

Academic Information

Academic Advising

Academic advising is designed to assist students in developing and following an educational plan that will enable them to meet their educational and career goals. Such assistance includes: selecting a program, developing a plan or timetable for completing the program, developing student- and semester-specific course schedules, monitoring and following students' academic progress, and identifying/referring students to appropriate learning assistance opportunities as necessary.

All students are required to see a counselor for new student academic advising prior to their first enrollment in the College. During this initial advising session, the student's educational and career goals are discussed in relationship to their academic preparation. During the first semester, all curricular students are assigned a faculty advisor. Curricular students should consult with their faculty advisor each semester for help with course selection and with all developments relating to their educational and career objectives. Students who have not selected a curriculum may continue to see a counselor for academic advising. All students are responsible for consulting the College Catalog and Student Handbook for course co-requisites and prerequisites before registering for a class.

After meeting with their faculty advisor and completing all developmental coursework, students in good academic standing may choose to continue meeting with a faculty advisor for advising each semester or may choose to self-advise. *Students who self-advise agree to accept full responsibility for their course selection decisions and for following curriculum requirements for graduation.*

Academic Calendar

The College operates on a semester system with a Fall and Spring semester and Summer terms. The College calendar is published in the Catalog and Student Handbook, the Schedule of Classes, and the College's web site: www.germannna.edu.

Academic Degrees and Certificates

The following academic degrees or certificates are offered upon successful completion of approved programs at the College.

An **Associate of Arts & Sciences Degree (AA&S)** is awarded to students who complete requirements in specialized curricula such as: Business Administration, Education, General Studies, Liberal Arts, and Science. This degree is appropriate for those students who plan to transfer to four-year institutions after completing a program of study at Germanna.

An **Associate of Science (AS)** is awarded to students who complete requirements in Engineering. This degree is appropriate for those students who plan to transfer to four-year institutions after completing the Engineering program at Germanna.

An **Associate of Applied Science Degree (AAS)** is awarded to students who complete major requirements in one of the occupational-technical curricula and may plan to obtain full-time employment upon graduation from Germanna.

A **Certificate (C)** is awarded to students who complete one of the approved non-degree curricula which are usually less than two years in length.

A **Career Studies Certificate (CS)** is awarded to students who complete one of the career studies programs. Career studies programs are developed and implemented in response to community needs when institutional resources permit. The College reserves the right to withdraw program offerings if there is not sufficient demand or for other appropriate reasons.

Academic Load

The minimum full-time load is 12 semester hours, and the normal maximum full-time load is 18 semester hours. Students wishing to carry an academic load of 19 credits or more, not counting SDV 100, must have a minimum GPA of 3.0 and approval from the Dean of Instruction. During the Summer term, full-time load is 10 semester hours. Students placed on academic warning or academic probation may be required to take less than the normal course load.

Academic Recognition

Academic Honors: Any student whose semester GPA is 3.200 or above will be placed on the Academic Honors List for that semester. The statement "Academic Honors" will be printed on the transcript.

President's List : Any student who has completed a minimum of 24 credits at Germanna Community College and whose cumulative GPA is 3.8 or higher, earned a semester GPA of 3.5 or higher, and earned no grades of D, F, I or U for the semester will be placed on the President's List. The statement "President's List" will be printed on the transcript.

Dean's List: Any student, who has completed at least 12 credits per semester OR completed at least 6 non-developmental credit hours for the semester and earned a semester GPA of at least a 3.5, will be placed on the Dean's List. The statement "Dean's List" will be printed on the transcript.

Academic Renewal

Currently enrolled students who return to the College after a separation of 5 years (60 months) or more may petition for academic renewal. The request must be made on the Academic Renewal Petition form and submitted to the Admissions and Records Office. If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to reenrollment will remain on the permanent record, but will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

- 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 12 semester hours completed after reenrollment.
- All grades received at the College will be a part of the student's official transcript.
- Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- Total hours for graduation will be based on all course work taken at the College after readmission, as well as former course work for which a grade of "C" or better was earned, and credits transferred from other colleges or universities.
- The academic renewal policy may be used only once and cannot be revoked once approved. Contact the Registrar for further information.

