

Academic Information

Academic Degrees, Diplomas, and Certificates

The College offers the following approved programs.

1. An **Associate in Arts and Sciences Degree (AA&S)** is awarded to the student, majoring in specialized programs such as business administration, education, general studies, liberal arts, and science, who may plan to transfer to a four-year college/university after completing the community college program.
2. An **Associate in Science Degree (AS)** is awarded to the student, majoring in a specialized program such as Engineering, who may plan to transfer to a four-year college/university after completing the community college program.
3. An **Associate in Applied Science Degree (AAS)** is awarded to the student, majoring in one of the occupational-technical programs, who may plan to obtain full-time employment immediately upon graduation from the College.
4. A **Diploma** is awarded to the student who completes the Machine Tool program.
5. A **Certificate** is awarded to the student who completes one of the approved, non-degree programs which are usually less than two years in length.
6. A **Career Studies Program Certificate** is awarded to the student who completes one of the approved career studies programs.

Academic Requirements

To be eligible for graduation with a degree, diploma or certificate from the College, a student must:

1. have been admitted to the program plan in which the student expects to receive a degree, diploma, or certificate;
2. have fulfilled all of the course and credit-hour requirements of the program plan with 25 percent (25%) of the credits acquired at CVCC;
3. have been certified by an appropriate College official for graduation;
4. have earned a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their program plan;



5. have filed an application for graduation in the Office of Admissions and Records; and
6. have resolved all financial obligations to the College and returned all library and College materials.

Graduation Application

To ensure students will complete all required courses needed for their program it is recommended that students meet with an Academic Counselor prior to the semester in which they intend to graduate.

Students expecting to complete the requirements for a degree, diploma, or certificate must complete a graduation application for each award. These forms are available in the Office of Admissions and Records. Graduation applications must be submitted by the due dates as listed in the Academic Calendar for processing. Information necessary for the annual order of degrees, diplomas, certificates, and for assurance of completion of graduation requirements in a timely manner is obtained from these applications.

Graduation Exercise

The College has one formal commencement ceremony each year in May following the Spring semester. Attendance is required for associate degree and diploma graduates and all other graduates are encouraged to attend.

Graduation Governing Catalog

The catalog to be used to determine graduation requirements is the one in effect at the time of the student's initial program placement into the plan from which they are graduating or any subsequent catalog of their choice. In the case where a student discontinues enrollment at the College for four con-

secutive semesters (excluding summer), graduation requirements will be determined by the catalog in effect during the semester in which the student re-enrolls. The catalog to be used in certifying graduation requirements shall have been in effect no more than seven years prior to the time of graduation.

Graduation Honors

Students who have fulfilled the requirements as applicable to their programs are eligible for graduation honors. Graduation honors are determined by the student's cumulative grade point average and are not applicable to Career Studies Program Certificates. Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as follows:

<u>Cumulative Grade Point Average</u>	<u>Honor</u> _____
3.2	<i>Cum laude</i> (with honor)
3.5	<i>Magna cum laude</i> (with high honor)
3.8	<i>Summa cum laude</i> (with highest honor)

Graduation Student Assessment

During the last semester before graduation, the degree students are expected to take the Academic Profile. The Academic Profile is a test to determine the general education level of the student. The test measures reading, writing, critical thinking, and using mathematical data skills in the humanities, social sciences, and natural sciences. Students are not required to obtain a particular score in order to graduate.

Occupational-technical students in selected programs will also be expected to take a program exit exam, or complete a project or portfolio during the last semester before graduation. No minimum score or level of achievement is required for graduation. All test results will remain confidential and will be used for the sole purpose of improving College curricula.

Second Degree or Certificate

In awarding students an additional degree or certificate, the College may grant credit for all previously completed applicable courses which are requirements of an additional degree or certificate. When multiple awards do not contain any distinct courses, students must apply for a lower award prior to or at the same time they apply for the higher award.

Auditing a Course

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course shall register in the usual manner and pay the normal tuition on the first day of class. Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the drop period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without grade penalty. After this day, the audit grade "X" is invalid for students enrolled for credit.

