

## **Calendar system and credits**

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Chattahoochee Valley Community College operates on a semester calendar system consisting of two semesters and a summer term. The semesters ordinarily begin in August and January, and the summer term in May. Credits earned at the College reflect the number of semester hours that classes meet.

## **Classification of students**

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- Freshman: A student who has earned fewer than 31 semester hours of credit.
- Sophomore: A student who has earned 31 or more hours of credit.

## **Course load**

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A student enrolled for 12 or more credit hours is considered a full-time student. A student enrolled for fewer than 12 credit hours is considered a part-time student.

Most degree programs are designed so that students taking a normal load of 15-18 credit hours per semester may graduate in two academic years. Some students may find it desirable to schedule fewer hours per semester depending on workload or other personal responsibilities. Students having difficulty determining proper course loads should consult their advisors. The maximum course load is nineteen hours. Students wishing to enroll for more than 19 semester hours must receive approval from the Dean of Instruction. Under no circumstance will a student be allowed to exceed 24 semester hours.

NOTE: Any student enrolled in two or more college preparatory courses (developmental studies) may not enroll for more than twelve total credit hours. Exceptions must be approved by the Dean of Instruction.

## **Registration, schedule changes, and withdrawal**

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A student must be officially registered for every class he/she attends. If the student's name does not appear on the class roll, he/she will not be awarded credit.

Details of the dates and times of registration for each semester are published in the Schedule of Classes. Students may obtain a Schedule of Classes at the Office of Admissions, Wilson Hall, or the Learning Resource Center. In all cases, registration becomes official when students have paid all tuition and fees.

## **Late registration**

A late registration period is provided during the first two or three class days of the semester. Students registering late are responsible for making up required course work. Students registering late are required to pay the late registration fee of \$25.00.

## **Schedule adjustment**

During the first two or three class days of the semester, students may change their schedule by adding and/or dropping courses. Students must report to the designated office, as specified in the Schedule of Classes, to complete the necessary forms. A student will not be allowed to add a class after the schedule adjustment period except with the Dean of Instruction's approval.

## Auditing a course

A student may register to audit a course during regular registration and during the schedule adjustment period. Auditing students may not change their status to receive credit, nor may students registered to receive credit in a class change their status to audit. A student auditing a class is expected to follow the attendance policy.

## Independent study

In certain unusual circumstances, the Dean of Instruction, with a recommendation from the Division Chairperson and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability and the student's academic record. No student whose grade point average is below 2.0 will be permitted to take a course by independent study. Because independent study courses must be completed without the usual assistance from instructors, a student will not be allowed to take more than one independent study course per semester. Exceptions must be approved by the Dean of Instruction.

## Distance learning: online and hybrid classes

Before enrolling in online classes, students should be able to honestly agree with the following statements:

1. I have a computer at home or available routinely with DSL or cable Internet access.
2. I have strong typing skills.
3. I know how to upload and download files.
4. I can navigate the Internet via Firefox, Explorer, Safari, or Google Chrome.
5. I have completed or tested out of **RDG 085** and/or **RDG 114**.
6. I have completed or tested out of **ENG 093**.
7. I expect to spend more than **5 hours** per week **online** for an online course.
8. I understand that distance learning courses often require more effort than a traditional on-campus course.
9. I am **not** on academic probation.
10. I have taken or am currently enrolled in **CIS 101B** Computer Applications Lab (Blackboard).
11. I have Microsoft Office Suite and have a general knowledge about using Microsoft Word and Microsoft PowerPoint.
12. I am self-disciplined.
13. I am willing to ask for help when needed.
14. I have strong time-management skills.
15. I have completed or tested out of **MTH 098** **IF** I wish to enroll in either CIS 146 or BIO 103 online.

Students for whom the following conditions apply will not be allowed to enroll in online courses:

- First-term college students who have never attended any college before
- Students needing RDG 085

- Students needing RDG 114
- Students needing ENG 093
- Students who are on academic probation

Students needing the courses listed below will not be allowed to enroll in online classes for which the respective course is a prerequisite until the prerequisite has been satisfied:

- MTH 090
- MTH 098

All online and hybrid courses are delivered via the Blackboard interface. Students who register for online and hybrid courses will be “enrolled” in the Blackboard section assigned for each course. All students taking online and hybrid courses are required to complete CIS 101B as a prerequisite or corequisite.

