eligible to receive a Certificate from CVCC, the student must fulfill the following requirements:

1. Satisfactorily complete an approved program of study. (See the Programs of Study section for Certificate requirements.)
2. Achieve a minimum cumulative grade point average of 2.0.
3. Complete at least one-half of the total semester credit hours required in the program at CVCC.
4. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
5. Complete a formal application for the certificate by the specified deadline date.
6. Fulfill all financial obligations to the College.

Competency requirements

To ensure that students have acquired appropriate competencies before they graduate, CVCC requires the following:

1. To develop competency in writing, reading, and computation, students must take the COMPASS Placement Test and must take and satisfactorily complete developmental courses, if indicated by the test results. Students must then take at least two written communications skills courses at the college level and reading courses, if required, until the exit level is at the twelfth grade or higher. Competencies required for completion of individual courses are designated on course syllabi.
2. Competency in computer use is required of all students. Students must take at least one computer course unless they can demonstrate computer literacy otherwise. Competencies required for completion of the computer literacy course are designated on the course syllabus.
3. Students must achieve a minimum cumulative grade point average of 2.0 They must satisfy objectives (competencies) included on the syllabus for each course.

Dual degrees

To qualify for a second associate degree, a student must complete an additional 16 semester hours above the degree requirements for the first associate degree, and maintain an average grade of “C” or higher.

Students may earn two or more A.A.S. degrees as long as they complete the specified requirements listed in the curriculum for each field of study.

Students seeking to earn an A.A.S. and an A.A. or A.S. degree must (1) complete the specified curriculum requirements for the A.A.S. degree, (2) complete the general education requirements for the A.A. or A.S. degrees, and (3) complete a sufficient number of elective hours.

Application for graduation

Students planning to graduate should apply for graduation in the Office of Admissions by the date specified in the College’s academic calendar. Compliance with this deadline will allow the College to evaluate the student’s eligibility for graduation and notify the student regarding remaining graduation requirements, if any.

Although students may complete requirements for graduation during any semester, degrees will not be officially conferred until commencement ceremonies at the end of Spring semester. The official date on which degree requirements have been completed for the degree will be specified on the student’s permanent transcript.

Graduation honors

Degrees - Superior academic achievement by graduating students is designated on transcripts by the following:

Summa Cum Laude 3.90-4.00 GPA

Magna Cum Laude 3.70-3.89 GPA

Cum Laude 3.50-3.69 GPA

Certificates - Superior academic achievement by students earning certificates is designated on transcripts as follows:

Graduation with Distinction 3.50-4.0 GPA

Note: Calculation of the GPA for graduation honors is identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of twenty-four semester hours at the College. All awards and honors are computed based on the student’s standing at the end of the Spring semester before graduation.

CVCC transcripts

Students desiring an official transcript of their permanent record must make the request to the Office of Admissions in person or in writing. The College reserves the right not to release a transcript if the student has outstanding financial obligations to the College.