Class Attendance

It is preferable that students attend all classes for each course in which they are enrolled. Occasionally, it is unavoidable that a student may miss a class. In such a case students should notify their instructors prior to the absence, if possible. Students may miss up to 10% of the scheduled classes in a course without penalty. It is the responsibility of the student to find out what assignments were missed and ask the instructor how to make them up, if make-up is possible. Students missing more than 10% of the classes may be penalized at the discretion of the individual faculty members. Students missing 20% or more of a class may be administratively withdrawn from the course. The student who is withdrawn by the official last day for students to withdraw from a class without grade penalty will receive a grade of "W". After this time, the student who is withdrawn shall receive a grade of "F", except under mitigating circumstances. The mitigating circumstances process is outlined in the section entitled "Grading System-W-Withdrawal."

Classification of Students

All students are classified according to the following categories:

Program Plan Student

A student shall be classified as a program plan student if the following three conditions are satisfied: (1) the student holds a high school diploma, a GED, or its equivalent, or is otherwise determined qualified for admission; (2) the required documents for general admission to a program plan are received by the Office of Admissions and Records; (3) the student has been admitted to one of the College's plans.

Non-Program Plan Student

The non-program plan classification system is comprised of categories that reflect educational objectives of students enrolling in the College. The non-program plan student is classified according to the following: (1) general knowledge and personal satisfaction; (2) high school student (school & College approval needed); and (3) restricted enrollment (College approval needed).

Full-time Student. Students enrolled for 12 or more credits in a semester are considered full-time students.

Part-time Student. Students enrolled for fewer than 12 credit hours in a semester are part-time students.

Freshman. Students are classified as freshmen until 30 semester credits of study have successfully been completed.

Sophomore. Students are classified as sophomores after 30 semester credits of study have successfully been completed. Transfer credits are included providing they apply toward the requirements of the student's program plan.

Communication Skills

The ability to communicate well is a vital skill for success in College. Therefore, students are expected to fulfill their English requirements before they reach sophomore status.

Computer Competency

Central Virginia Community College believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The College endorses the principle of computer competency for all students intent on completing an associate degree or a certificate or diploma program with excess of 45 semester hours. Students must demonstrate proficiency and be able to: 1) demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks; 2) use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and/or communication applications; 3) access, retrieve, assess, and apply networked information resources; and 4) use telecommunication software.

The computer competency requirement is designated by specific courses within each curriculum. Students have the option of taking the required computer course, completing a challenge exam, or substituting another approved computer course.

Credit by Examination, Previous Completion, or Occupational Experience

An individual's prior experience and knowledge should be recognized in a manner most beneficial to that person. In view of this, Central Virginia Community College will offer its students the opportunity to receive credit by examination, previous completion, or occupational experience, in the following ways:

1. AP (The Advanced Placement Program). This program allows students to pursue college-level studies while still in secondary schools. College credit is granted for scores of 3, 4, and 5. AP scores should be submitted to the Office of Admissions and Records at Central Virginia Community College for evaluation.
2. CLEP (College Level Examination Program). These examinations are developed by the Educational Testing Service for general as well as specific content areas. Students who score at or above the minimum level suggested by the American Council on Education will receive credit appropriate to that course. CLEP scores should be submitted to the Office of Admissions and Records at Central Virginia Community College for evaluation.
3. DANTES (Defense Activity for Non-Traditional Educational Support). Credit may be granted for successful completion of correspondence courses and subject standardized tests (SST) of the Defense Activity for Non-Traditional Educational Support (DANTES), formerly the United States Armed Forces Institute (USAFI). These subject standardized tests provide service members an opportunity to obtain credit for knowledge and skills acquired through non-traditional educational experience. Credit granted is based on the recommendations of American Council of Education. DANTES scores should be submitted to the Office of Admissions and Records at Central Virginia Community College for evaluation.