A student’s advisor may override the requirement for CIS 101B if (1) The student has completed an equivalent Blackboard class from another institution, which must be verified on the student’s transcript; or, (2) The student has completed a “competency lab exercise,” which will be verified by appropriate CIS faculty. (A fee may be charged for the competency lab exercise).

Each online class will include a required “Course Access” component that students must complete to verify initial attendance. The “Course Access” activity will include the following:

- Information about Blackboard locations for . . .
  - . . . the course syllabus
  - . . . instructor contact information
  - . . . assignments and exams
  - . . . other course information, as needed
- Completion of an assessment (test) about the above material. This assessment serves to verify students’ “attendance.” Students who do not complete the “Course Access” activity will be identified as NS (no-show) and will be blocked from the class.

Some online classes may require one or two assessment activities to be conducted on campus. Students should contact their instructors for this information.

## Course cancellations

The College reserves the right to cancel any course listed in the Schedule of Classes. In the event that a student is in his/her last semester before graduation and a course needed for graduation is canceled, the student should consult with his/her advisor and/or the Dean of Instruction.

## Assignment of class instructor

Class cancellations, splits, or other conditions may necessitate reassigning instructors. Students are cautioned that the listing of an instructor’s name in the Schedule of Classes is not a guarantee that the instructor will teach the course.

## Withdrawal from a course or from the College

After the schedule adjustment period, the following withdrawal policy is in effect:

**Withdrawal from a course** - A student must obtain the appropriate form from the Office of Admissions, get the instructor’s signature, obtain the financial aid officer’s signature,

and return the form to the Office of Admissions for processing. A scholarship student must also secure the signature of the scholarship supervisor. Withdrawal is not official until all steps are completed.

**Withdrawal from the College** - A student must obtain the appropriate form from the Office of Admissions and get signatures from all instructors, financial aid, the Learning Resource Center, and the business office. A scholarship student must also secure the signature of the scholarship supervisor. When the student has all the required signatures, the form must be returned to the Office of Admissions for processing. Note: Withdrawal is not official until all steps are completed. A withdrawal will not be processed if the student has an outstanding financial obligation to the College.

Students who withdraw from a course or from the College entirely will receive a grade of “W,” “WP,” or “WF.” Final grades are determined according to the date the student withdraws from the course or the College as denoted in the College calendar. To receive a nonpunitive grade of “W,” the student must withdraw as follows:

Spring or Fall Semester .....	By close of 10th week of class
Summer Term .....	By close of 6th week of class
Spring or Fall Term I or II .....	By close of 5th week of class
Summer Term I or II .....	By close of 3rd week of class

Students who withdraw after the designated dates will receive a grade of “WP” if passing at the time of withdrawal or “WF” if failing at the time of withdrawal. “WF” is calculated the same as an “F” in the grade point average (GPA).

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by that program (see pages 103-112).

## **Class attendance and final exams**

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### **Attendance**

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the 60-percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a “W” indicating a withdrawal is posted for the course grade.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC’s official Class Schedule for the term. Online students who fail

to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the 60-percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the 60-percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report and wish to be reinstated should follow the appeal process below.

### **Appeal process for administrative withdrawals**

- A student who has been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report, may submit an appeal to the course instructor. This appeal must be in writing and include the appropriate documentation, in accordance with conditions stipulated in the instructor's syllabus.
- The course instructor will evaluate the appeal according to the course syllabus and will notify the student of the appeal's outcome within three working days.
- If a student is to be allowed to return to class, the instructor must submit to the Admissions Office a written request (Class Reinstatement Request Form) for the student's reinstatement, and the student must verify his/her reinstatement in the Admissions Office, obtain an up-dated schedule, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with all relevant documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

### **Final exams**

A final exam will be given at the end of each semester during the times specified in the official calendar of the College or as scheduled by the Vice President/Dean of the College.

## Grades and quality points

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A letter grade is assigned in each course in which the student is enrolled at the end of the semester. A quality-point value per semester hour is assigned to each letter grade.