Academic Standing

The College keeps students informed of their academic standing. A statement is printed on the student's record to indicate academic warning, probation, suspension, or dismissal. Similarly, a statement will indicate when acceptable academic standing has been achieved. 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 2.00 "C" grade point average and to make normal academic progress toward graduation.

Good Academic Standing: Students are considered to be in "good academic standing" if they maintain a minimum Grade Point Average (GPA) of 2.00 per semester, are eligible to reenroll at the College, and are not on academic suspension or dismissal status. Students must maintain a cumulative GPA of 2.00 in order to take on-line classes.

Academic Warning: Students who fail to attain a minimum GPA of 2.00 for any semester shall receive an academic warning. The statement "Academic Warning" will be printed on the student's record. Students on academic warning are ineligible to take on-line classes if their cumulative GPA is below 2.00.

Academic Probation: Students who fail to maintain a cumulative GPA of 1.50 will be on academic probation until such time as their cumulative average is 1.50 or better. The statement “Academic Probation” will be printed on their permanent records. Students on academic probation are ineligible to take on-line classes. Students on academic probation are ineligible to hold office in student organizations unless the Dean of Student Services grants special permission. Students usually will be required to carry a lighter course load the following semester. Students will be subject to academic probation only after they have attempted 12 semester credit hours.

Academic Suspension: Students on academic probation who fail to attain a GPA of 1.50 for the next semester of attendance will be subject to academic suspension. Students may be suspended only after attempting 24 credit hours. The statement “Academic Suspension” will be printed on the student’s permanent records. Students who have been informed that they are on academic suspension but wish to be considered for an immediate reinstatement may submit a written appeal to the Registrar for consideration by the Admissions Committee and the Dean of Student Services.

Reinstatement after Academic Suspension: Reinstatement after the suspension period is not automatic. The suspended student must submit a written petition for readmission/ reinstatement to the Registrar for consideration by the Admissions Committee. The petition should address the student’s academic goals explain the academic difficulties that led to suspension, and describe what has been done to enhance the student’s chance for success. The Admissions Committee will review the petition within sixty business days. The Registrar will contact the student regarding the outcome of the petition for reinstatement. Students approved for reinstatement will be subject to special provisions. The decision of the Admissions Committee is final and not subject to appeal.

Academic Dismissal: Students who do not maintain at least a 2.00 GPA for the semester of reinstatement to the College following academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 GPA for the semester of their reinstatement must maintain at least a cumulative 1.50 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 GPA in each subsequent semester until cumulative GPA reaches 1.50 will result in academic dismissal. The statement “Academic Dismissal” will be printed on the transcript.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission. Dismissed students should direct a written petition for readmission to the Dean of Student Services for consideration by the Admissions Committee.

Figure 1 - How to Figure Grade Point Average

A = 4 Grade Points B = 3 Grade Points C = 2 Grade Points D = 1 Grade Point F = 0 Grade Points

Dept.	No.	Sec.	Course Title	Credits Attempted	Credits Completed	Grade	Quality Pts
BIO	102	01	General Biology II	4	4	B	12
MTH	120	01	Introduction to Mathematics	3	3	A	12
ENG	111	03	College Composition I	3	3	B	9
IST	114	01	Fundamentals of Computer Info. Sys.	3	3	B	9
PED	126	01	Archery	1	1	B	3
BUS	200	01	Principles of Management	3	3	B	9
Semester Totals:				17	17		54

Semester GPA: 3.18

Quality points are computed by multiplying the number of credits completed by the grades earned. For example, for BIO 102--1 (4 credits), the student earned a B grade (3 points): 4 credits X 3 points = 12 quality points. Semester grade point average is computed by dividing the total quality points earned by the total credits attempted. For example, 54 divided by 17 = 3.18 semester GPA.

“P”, “U”, “W”, “R”, “S”, and “X” grades do not count towards the grade point average.

Addition of a Course

Students may enter a new class or change class sections through the published “Last Day to Add a Class.” Except under special circumstances, students may not enter a new class or change sections after this date. The instructor of the class and the Dean of Instruction must approve any request for entry after that time. Drop/Add Forms may be obtained in the Admissions and Records Office or the Admission and Records Office website.