4. Military Service. Credit may be allowed for Armed Service School experiences if this credit is recommended in "A Guide to the Evaluation of Educational Experiences in the Armed Services" produced by ACE. Official discharge papers (DD-214) and other documentation should be submitted to the Office of Admissions and Records for evaluation.
5. International Baccalaureate. Credit is granted for students earning the International Baccalaureate degree depending upon scores. Submit official transcripts with scores to the Office of Admissions and Records at Central Virginia Community College for evaluation.
6. Local challenge examinations. Examinations locally prepared and administered for subjects not available in the CLEP program will be utilized for a variety of courses at Central Virginia Community College. Specific course credit will be granted for each such local challenge exam successfully completed. For more information, contact the dean who is responsible for courses in the appropriate discipline.
7. Other formal learning experiences. The student should submit evidence of other formal learning experiences to the instructor or dean who is responsible for courses in the appropriate discipline for evaluation. These experiences might include police academies, and industrial training programs. Credit may be granted as a means of achieving advanced standing for previous non-collegiate education, training, and/or previous occupational experiences as recommended by the American Council of Education.
8. The College has developed a number of articulated agreements with secondary schools in the Region 2000 service area which may allow a high school graduate to receive college credit for courses completed at the secondary level. For more information, contact the Counseling Center.

In all of the above areas, neither grades nor grade points will be awarded for successful completion of the subject matter. The appropriate notation "Credit by Examination," "Credit by Previous Completion" or "Credit by Occupational Experience" will be placed next to the course title on the student's transcript. Students who plan to transfer to other institutions of higher education are cautioned that not all institutions of higher education

accept credits earned in this manner as transfer credit. It is the **student's** responsibility to determine the acceptability of these credits at the institution to which the student will transfer.

Program Plan Changes

The following policies have been established to clarify questions concerning program plan changes. There are three levels of program plans. They are listed in descending order:

- **Associate in Arts and Sciences**
- **Associate in Science**
- **Associate in Applied Science**
- **Diploma or Certificate**

Students in Good Academic Standing

A student with a cumulative grade point average of at least 2.0 may change educational objectives and request a program plan change to another level of work. Work completed in the previous program plan will be evaluated for utilization in the new program plan. The student will have to meet any foundation requirements necessary for the new program plan.

Students on Academic Warning, Probation, Suspension, or Dismissal

A student may not change to a program plan in a higher level but may change to a program plan in the same or lower level while on Academic Warning (due to low GPA) or Academic Probation. Work completed in the previous program plan will be evaluated for utilization in the new program plan for any of these changes. Students on Academic Suspension or Dismissal may be considered for a developmental program in addition to the plans listed under the sections related to Academic Suspension and Academic Dismissal.

Dean's List/Honor Roll

Dean's List - Students enrolled full-time who earn a semester grade point average of 3.2 or better are on the Dean's List.

Honor Roll - Students who have a cumulative grade point average of 3.5 or higher and who have completed a minimum of 20 semester hours of credit at the College are on the Honor Roll.

Final Examinations

All students are expected to take their examinations at the regularly scheduled times. No exceptions shall be made without the permission of the course instructor and the dean.

Grading System

The grades A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit. Usually, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

A Excellent	4 grade points per credit
B Good	3 grade points per credit
C Average	2 grade points per credit
D Poor	1 grade point per credit
F Failure	0 grade point per credit
I Incomplete	No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U or W) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of Spring Semester, students will have through the end of the subsequent Fall Semester to complete the requirements. A "W" grade should be awarded under mitigating circumstances which must be approved by the Vice

President for Academic Affairs and Student Services and documented. A copy of this documentation must be placed in the student's academic file.

P Pass

No grade point credit. Applies to non-developmental studies courses and other courses that have College approval for the Pass/Unsatisfactory grading option.

R Re-enroll

No grade point credit. The "R" grade may be used as a grade option, interim in nature, in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows: (a) individualized, self-paced instruction; (b) modularized, group-paced instruction. The "R" grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described in a. and/or b. above. The courses in which this methodology shall be used shall be designated by their applicability to the established procedures for the "R" grade and shall be identified by the Dean and approved by the Vice President for Academic Affairs and Student Services.

S Satisfactory

No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 01-09).

U Unsatisfactory

No grade point credit. Applies to developmental studies courses and other courses that have College approval for the Pass/Unsatisfactory grading option.

W Withdrawal No grade point credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the drop/refund period but prior to the official last day for students to withdraw from a class without grade penalty. After that time, the student shall receive a grade of “F”, except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the students’ academic file. Mitigating circumstances must be approved by the Vice President for Academic Affairs and Student Services.

X Audit No grade point credit. Permission of a counselor or faculty advisor is required to audit a course.