<b>Letter Grade</b>	<b>Meaning</b>	<b>Quality Points</b>
<b>A</b>	Excellent	4.00
<b>B</b>	Good	3.00
<b>C</b>	Average	2.00
<b>D</b>	Poor	1.00
<b>F</b>	Failure	0.00
<b>WF</b>	Withdrawal Failing	0.00
<b>WP</b>	Withdrawal Passing	0.00
<b>SU</b>	Satisfactory completion of Institutional Credit Course	NONE
<b>W*</b>	Unsatisfactory completion of Institutional Credit	NONE
<b>AU</b>	Course Withdrawal	NONE
<b>I</b>	Audit	NONE
<b>IP</b>	Incomplete	NONE
	In Progress of Institutional Credit Course	NONE

\*A student may not be assigned a “W” after the deadline published in the official College calendar.

### Satisfactory and unsatisfactory grades

Satisfactory (S) and Unsatisfactory (U) grades are assigned in courses that are designated for institutional credit. These courses will not transfer, and none of them carry quality points. Therefore, they are not calculated in the grade point average.

### Incomplete grade

The grade of incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course. It is assigned only in exceptional circumstances. The student must request a grade of incomplete from the instructor. The instructor may grant or deny the request. A grade of incomplete (I) must be cleared by the end of the following regular semester or a final grade of “F” will automatically be recorded. This grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of incomplete (I) is not added into the total number of hours attempted until it has been cleared. Students are cautioned that “I” grades may affect their eligibility for financial aid benefits.

### Grade reports and grade point averages

At the end of each semester, students must go to the Web site to check the final grades received for all courses in which they were enrolled during that semester. The grade report shows the semester hours attempted, the total quality points and credit hours earned, and a grade point average. Also included on the grade report is a record of the total number of hours attempted, the total quality points earned, and a cumulative grade point average. After grades have been recorded, they cannot be expunged from the student’s permanent record.



3. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
4. A student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one-semester suspension, the transcript will read *Suspended-One Semester/Readmitted Upon Appeal*.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or been readmitted on appeal), and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution, but a semester GPA is 2.0 or above, will remain on Academic Probation. If the student does not earn the cumulative GPA of 2.0 or above for the required number of hours the student is Suspended for *One Academic Year*.
6. A student returning from a one-term or one-year suspension while on academic probation who fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be suspended for another calendar year.
7. The student must attain clear status before beginning the academic standards of progress cycle again.

## **Appeal process for readmission**

If a student does not contest the facts leading to suspension, but simply wishes to request consideration for readmission, the student may submit a request in writing for an “Appeal for Readmission” to the Admissions Committee no later than two working days before the beginning of regular registration. During the meeting of the Admissions Committee (which is not considered a “due process” hearing, but rather a petition for readmission), the student may present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, is placed in the College’s official records. Additionally, a copy of the written decision is provided to the student.

## **Intervention for student success**

Students placed on academic warning, academic probation, one-semester suspension, or one-calendar-year academic suspension may be required to take study-skills courses, to take other specific courses designed to assist their success, to limit the number of hours taken during each semester, and/or to take other steps as designated by the Dean of Instruction, the student’s advisor, and/or the Admissions Committee.

## **Course forgiveness**

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.
2. When a course is repeated more than once, all grades for the course (excluding the first grade) will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.

3. The Course Forgiveness process will occur automatically after the course has been repeated and a new grade has been posted.
4. No course in which the last grade received was a “F” may be counted toward graduation.

The student must be aware also that the last recorded grade may be regarded by a senior institution as the grade of record for transfer purposes.

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by that program (see pages 103-112).

## Academic bankruptcy

1. A student may request in writing to the Director of Admissions/Registrar to declare academic bankruptcy under the following conditions:
  - a. If fewer than three calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of eighteen semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA, but will remain on the permanent transcript.
  - b. If three or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during a one- to three-semester/term provided the student has taken a minimum of eighteen semester hours of coursework at the College since the bankruptcy term(s) occurred. All coursework taken, even hours completed satisfactorily, during the semester/term in which academic bankruptcy is declared, will be disregarded in the cumulative GPA, but will remain on the permanent transcript.
2. When academic bankruptcy is declared, the transcript will reflect the term *Academic Bankruptcy* for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and will include the term *Academic Bankruptcy Implemented*.
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.

