

## **ADVANCED PLACEMENT TESTS OF THE COLLEGE BOARD (AP)**

Beginning freshmen who have received college-level training in secondary schools and who present scores of three, four, or five on the appropriate Advanced Placement Examination will be granted, on request, placement and credit for comparable courses at the college following the completion of six semester hours at CCCC. For more information contact the Director of Testing.

## **ARMED FORCES CREDIT**

In addition to using credit earned at other institutions to achieve advanced placement at the college, students may also receive such standing by presenting evidence of having satisfactorily completed a program of military training for which equivalent college credit may be given in accordance with the American Council on Education Standards and Recommendations. Armed Forces credit is evaluated by the Degree Plan Coordinator.

## **COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

Most public-supported colleges and universities have agreed to accept as transfer credits all CLEP credit granted by regionally accredited institutions using the criteria below. Students planning to use CLEP credit to meet degree requirements at other institutions should check the requirements of the receiving institution. CLEP General Exams are not evaluated for credit at CCCC. The college uses the following criteria for CLEP Subject Examination evaluation:

1. CLEP credit shall be recorded on transcripts with a "CR" in order to be clearly recognized as credit earned by examination.
2. CLEP credits shall not be granted if they duplicate credits for courses already completed.
3. Credit is awarded for CLEP Subject Examination scores at or above the 70th percentile. Official score reports should be sent to the Director of Testing.
4. A \$10 non-refundable processing fee will be charged for each CLEP examination in addition to the required fee for the CLEP examination.

## **CREDIT BY EXAM (DEPARTMENTAL EXAMS)**

Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. A non-refundable fee is charged for each course examination. Students must be currently or previously enrolled or have earned credit at the college to receive credit by examination. Credit by exam may be attempted only once for any given course. The student must score at or above 70 percent to receive credit for the course. Some credit by exams may require portfolio review.

## **OUTSIDE AFFILIATIONS**

All learning experiences undertaken in affiliation with outside agencies are under the control and supervision of a faculty member or clinical director at CCCC.

## **PORTFOLIO REVIEW FOR CREDIT**

If a credit by exam requires portfolio review before credit is awarded the students must follow the steps outlined below.

1. The student must pick up an institutional Credit by Exam/Portfolio Review form from a campus Testing Center.
2. Contact one of the full-time faculty in the discipline for an appointment to review the student's portfolio.
3. The professor will review the portfolio to see if the coursework meets all the course requirements for which the student seeks credit.
4. If the student's portfolio meets or exceeds the competencies, the professor will complete and submit the Credit by Exam form which will be returned to a campus Testing Center for credit.

If the student's coursework does not meet the competencies, he/she will be advised to take the course.

## **STUDENT RECORDS**

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

Students may inspect and review their education records upon request to the registrar. Students should submit to the Registrar a written request that identifies as precisely as possible the record or records they wish to inspect. Contact the Registrar for procedures on students' rights of inspection, review, and correction of educational records.

### **DISCLOSURE OF EDUCATION RECORDS**

CCCC will disclose information from a student's education records only with the prior written consent of the student, except with regard to the law that provides for disclosure without consent as indicated below:

1. To school officials who have a legitimate educational interest in the records.
2. To other schools.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes unless the student has restricted records disclosure.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

11. As it relates to directory information, unless the student restricts directory information.
12. To the student.
13. Results of disciplinary hearing to alleged victim of a crime of violence.
14. To CCCC Public Safety Officers in a health or safety emergency.

## DIRECTORY INFORMATION

Directory information may be released to the general public without the student's consent. Directory information is defined as:

1. Student name
2. Student address
3. Telephone listing
4. Date and place of birth
5. Major field(s) of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletic team members
8. Dates of attendance/enrollment
9. Most recent previous educational institution attended
10. Degrees and awards received
11. Photo/visual likeness

A student may request that directory information be withheld from the public by completing and filing a request with the Admissions and Records Office. If no request is filed, directory information will be released upon inquiry. Filed requests are valid until revoked by the student in writing.

Directory information is the only part of a student's record that may be released without the student's prior written permission, except with regard to the law that provides for disclosure without consent.

## REPEATING COURSES

Grades of all courses taken will be recorded on the student's transcript. Only the grade and credits earned (whether higher or lower) in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements. A course in which a grade of F has been received can only be repeated one time to replace the grade of F. Otherwise, courses that may be repeated for credit more than one time are specified in the course description.

Veterans should consult the Director of Financial Aid/Veterans Affairs before repeating any course. Students planning to transfer to another college or university should check with the Transfer Lab or with receiving institutions for their repeat policies.

## ACADEMIC STANDARDS

All students are encouraged to work toward achieving their goals and maintaining scholastic progress throughout their enrollment at

the college. Students who maintain a 2.0 or better semester and cumulative grade point average (GPA) are considered in good standing.

## STUDENTS ON ACADEMIC ACTION PROGRAM (SOAAP)

SOAAP refers to the policies and procedures that govern CCCC students on any academic action status as outlined below. The policies set forth will be strictly enforced. To this end, students are required to develop an individualized plan for success in consultation with the Assistant Director of Academic Advising and to achieve and maintain a minimum cumulative GPA of 2.0. The Assistant Director of Academic Advising will assist the students in mapping out specific plans to meet the academic standards set by CCCC. Students who do not meet the academic standards and do not earn a minimum 2.0 cumulative GPA will be placed on one of the following academic actions.

## ACADEMIC WARNING

Students on Academic Warning have less than a satisfactory cumulative GPA (less than a 2.0) with less than 18 quality hours\*. A registration hold is not placed on their record; however, they will be notified in writing about their status and encouraged to meet with an advisor and take advantage of the support services available.

*\*NOTE: Quality hours refer to the number of college-level hours a student completes at CCCC.*

## ACADEMIC PROBATION

Students who have less than a 2.0 cumulative GPA, but who have 18 or more quality hours earned at CCCC, will be placed on Academic Probation and notified in writing of their probationary status. Students on Academic Probation will be required to meet with and obtain the signature of the Assistant Director of Academic Advising on their registration ticket prior to registration for further classes and are not permitted to register through the Telephone or Webline Registration systems. Probation students are limited to 12 semester hours during each regular (16-week) semester.

Students on Academic Probation will be monitored for satisfactory progress at the mid-semester point and must meet with the Assistant Director of Academic Advising prior to early registration to formulate a plan to raise their GPA. Probation students are also strongly encouraged to attend CCCC study skills seminars, to enroll in a study skills class and to take advantage of free tutoring services offered by CCCC.

Students who have registered early and have subsequently been placed on Academic Probation must meet with the Assistant Director of Academic Advising prior to the end of the Add/Drop period as stipulated in the CCCC Schedule of Classes. These students will receive written notification of their probationary status.