The semester grade point average (GPA) is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Academic Renewal

Currently enrolled students who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The request must be processed on the Academic Renewal Petition Form and submitted to the Office of Admissions and Records subject to the following conditions:

- a. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.
- b. All grades received at the College will be a part of the student’s official transcript.
- c. Students can meet graduation requirements only with courses in which grades of “C” or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- d. An academic renewal adjustment may be granted only one time and once granted, cannot be revoked.

If a student is determined to be eligible for academic renewal, all “D” and “F” grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point averages (GPA).

Developmental Courses - Grading

A grade of “S” (satisfactory) shall be assigned for satisfactory completion of each developmental studies course (courses numbered 01-09). “S” grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course (courses numbered 01-09) shall be graded with an “R” (Re-enroll). To complete the course a student must re-enroll.

Students not making satisfactory progress in a developmental studies course (courses numbered 01-09) shall be graded “U” (Unsatisfactory), and counselors shall recommend consultation with the instructor to determine the subsequent sequence of courses for the student.

A student is normally limited to two enrollments in the same credit course. Grades of “R”, “U”, “W”, and “I”, count as enrollments. If a student intends to enroll for a third time, documented permission must be given by the appropriate dean.

Student Grievance Procedure - Grades

An orderly and equitable process has been established whereby students can appeal grades; however, the student should have factual evidence that his/her grade, as reported, is in error. NOTE: See the section—Student Grievance Procedures in the Student Bulletin of the Catalog for the complete process to be followed.

Enrollment

Enrollment is complete upon payment of tuition and is required each semester before a student may attend class. Specific enrollment information is provided in the class schedule each semester. It is expected that students enrolling full-time, on academic probation or students requiring developmental mathematics or English courses will confer with their advisor or counselor prior to enrollment.

The initial enrollment in any course each semester should be completed prior to the start of the class. Schedule adjustments may be made during the first week of classes. During the second week of classes, students making schedule additions need the approval of the instructor or Dean. After this, all

schedule additions require approval of the Vice President for Academic Affairs and Student Services.

Enrollment Schedule Changes

In all cases, students should follow established procedures for making any change in their class schedule after enrollment is completed. Failure to do so could place their College record in jeopardy.

After the initial enrollment each semester, students may submit an Enrollment Change Form to the Office of Admissions and Records or go online to their My CVCC account for adds and drops, or changes to their schedule. Students also need to complete the appropriate steps necessary to avoid financial or academic penalty. Time periods given are for the regular semester and will be adjusted for special or short sessions.

1. **Addition of a Course:** Schedule adjustments involving adding a course(s) may be made through the fifth school day of the semester.
2. **Section Changes:** A student may change to another section of the same course through the fifth school day of the semester.
3. **Drop with Refund:** Students shall be eligible for a refund of the tuition paid for a course dropped during the first 15% of the semester by submitting a signed Enrollment Change Form to the Office of Admissions and Records or by going to *CVCC OnLine* and following the procedures to drop a class.
4. **Withdrawal Without Grade Penalty:** A student may withdraw from a course between the drop with refund date as stated in the Academic Calendar and the end of the ninth week of the semester and receive a "W" grade by submitting a signed Enrollment Change Form to the Office of Admissions and Records. When it is impossible for the student to appear in person, a written request must reach the Office of Admissions and Records or withdrawing at My CVCC by the end of the ninth week deadline. The automatic "W" will be assigned by the Office of Admissions and Records.
5. **Withdrawal with Grade Penalty:** Withdrawal from a course(s) after the ninth week deadline will result in the student receiving an "F" except under mitigating circumstances which must be documented in the student's academic file. Mitigating circumstances must

be evaluated by the Vice President for Academic Affairs and Student Services or designee and include a certification by the instructor that the student was making satisfactory progress at the time of withdrawal. A special Withdrawal Form must be processed and submitted to the Office of Admissions and Records.

Repetition of Courses

Students will be limited to two (2) enrollments in the same credit course. Requests to enroll in the same course more than twice should be documented and approved by the appropriate dean. A grade of withdrawal "W" counts as a time taking a course in this regard. This limitation does not apply to courses identified as general usage courses, such as internships, seminars and supervised studies.