Attendance Standard

Class attendance is an integral part of a sound academic program for most classes at Germanna. However, alternate teaching techniques, which may not require class attendance, may also be a part of a sound academic program. Class attendance requirements are found in the course outline, which the instructor provides to students in each course. Germanna students are expected to be present and on time at all regularly scheduled classes and laboratory meetings. When a faculty member determines that a student has not met the class attendance requirements in the course outline, the faculty member may submit a Drop/Add Form, showing the last date of attendance by the student, to the Admissions and Records Office. A grade of “W” will be recorded for all withdrawals, whether initiated by the student or by the faculty member through the published “Last Day to Withdraw without Academic Penalty.” Students withdrawn after the withdrawal deadline will receive a grade of “F” except under mitigating circumstances, which must be documented by the student and approved by the Dean of Instruction. Please see “Withdrawing from a Course” under “Registration Information” in the Academic Information section of this catalog for additional policy information.

Attendance Standard Recommendation:

If class meeting times during the week are:	Absences permitted are:
1	2
2	4
3	6
4	8

This is based on 16-week course.

Frequent absences may result in the termination of Veterans Benefits and other programs of financial assistance.

Auditing a Course

Students who wish to attend a course without taking examinations or receiving credit may do so by registering to audit that course. Students may register to audit a course, with permission from the appropriate Dean of Instruction during the Late Registration period. The regular tuition rates apply for audited courses. Audited courses carry no credit and do not count as part of the student’s course load. Changes from audit to credit must be made by the official last day to add a class. Changes from credit to audit must be made by the official last day to withdraw without academic penalty.

Classification of Students

All students are classified according to the following categories: Curricular/Non-curricular, Freshman/Sophomore, Full-time/Part-time.

Curricular: A student who has satisfied all College admission requirements and has been admitted to a curriculum.

Noncurricular: A student who is not formally admitted to one of the curricula but who is classified according to one of the following student goals or conditions:

- updating employment skills for present job
- developing skills for a new job
- career exploration
- personal satisfaction and general knowledge
- transient student (may take up to 15 credit hours before being required to change status)

- non-degree transfer student
- high school student (with College & high school approval only)
- general or curricular requirements pending (with College approval only)
- restricted enrollment (with College approval only)
- auditing a course (with College approval only)

Freshman: Fewer than 30 credits completed in the designated curriculum.

Sophomore: 30 or more credits completed in the designated curriculum, including relevant transfer credits.

Full-time: Enrolled in 12 or more credits per semester.

Part-time: Enrolled in fewer than 12 credits per semester.

Computer Competency Requirements

Germanna Community College supports the Virginia Community College System (VCCS) belief 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 a curriculum in excess of 45 semester credits. Germanna Community College ensures that students graduating in programs in excess of 45 semester credits will be able to:

- demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks;
- use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and/or communication applications;
- access, retrieve, assess, and apply networked information resources (for example, on-line catalog, virtual libraries, the Internet and World Wide Web); and
- use telecommunication software (for example, electronic mail, listservs, bulletin boards, and/or newsgroups) to communicate with faculty students, and information providers.

Students may satisfy the computer competency requirement at Germanna Community College by passing ITE 115 or an equivalent competency test. The computer competency exam can only be taken once. No credit will be awarded. Student must score 70% on each area of the exam. For more information about the competency exam, please contact the Academic Computing Center.

Credits

College-level Course Credits: The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each semester hour of credit given for a course is based on the “academic hour,” which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks.

Developmental Course Credits: Courses numbered 01-09 do not satisfy graduation requirements and do not transfer to four-year institutions. Developmental courses carry 1 to 4 credits for the purpose of tuition payment, calculation of course load, and enrollment status (fulltime/part-time).

Curriculum Changes

Students who want to change their program or course of study while at Germanna Community College should discuss their intentions with an academic advisor. Once a decision to transfer to another curriculum has been finalized, the student should submit a Curriculum Change Form to the Admissions and Records Office. *[The curriculum change will become effective the semester the change is requested.]*

Transfer students must also request a reevaluation of their transcripts based on the requirements of the new curriculum. Graduation requirements will be determined by the catalog in effect at the time of the curriculum change. Please see “Catalog Used for Graduation” under “Graduation Requirements and Procedures” later in this section of the catalog.

