

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

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

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.

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

The grade point average is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated by the example below:

3 sem. hrs. of “A” × 4 = 12 quality points
 3 sem. hrs. of “B” × 3 = 9 quality points
 3 sem. hrs. of “C” × 2 = 6 quality points
 3 sem. hrs. of “D” × 1 = 3 quality points
 3 sem. hrs. of “F” × 0 = 0 quality points
 30 total quality points
 30 quality points ÷ 15 hours attempted = 2.0 GPA

AU, I, IP, S, U, and W grades are not included when computing a student’s grade point average (GPA), but will be recorded on a student’s transcript.

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

Academic honors

The College recognizes superior scholastic achievement by publishing in the local newspapers the President’s List and the Dean’s List at the end of each semester. Students recognized receive congratulatory letters from the College President and the Chief Academic Officer.

The President’s List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 4.00 (A).

The Dean’s List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 3.50 to 3.99 (B).

Students who consistently maintain high scholastic performance and meet other eligibility requirements may be invited to join the Alpha Theta Rho Chapter of the Phi Theta Kappa International Honor Society.

Academic standards of progress

The following academic standards of progress apply to all students except those students taking institutional credit courses (see Academic Standards of Progress for Institutional Credit Courses in this section on page 59). Please note that the Nursing programs have departmental requirements in addition to these standards of academic progress (see information under ADN and LPN programs in the Programs of Study section of this catalog).

1. A student must maintain the following cumulative grade-point average (GPA), depending on the number of hours attempted at the College, to have clear academic status:

Hrs. Attempted	GPA
12-21	1.50
22-32	1.75
33 or more	2.00

2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the institution, the student is placed on *academic probation*.

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).