Effective Fall 1996, when a course is repeated (that was initially taken since Fall 1988), only the most recent course, credits, and grade received will be the one used in computation of total hours completed and the cumulative and curriculum grade point averages. All grades remain on the academic transcript. Courses identified as repeats must have the same credit hours. Course attempts which result in a grade of "W", "X", or "I" do not affect the GPA.

Semester Credits

A credit is equivalent to one collegiate semester hour. Each semester hour of credit given for a course is based on an academic hour, which is 50 minutes of formalized, structured instructional time in a particular course weekly for 15 weeks. This is a total of 750 minutes of instruction. In addition to this instructional time, there will be a minimum of one hour of scheduled evaluation or examination for each semester hour of credit generated by the course, not to exceed three academic hours (150 minutes). Courses may consist of lectures, out-of-class study, laboratory and shop study or combinations thereof. Credits may be assigned to the activities as follows:

1. **Lecture** - One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
2. **Laboratory** - Two to five academic hours, depending on the discipline, of laboratory,

shop, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

3. General Usage Courses - These courses include variable academic hours for one to five credits for general usage courses, such as Coordinated Internship, Cooperative Education, Seminar and Project, and Supervised Study.

Student Academic Load

The normal academic course load for full-time students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits excluding Orientation (SDV 100). Students wishing to carry an academic load of more than 18 credits must have the approval of the Vice President for Academic Affairs and Student Services or designee. Students placed on academic warning or academic probation may be required to take less than the normal semester course load. No program plan may officially list in any publication more than 18 credits per semester plus Orientation.

Student Information Release

Notification of Rights Under FERPA for Students Attending

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day CVCC receives a request for access. Students should submit to the Coordinator of Enrollment Services written requests that identify the record(s) they wish to inspect. The Coordinator of Enrollment Services will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask CVCC to amend a record that they believe is inaccurate or misleading. They should write the Coordinator of Enrollment Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If CVCC decides not to amend the record

as requested by the student, CVCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CVCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom CVCC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Visitors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, CVCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CVCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

5. FERPA permits institutions to identify certain items of information as "directory information". This information may be released upon request unless the student, during the first 10 days of the semester, has indicated, in writing to the Coordinator of Enrollment Services, that s/he does not wish this information released. CVCC identifies directory information as the student's: name, address, telephone number, major field of study, dates of attendance, current enrollment status (full-time/part-time, currently registered), and class standing (freshman or sophomore), receipt or non-receipt of a degree or certificate, and academic awards received (dean's list, honor roll, graduation honors).

6. According to FERPA, CVCC may release information without the student's written consent to the following:

- a. school officials, as identified by CVCC, determined by CVCC to have a legitimate educational interest,
- b. officials of other institutions in which the student seeks to enroll,
- c. persons or organizations providing to the student financial aid, or determining financial aid decisions,
- d. accrediting organizations carrying out their accrediting functions,
- e. parents of a student who have established that student's status as a dependent according to IRS Code of 1986, Section 152,
- f. persons in compliance with a judicial order or a lawfully issued subpoena,
- g. persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Questions on this policy can be directed to the Coordinator of Enrollment Services .

Persons involved in the serving of a warrant, subpoena, or summons at Central Virginia Community College should be referred to the Vice President for Academic Affairs and Student Services (or the Coordinator of Enrollment Services in the absence of the Vice President for Academic Affairs and Student Services).

Local, state, and federal officers are requested to serve these legal documents at the student's residence if at all possible. Ninety-nine percent of the CVCC students are from the cities of Lynchburg and Bedford, the counties of Amherst, Appomattox, Bedford, and Campbell, or peripheral counties. In cases where these police agencies deem it necessary to contact the student at the College, we offer two services which will cause a minimum of embarrassment to the student and save time for law enforcement officers.

- (a) The Vice President for Academic Affairs and Student Services will contact the student and request that the student go to the appropriate police agency to pick up the subpoena or summons.
- (b) The local, state, or federal officers may come to CVCC to serve the warrant, subpoena or summons. The Vice President for Academic Affairs and Student Services will contact the

student at the end of a class period and request that the student come to the Vice President for Academic Affairs and Student Services' Office where the warrant, subpoena, or summons will be served. These procedures do not apply to serious offenses or extenuating circumstances.

