

ensure that the student has not previously attempted the CBE. The form is then forwarded for approval to the division director or department head.

2. An evaluation fee must be paid at the Business Office before the examination is administered.

All CBEs will be graded on a pass/fail basis, with a pass being a "C" or better. Pass/fail has no numerical value. A pass will be recorded as credits earned by CBE and will not affect the student's grade point average. A failing grade will not be recorded.

2.9 COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP), designed by the College Entrance Examination Board, is a basis of granting credit for knowledge gained through non-traditional means, such as work experience or independent study.

CLEP examinations are of two types:

1. The General Examinations cover in a broad and generalized way five academic areas: humanities, mathematics, natural science, English composition, and social sciences/history. CCC will grant six credits in each of the five to any matriculated student who passes any of the general examinations.
2. The Subject Examinations measure the student's knowledge in specific academic fields. There are 40 or more such examinations, some of which carry three credits and some six.

In both the general and subject examinations, CLEP credits are similar to transfer credits: no grade is concerned; no quality points are involved, and, as a result, there is no effect on the student's CPA.

When CLEP credits are awarded, they will be recorded in terms of CCC equivalent courses. There will be a notation indicating that CLEP was the basis of credit award.

For further information about CLEP, consult the Registrar.

2.10 CREDIT FOR NON-COLLEGIATE SPONSORED INSTRUCTION

The College recognizes that college level learning may occur in non-collegiate settings and through life experience. The award of credit for such acquired learning and skills is appropriate and must be the result of an evaluation process. Such a process begins with a discussion with the Academic Dean and ends with the approval of the Director of Academic Affairs (Chancellor's Office). Standardized assessments, such as those provided by the American Council on Education (ACE) for evaluation of military service training experiences, may be used in this process.

2.11 GRADUATION REQUIREMENTS

2.11.1 DEGREES

Capital Community College is authorized by the State of Connecticut to award the degrees of Associate in Arts (AA) and Associate in Science (AS).

To be considered eligible for graduation, a student must be enrolled in a degree program and have completed all requirements of the program, with an overall GPA of 2.000 or higher.

In computing a GPA for awarding a degree, grades in all courses taken at CCC are averaged.

(See Section 2.22, Acceptance of Transfer Credit at Community-Technical Colleges Policy 3.17.1 of Board of Trustees of Community-Technical Colleges.)

2.11.2 CERTIFICATES

Students enrolled in certificate programs must achieve a GPA of 2.000 or higher only for those courses required for the certificate.

2.11.3 APPLICATIONS

Applications for graduation, whether for a degree or a certificate, must be filed with the Counseling Center during the spring semester before the degree is awarded. The application must be accompanied by a non-refundable graduation fee of \$33. Students must have fulfilled all financial obligations to the college prior to graduation.

2.12 ASSOCIATE DEGREES - MULTIPLE

Policy 3.3.5 of Board of Trustees of Community-Technical Colleges

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a community-technical college. Such a student shall be treated similarly to a transfer student with respect to minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.
2. A student may earn two degrees simultaneously at a community-technical college by fulfilling all requirements stated above.
3. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
4. Completion of the requirements of an additional program option does not constitute a different degree.

Adopted May 15, 1978

Amended October 19, 1987

2.13 ACADEMIC HONORS

2.13.1 SEMESTER HONORS

There shall be a Dean's List of students, both full-time and part-time, who earn a semester grade point average of 3.4 or higher. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. A course Withdrawal or Incomplete shall make the student ineligible

for Dean's List recognition that semester. Upon completion of the Incomplete, the student may at the College's discretion be recognized retroactively.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

2.13.2 HONORS AT GRADUATION

Students with exemplary academic performance shall be recognized at graduation with the following designations, either in Latin or English, as the college may choose:

- Summa Cum Laude/Highest Honors for students with a 3.9 - 4.0 grade point average
- Magna Cum Laude/High Honors for students with a 3.7 - 3.89 grade point average
- Cum Laude/Honors for students with a 3.4 - 3.69 grade point average

Students with an Incomplete may at the College's discretion become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required grade point average.

To be considered for honors at graduation, candidates must have completed at least 30 credits of standard courses at this institution. Nonstandard courses include, but are not limited to, Credit by Examination, College-Level Examination Program, independent study, and telecourses.

The Valedictorian is the graduating degree student, either full- or part-time, who at the time of graduation has the highest CPA.

The Salutatorian is the graduating degree student, either full- or part-time, who has earned the second highest CPA.

In awarding these honors, ties may be broken by a comparison of the number of credits earned by each student at CCC in relation to the number of transfer credits each has been awarded, if any.

A student who has earned a CPA of 4.00 shall be appropriately recognized as graduating with Highest Honors and receive the Board of Trustees' Medallion at Commencement.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

2.14 INCOMPLETE WORK

An Incomplete is a temporary grade assigned by a faculty member when course work is missing and the student agrees to complete the requirements. Assignment of an Incomplete is at the discretion of the faculty and is typically used when there are extenuating circumstances, such as illness. Students receiving an Incomplete must submit the missing course work by the tenth week of the next semester. All Incompletes must convert to a letter grade by the end of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.