Developmental Studies

Developmental courses are designed to provide the basic skills and knowledge necessary for success in college-level classes. These courses, which are numbered 01-09, are available in writing, reading, arithmetic, and algebra.

Upon applying for admission to Germanna, students must take placement tests in reading, writing, and math unless they can provide satisfactory SAT/ACT scores or can provide evidence of math and/or English credit earned at an accredited college or university. The scores from these tests provide counselors and faculty advisors with objective information to place students in the most appropriate classes.

Developmental classes do not satisfy graduation requirements and do not transfer to four-year institutions. Developmental courses carry one to five credits for the purpose of tuition payment, calculation of course load, and enrollment status (full-time/part-time).

Students who experience difficulty with an entry-level class for which there is a preparatory developmental course may drop/add into a developmental course that is better suited to their skills. However, course changes after the end of the drop/add period require the approval of the appropriate instructor and the appropriate Dean of Instruction.

Grades in developmental courses are S (Satisfactory), R (Reenroll), or U (Unsatisfactory). A grade of S (Satisfactory) means that the student has satisfactorily completed the course objectives. Students making satisfactory progress but not completing all of the objectives for a developmental course will receive an R (Reenroll) and must reenroll and repeat the entire course. Students not making satisfactory progress will receive a U (Unsatisfactory). Any questions concerning developmental studies or student placement in developmental classes should be directed to the appropriate Dean of Instruction.

NOTE: The VCCS is re-designing developmental education, and changes may be made to the course names and/or grading scale before a new catalog is finalized. The College will announce updates to students via e-mail.

Distance Learning

Germanna Community College's Distance Learning Department is committed to provide quality accessible learning opportunities that extend beyond the traditional classroom and that serve a diverse community population. To serve that commitment, we offer online, hybrid, and interactive video courses. All online course instruction is delivered via the Internet. Hybrid courses are a combination of campus lecture and online instruction. Finally, we offer interactive video courses which are available simultaneously at multiple campuses using a live interactive video system.

The Distance Learning Department provides the Orientation to Online Learning and a self-assessment test through Smarter Measures for students who are new to online courses. These resources are available online through the distance learning webpage and Orientation to Online Learning is also provided in a face-to-face format at the beginning of each semester with registration occurring through the webpage as well.

Dropping a Course with Refund

Students may drop a course with refund through the published "Last Day to Drop with Refund". Classes dropped by this date will be removed from the student's academic record. Drop/Add Forms may be obtained in the Admissions and Records Office or the Admissions and Records Office website. For more information, see "Refund Policy" under "Tuition and Fees" in the Student Services section of this catalog.

Examinations

All students are expected to take their final examinations at regularly scheduled times. No exceptions will be made without the permission of the Dean of Instruction and the instructor.

Grade Appeals

A change of grade can only be authorized by the faculty member who awarded the grade. Students are encouraged to resolve disputes regarding a grade through an informal appeal to the instructor. If the dispute is not resolved informally, grade appeals are handled according to procedures outlined in the Student Grievance Policy. It is important to note that a formal grievance must be filed within 30 business days of the student's knowledge of the grade being disputed.

Grade Point Average

The grade point average (GPA) is determined by dividing the number of grade points earned by the total number of credits attempted. Courses that do not generate grade points are not included in credits attempted. Developmental credits are not included in the GPA computation.

Course Repeat Policy: When courses are repeated, only the last course grade attained is counted in the computation of the cumulative grade point average and for satisfying graduation requirements. However, all prior attempts will remain on the student's permanent academic record. This policy applies only to courses taken and repeated since summer 1994, and also courses taken since Summer 1988 and repeated since Fall 1996. Implementation of this policy does not revise any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Questions about this policy should be directed to the Registrar.

Semester Grade Point Average: The semester 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 (see Figure 1, *How to Figure Grade Point Average*).

Cumulative Grade Point Average: The cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing.

Curriculum Grade Point Average: A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Grade Reports

Final grade reports are available to students via the Student Information System on the web (www.germannna.edu) at the end of each semester. No grades will be mailed. Final grades are a part of the student's permanent academic record and are recorded on the student's official transcript.

