

Associate of Arts, Associate of Science, or Associate of Applied Science degree honors will be awarded to students with the following cumulative grade point average at CCCC:

4.0	Summa cum laude
3.75-3.99	Magna cum laude
3.5-3.74	Cum laude

Honors are calculated using all CCCC college-level coursework and transfer courses from other accredited colleges and universities. (Grades earned in developmental education courses are not included.)

Students participating in commencement ceremonies must purchase graduation regalia (cap and gown) from the college bookstore.

## ASSOCIATE DEGREES

Students may earn an Associate of Arts degree or an Associate of Science degree. Students may also earn an Associate of Applied Science degree and certificates. See pages. 44-118 for specific degree plans. To graduate, students must complete a minimum of 18 credit hours at CCCC and satisfy all other degree requirements. Non-traditional and developmental course credit does not meet this residency requirement.

Candidates for an associate degree should submit an application for graduation at the beginning of the semester of degree completion.

## SUMMER GRADUATES

Students with six hours or less remaining toward completion of an associate degree may participate in the current year's graduation ceremonies provided they are pre-registered for the appropriate summer courses. Students planning to complete graduation requirements during a summer session and participate in graduation ceremonies must file for graduation by the preceding spring semester deadline. Otherwise, summer graduates may participate in the following year's ceremonies.

## CERTIFICATE PROGRAMS

Students obtaining certificates containing 18 hours or less must complete 15 hours of coursework in residence at CCCC. Petitions for transfer credits into certificate programs containing 18 hours or less may be made to the division dean through the Degree Plan Coordinator. Certificates will be awarded upon completion of program requirements. Although certificates are normally one year in length, the specific number of credit hours varies by program area. Students earning certificates may participate in commencement ceremonies.

Candidates for a certificate should submit an application for graduation at the beginning of the semester of degree completion.

## HIGH ACADEMIC ACHIEVEMENT

All students who complete 12 or more quality credit hours during a regular (16-week) term with a current 3.5 GPA or above qualify for the Dean's List.

All students who complete 12 or more quality credit hours during a regular (16-week) term with a current 4.0 GPA qualify for the President's List.

## INCOMPLETE GRADES AND CONTRACTS

The "I" grade is assigned only for extenuating circumstances. Incomplete contracts must be agreed to and signed by the student, professor, coordinator and appropriate division dean before the end of the term in order for a grade of "I" to be assigned. The contract must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade. If remaining work is greater than 20 percent of the coursework, Vice President of Academic Affairs approval is required. Requirements of incomplete contracts must be completed as specified in the contract, but by no later than the end of the following 16-week term. The contract may state that if the work is not completed as specified, the grade will be changed to a performance grade based on the quality and amount of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an "I" will remain on the permanent record.

## NON-TRADITIONAL COLLEGE CREDIT (NTCC)

Various credit options enable persons who have acquired knowledge and skills in non-traditional ways to demonstrate academic achievement. Credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which the knowledge was acquired, except for college credit that has been previously granted. Students may also receive credit for some previous military training. Please note that a fee for test administration and transcript recording will be assessed. Without special permission from the Vice President of Academic Affairs, no more than 18 hours of NTCC may be counted toward a degree. NTCC will be transcribed only after six hours traditional, non-transfer credit is achieved at CCCC.

For additional information regarding College-Level Examination Program (CLEP) examinations, departmental examinations, advanced placement tests, Tech Prep, armed forces credit, and credit for the completion of the Certified Professional Secretaries examination, contact the Director of Testing or the Admissions and Records Office.