## Change of curriculum or program of study

Students accepted and enrolled in a particular program of study who seek to pursue another program of study must meet the requirements for admission to the new program. They should also complete the necessary curriculum change form available at the Office of Admissions. An updated plan of study may be obtained from CVCC’s web site. Students who change their program of study will follow the program requirements of the catalog current at the time of the program of study change.

## 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
<b>Business</b>		
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
<b>Language and Fine Arts</b>		
American Literature with essay	6	ENG 251, 252
English Literature with essay	6	ENG 261, 262
Spanish	3	SPA 101
<b>Mathematics and Science</b>		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus with Elementary Functions	4	MTH 125
<b>Social Science and Public Service Technologies</b>		
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
<b>Business</b>		
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
<b>Mathematics and Science</b>		
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
<b>Social Science and Public Service Technologies</b>		
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**

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### **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

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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.

## **Withholding graduation, diploma, and transcripts**

The position of the administration of CVCC is that a college degree or certificate has true merit and meaning only if it is granted when a student has demonstrated the level of effort and responsibility indicative of a worthy graduate. Therefore, it is the policy of the College that a student shall be entitled to a degree or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's policies, rules, and regulations. If a student fails to meet any of these three requirements for graduation, the College reserves the right to withhold official graduation and awarding of a degree or certificate to such student and, until such deficiency is rectified, to include a notation on the student's official transcript that the student is ineligible for graduation. Furthermore, it is the policy of CVCC that a student who has failed to make timely payment of tuition, fees, or other appropriate charges is ineligible to re-enroll for any subsequent academic semester at the College, except with special permission from the President, until appropriate payment is made. The College also reserves the right to withhold the issuance of the official transcript of any student who has failed to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Office of Admissions has the authority to withhold official graduation, certificates, and/ or release of official transcripts as long as such authority is exercised in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student, withhold the degree or certificate, withhold the release of an official transcript, or declare a student ineligible for further enrollment, the Dean of Student Services will provide written notice to the student. The notice will be delivered by personal service or mailed to the student's last known home address. The notice will state the type of action the College intends to take.

A student who receives notice of any of the above-described actions has the right to meet with the Dean of Student Services and request that the action not be taken. If the student substantiates that the basis stated for the action is erroneous, or demonstrates to the satisfaction of the Dean that the respective problem will be resolved within an acceptable time frame, or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, he/she may withdraw or modify the action. The Dean will provide written notice to the student of any such decision. The Dean also has the authority to make such a decision conditional based on the student's meeting certain stated requirements, and in such cases, the Dean retains the right to re-impose the action if the stated conditions are not met by the student.

## **Cooperative arrangements**

### Reciprocity agreements affecting tuition

By approval of the Alabama State Board of Education, Georgia residents living in counties contiguous to Lee and Russell Counties in Alabama pay the same tuition and fees assessed Alabama residents. By approval of the Georgia Board of Regents, Alabama residents living in Alabama counties contiguous to Muscogee County, Georgia, pay the same tuition and fees at Columbus State University as those assessed Georgia residents (See Financial Information section, p. 23).

## **Servicemembers Opportunity Colleges (SOC)**

Chattahoochee Valley Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

### **Servicemembers Opportunity Colleges Consortium**

The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

### **SOC Degree Network System Membership**

Chattahoochee Valley Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to servicemembers and their families. As a member of the DNS, we have agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion. Chattahoochee Valley Community College is approved for membership in SOCAD at the associate degree level.

Through prior agreement, Chattahoochee Valley Community College will:

- Limit institutional residency requirements for graduation to 25 percent of the total degree requirements.
- Permit military students to complete institutional residency at any time and avoid any “final year” or “final semester” residency requirement.
- Award credit appropriate to the degree for Service training school courses and military occupational experience based on recommendations in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide).
- Award credit appropriate to the degree from at least one nationally-recognized standardized testing program, such as College Level Examination Program (CLEP), DSSTs, or Excelsior College Examination program (ECE), based on credit recommendations in the ACE Guide.
- Issue a Student Agreement for each eligible military student by the time he/she has completed 6 semester hours of credit with the home college, and honor the Student Agreement for the length of time established by the home college as indicated on its College Information Page in the SOC DNS Handbooks.
- Permit the student to complete his/her selected degree program under the terms of the Student Agreement even after separation from active military service or if the institution no longer participates in the SOC Degree Network System.