Grading System

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 points per credit

I Incomplete: No credit. Used for verifiable unavoidable reasons. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. 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 (B,C,D,F,P, R, or U) 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 the Spring semester, students will have through the end of the subsequent Summer term to complete the requirements. A "W" grade will be awarded only under mitigating circumstances which must be documented by the student and approved by the Dean of Instruction.

P Pass: No grade point credit. Applies only to selected non-developmental courses which have College approval for the pass/unsatisfactory grading option. Only seven credit hours of "P" grades may be applied toward graduation.

U Unsatisfactory: No credit. Applies to Developmental Studies, noncredit courses, and selected credit courses which have College approval for the pass/unsatisfactory grading option.

W Withdrawal: No credit or academic penalty. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. See "Withdrawing from a Course" under "Registration Information" earlier in this section.

R Re-enroll: No credit. Student must reenroll to satisfactorily meet course objectives. To be used only for Developmental Studies (numbered 01 through 09).

S Satisfactory: No grade point credit. Used only for satisfactory completion of a Developmental Studies course (numbered 01 through 09).

X Audit: No credit. Permission of the Dean of Instruction is required to audit a course. After the last day for students to withdraw from a class without penalty, students may not change from credit to audit.

Pass/Unsatisfactory Grading Option: Grades available under the Pass/Unsatisfactory option are "P" and "U". A student enrolled in a class under this option receives one or the other of these two grades, except where an "R," "I," or "W" is appropriate. Permission of the Dean of Instruction is required for utilizing the Pass/Unsatisfactory option. The "P" grade is not included in GPA calculations. A maximum 7 semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree or certificate.

Note: The grades of A, B, C, D, P, and S are passing grades. Grades F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

Graduation Requirements/ Procedures and Academic Requirements

To be eligible for a degree, certificate or career studies certificate from the College, a student must have:

- Been admitted to the curriculum in which he/she expects to receive a degree or certificate.
- Fulfilled all of the course and credit hour requirements of the curriculum with 25 percent of the credits completed at GCC.
- Earned a GPA of at least 2.0 on all work attempted which is applicable toward graduation in his/her particular curriculum.
- Satisfied the College's computer competency requirement for programs of more than 45 semester hours.
- Fulfilled all exit assessment requirements (including completion of general education assessment instruments for Associate degree candidates).
- Filed an Application for Graduation in the Admissions and Records Office or completed the online graduation application.
- Resolved all financial obligations to the College and returned all materials, including library books.
- Been certified for graduation by the Registrar and the Vice President for Academic and Student Services.

Final responsibility for meeting all degree requirements rests with the student. Upon recommendation of the Dean of Instruction and the Vice President for Academic and Student Services, students who pursue a degree program but are unable to complete the degree requirements may be issued a certificate if the portion of study completed is equivalent to an approved certificate program offered at the College. If an approved certificate in the student's area of study is not offered at the College, an award of completion may be granted which specifies instructional hours completed.

Catalog Used for Graduation: Each new catalog becomes effective with the Summer session of the year in which it is published. The catalog used to determine graduation requirements may be either of the following at the student's request:

The catalog in effect at the time a student was formally admitted into a curriculum.

—OR—

Any subsequent catalog which came into effect while the student was enrolled in that curriculum at GCC.

Note: The catalog used in certifying graduation requirements will have been in effect no more than seven years prior to the time of graduation.

Application for Graduation: Students should apply for graduation according to the following schedule:

Semester final course will be completed:	Apply for graduation by:
Summer Semester 2011	May 31, 2011
Fall Semester 2011	August 31, 2011
Spring Semester 2012	November 30, 2011

Applications are available in the Admissions and Records Office and online via myGCC. The College has one formal commencement ceremony after the Spring semester for students who officially completed graduation requirements during the academic year. Students will not be permitted to participate in the commencement ceremony prior to the completion of a program of study.

Graduation Honors: Students who have fulfilled all requirements applicable to their program are eligible for graduation honors. Graduation honors are determined by the student's cumulative grade point average and are only applicable to Associate Degrees. Appropriate honors based upon scholastic achievement are recorded on the student's permanent record as follows:

3.2 GPA Cum Laude (with honor)

3.5 GPA Magna Cum Laude (with high honor)

3.8 GPA Summa Cum Laude (with highest honor)

Second Degree or Certificate: In awarding students an additional certificate or degree, the College may grant credit for all previously completed applicable courses which are requirements of an additional certificate or degree. However, the College reserves the right to determine the appropriateness of awarding additional degrees in order to maintain the academic integrity of the College. A General Studies Degree will not be conferred in addition to another AA&S Degree. The awards must also differ from one another by at least 25% of the credits.