Student Records Retention Policy

The academic and personnel record of a student will be maintained either on paper copy or electronically by the College according to the following schedule:

Permanent retention is required only for the academic transcript (student permanent record).

Three-year retention from the date of student's separation from the College is required for application forms, readmission forms, high school and college transcripts, residency forms, curriculum admission and change of curriculum forms, and other information kept in the student folder.

Three-year retention from date of origination is required for registration, drop/add, and withdrawal forms, faculty grade reports, change of grade forms, and placement test results.

One-year retention from date of origination is required for transcript request forms, application forms (non-matriculated students), change of student information such as name and/or address changes, and graduation applications and certifications.

Student Status

The College keeps students informed of their academic standing. An appropriate statement shall be placed on their grade reports when students are academically deficient and when they have regained acceptable academic standing. The College will assist students to increase their effectiveness in meeting the academic standards of the institution and ultimately to attain graduation. Students are expected to maintain a 2.0 (C) grade point average and to be making normal academic progress toward graduation.

Good Standing

Students are considered to be in good academic standing if they maintain a semester minimum grade point average (GPA) of 2.0 per semester, are eligible to re-enroll at the College, and are not on academic suspension or dismissal status.

Academic Warning

Students who fail to attain a minimum grade point average of 2.0 for any semester shall have “Academic Warning” printed on the grade report.

Academic Probation

Students who fail to maintain a cumulative grade point average of 1.5 shall be on academic probation until such time as their cumulative average is 1.5 or better. The statement “Academic Probation” shall be placed on the students’ permanent records. Students may be required to carry less than a normal course load the following semester. Students on academic probation are expected to consult with their advisor. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a grade point average of 1.5 for the next semester in attendance shall be placed on suspension only after they have attempted twenty-four (24) semester hours. Academic suspension normally shall be for one semester. Summer session is not considered a regular semester for suspension. The statement “Academic Suspension” shall be placed on the students’ permanent records. Students who have been informed that they are on academic suspension may submit an appeal in writing using the Request for Readmissions Because of Academic Suspension/Dismissal Form to the Vice President for Academic Affairs and Student Services for reconsideration of their cases.

Readmission after Academic Suspension

Suspended students may be readmitted after termination of the suspension period and upon formal written petition using the Request for Readmissions Because of Academic Suspension/Dismissal Form to the Coordinator of Enrollment Services. During the suspension period, the student may apply for readmission for the following semester and, if readmitted, will re-enter the College on academic probation. The student who is readmitted must obtain a 2.0 grade point average the semester reinstated and maintain a 1.5 grade point average in each subsequent semester or be academically dismissed. The student may return to the same program plan or may request a program plan change. Previous work would be evaluated for utilization in any new program plan selected.

Academic Dismissal

Students who do not maintain at least a 2.0 grade point average for the semester of reinstatement to the College when on academic suspension shall be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester of their reinstatement must maintain at least a cumulative 1.5 grade point average in each subsequent semester of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of 1.5. Failure to attain a cumulative 1.5 grade point average in each subsequent semester until cumulative grade point average reaches 1.5 shall result in academic dismissal. The statement “Academic Dismissal” shall be placed on the students’ permanent records.

Readmission after Academic Dismissal

Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission. After 12 months the student may submit a written request for readmission using the Request for Readmission Because of Academic Suspension/Dismissal Form to the Vice President for Academic Affairs and Student Services. The student who is readmitted must obtain a 2.0 grade point average the semester reinstated and maintain a 1.5 GPA in each subsequent semester.

Transcripts

Students may request copies of their transcripts be forwarded to other educational institutions, employers, or any persons designated by the student. Students must authorize the release of their transcript by written request or by completing and signing a transcript request form available in the Office of Admissions and Records or from CVCC’s web site at www.cvcc.vccs.edu/Transcripts.htm. There is no fee for transcripts. Generally transcript requests will be processed within five working days. Due to limitations on access to student information under the Family Educational Rights and Privacy Act of 1974 (FERPA), telephone and third party requests for transcripts cannot be honored. The College does not release a transcript unless tuition, fees and other obligations due the College have been paid or satisfied.