Online Registration

Eligible students should visit www.germannna.edu for instructions regarding on-line registration as information is updated each semester. Students are responsible for complying with registration policies and procedures and meeting established deadlines. Questions regarding registration should be directed to the Admissions & Records Office at either campus. Phone: Locust Grove Campus (540)423-9122, Fredericksburg Area Campus (540)891-3020.

Registration Information

Registration is conducted at the College prior to the beginning of each semester. Current information about the registration schedule and registration procedures for new/readmitting students and continuing students is published each semester on the Admissions and Records website. Students are responsible for complying with registration policies and procedures and meeting established deadlines.

Questions regarding registration should be directed to the Admissions & Records Office at either campus. Phone: Locust Grove Campus (540) 423-9122, Fredericksburg Area Campus (540) 891-3020.

Repeating a Course

Students are limited to two enrollments in the same credit course. Requests to enroll in the same course for a third time must be documented on a Request to Repeat Course form and approved by the Dean of Instruction prior to registration. Repeating a course will affect a student's grade point average and may negatively affect financial eligibility. Please see "Course Repeat Policy" under "Grade Point Average" in the Academic Information section of this catalog.

Transfer Credit and Advanced Standing

Germanna Community College believes that a student's prior experience and knowledge should be recognized and applied effectively to their program in order to help them meet their educational goals. Advanced standing, through the awarding of credit toward specific curricular requirements, may be obtained in the following ways:

Transfer Credit: Coursework transferred to Germanna Community College must represent collegiate coursework applicable to the student's curriculum, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Germanna's curricula. Collegiate coursework from regionally accredited institutions typically meets the above criteria.

No credit will be given for courses with grades lower than "C." Technical and computer classes taken more than five years ago will not be accepted for transfer credits. Please see "Admission of Transfer Students" under "Admission Information" in the Student Services section of this catalog for more information.

Credit by Exam: Credit may be awarded for the successful completion of certain proficiency examinations offered by the College Level Examination Program (CLEP) and the Advanced Placement Program (AP).

Credit for Military Training: Credit may be awarded for military training and experience as recommended by the American Council on Education in A Guide to the Evaluation of Educational Experiences in the Armed Services.

Credit for Other Courses: Credit may be awarded for courses that do not meet the College's normal criteria for transfer in accordance with established articulation agreements or as recommended by the American Council on Education. Such courses could include police academy training, American Institute of Banking courses, etc. To obtain transfer credit or advanced standing, students must request that official documentation be forwarded directly from the issuing institution to the Admissions and Records Office at Germanna Community College. For more information regarding the transfer credit and advanced standing policy, please contact the Admissions and Records Office at either campus.

Transfer Opportunities

Students planning to transfer to a four-year college or university are responsible for determining the transfer admission policies and requirements of the department or program at the intended institution. These policies and requirements should guide a student in choosing a course of study and appropriate electives at Germanna.

Catalogs and transfer guides for four-year institutions are available on line at the GCC Counseling web site. Counselors and faculty advisors will provide assistance to students in designing an appropriate program of study.

A College Tour, which features representatives from four-year institutions, is held on campus each year during the fall semester. This provides an opportunity for students to speak directly with college representatives and obtain additional information. Many four-year schools also offer individual advising sessions at Germanna and even on-the-spot acceptance decisions.

Guaranteed Admission and Articulation Agreements

The purpose of a Guaranteed Admission Agreement is to insure acceptance of Germanna graduates with an Associate of Arts and Sciences degree, Associate of Science degree and in some cases an Associate of Applied Science Degree who have earned a GPA as specified by the transfer institution. Most colleges will consider students to have met lower division requirements. Admission to a particular academic program may still be competitive.

Option 1: Guaranteed Admission Agreements

If you graduate with an AA&S or AS transfer degree (and in some cases an AAS) and meet GPA requirements set by each 4-year school, you are guaranteed acceptance at selected public and private 4-year institutions.

You will generally enter with junior status and meet general education or core requirements. However, some 4-year colleges have additional requirements that you must meet. Review these requirements on our website: www.germannna.edu/counseling/transfer/transfer.asp Click on "Guaranteed Admission Agreements".

Some academic programs or majors within an institution have their own GPA and prerequisite requirements. Further acceptance by the department offering the program is necessary.

Option 2: Transferring Without an Associate's Degree

Most 4-year schools prefer that you complete a minimum of 24-30 credits at GCC before you transfer. If you have fewer than 30 credits when you apply, you will probably have to submit high school transcripts and SAT/ACT scores. You also run the risk of losing credits because your GCC coursework will be evaluated on a course-by-course basis. Be sure to choose courses at GCC that will transfer to the college of your choice!

Option 3: Transferring to a College that Does Not Have a Guaranteed Admission Agreement with Germanna

Maximize the number of credits that will transfer by completing an AA&S or AS degree. Many colleges accept the AA&S or AS degree in its entirety. Access the college websites and link to Admissions. There, you will be able to find information for prospective transfer students including policies regarding course transferability and VCCS courses that will be accepted.

Option 4: Transferring to a College Even Though You are Missing Some of the Requirements for Guaranteed Admission

The Guaranteed Admission Agreement is just one way to transfer! If you meet most of the 4-year school's requirements, then apply as a "regular" transfer student. Admission will not be guaranteed, but chances are you will be a strong candidate for admission.

State Policy on Transfer: The State Policy on Transfer was developed to facilitate transfer between State-supported community colleges and senior colleges and universities. This policy includes the following provisions:

- Each student who satisfactorily completes a transfer degree program at a community college in Virginia should be assured the opportunity to transfer to a state supported baccalaureate institution.
- Transfer admissions priority should be given to students who have completed a transfer degree over those who have not.
- Admission to a given institution does not guarantee admission to particular degree-granting programs, majors, minors, and fields of concentration.
- Admission to specific programs, majors, minors, and fields of concentration may require, for example, a minimum grade point average and specific prerequisite courses.
- Students who have earned an associate degree based upon a baccalaureate-oriented sequence of courses should be considered to have met lower-division general- education requirements of senior institutions.

Institutions with Guaranteed Admission Agreements for Germanna Graduates:

- Art Institute of Washington
- Bridgewater College
- Christopher Newport University
- College of William and Mary
- ECPI College of Technology
- Emory & Henry College
- Ferrum College
- George Mason University
- Hollins University
- James Madison University
- Liberty University

- Longwood University
- Lynchburg College
- Mary Baldwin College
- Norfolk State University
- Old Dominion University
- Radford University
- Regent University
- Regis University
- Saint Paul's College
- Strayer University
- Sweet Briar College
- University of Mary Washington,
College of Arts and Sciences
College of Graduate and Professional Studies
- University of Phoenix
- University of Richmond,
School of Continuing Studies
- University of Virginia,
College of Arts and Sciences
Engineering & Applied Science
- The University of Virginia's College at Wise
- Virginia Commonwealth University
- Virginia State University
- Virginia Tech,
College of Agriculture and Life Sciences
College of Engineering
All colleges except School of Architecture and Design
- Virginia Union University
- Virginia Wesleyan College

Withdrawing from a Course

A student may withdraw from a course without academic penalty and receive a grade of "W" during the first 60% of the semester or session. The date identified as the "Last Day to Withdraw without Academic Penalty" for each semester or session is published in the current Schedule of Classes. Appropriate paperwork must be received and processed by the Admissions and Records Office on or before the published deadline.

After that time, if a student withdraws or is withdrawn from a course, a grade of "F" will be assigned. Exceptions to this policy may be considered under mitigating circumstances if the student was making satisfactory progress in the course when their attendance or participation ceased. Mitigating circumstances must be documented by the student in a formal written petition and submitted to the appropriate Dean of Instruction for review and consideration. A copy of this documentation will be placed in the student's academic file.

Note: Mitigating circumstances are defined as instances in which the student was unable to complete the course due to serious illness, death in the immediate family, fulltime employment or shift change, or move from the area.