Cape Cod Community College provides a variety of resources to assist students in successfully completing their educational objectives. Upon admission to the College, students take skills assessments in English, reading, and mathematics to determine their level of proficiency. Developmental courses are available for students who need to improve their basic skills. Academic advisors assist students in choosing appropriate courses and meeting program requirements based on assessment results and individual circumstances.

**Assessment of Student Learning Outcomes**
The policy for Assessment of Student Learning Outcomes can be found at [www.capecod.edu/web/academics/policies](http://www.capecod.edu/web/academics/policies).

**Audit**
A student may register to audit a course with the permission of the course instructor. Audit forms are available at the Registration Office. Students are required to pay all tuition and fees. Financial aid does not cover the cost of audited classes.

Attendance requirements for audit students shall conform with the instructor’s policy for the class as a whole, unless other arrangements are made between the auditing student and the instructor. Participation in the course is by agreement between the student and the instructor. The student or the instructor has the prerogative to request the agreement be in writing. Upon satisfactory attendance and fulfillment of the agreement between the student and instructor, a status of AU will be recorded; no credit will be awarded. A status of Z (ABS-absent) will be recorded at the end of the term. Students who need to improve their basic skills. Academic advisors assist students in choosing appropriate courses and meeting program requirements based on assessment results and individual circumstances.

Change of status in a course from audit to credit may be made only during the add period. Change of status in a course from audit to credit may be made only during the add period. Change of status in a course from audit to credit may be made only during the add period.

If successful, the course, its credits, and a "P" for pass will be recorded.

Credit for any successfully challenged course will not be included in the College degree requirement that twenty-four credits must be earned at Cape Cod Community College.

**Challenge of Courses for Credit**
Any student who wishes to earn college credit for lifetime experiences by demonstrating proficiency in the content of a course may request a course challenge through the faculty advisor or counselor according to the following policy. Challenge Exam forms are available at the Registration Office. Please note that Developmental Education courses, independent studies, and courses for which College Level Examination Program (CLEP) tests are available will not be challenged.

1. The student’s request must indicate:
   a. the name and number of the course;
   b. whether the course satisfies a requirement of the major program, satisfies a core requirement, or is an elective; and
   c. the reasons for believing there is already a mastery of the material, appropriate evidence, and supporting documentation.

   This request will be presented, together with an advisor’s recommendation, to the appropriate Academic Dean after payment of a fee.

2. A faculty expert will be identified by the Academic Dean in consultation with Department Chair and/or Program Coordinator.

3. The faculty expert will examine the applicant’s subject matter competence, will choose an appropriate evaluation process, and will make his/her recommendation for credit or no credit.

4. The expert’s recommendation and process of evaluation will then be reviewed by the department at a regularly scheduled meeting to insure uniformity of treatment.

5. After being reviewed by the department, the challenge will be recorded at the end of the term. If successful, the course, its credits, and a "P" for pass will be recorded.

6. Credit for any successfully challenged course will not be included in the College degree requirement that twenty-four credits must be earned at Cape Cod Community College.

**CLEP and Advanced Placement Credit**
Through the College Level Examination Program (CLEP), credits will be awarded to matriculated students who achieve a predetermined score, up to a maximum of thirty-five (35) credit hours. An official score report must be sent to the Registrar of the College. Cape Cod Community College requires the College Composition CLEP Examination in order to earn three semester hours of credit equivalent to ENL101 English Composition I. The Analyzing and Interpreting Literature examination is required to earn three semester hours of credit equivalent to ENL102 English Composition II. Cape Cod Community College’s academic departments determine which CLEP subject examinations are equivalent to department offerings (required or elective) and the credits awarded for successful completion.

Students who score three (3) or better on the College Board Advanced Placement Examinations may be granted college credit. An official score report must be sent to the Registrar of the College.

For further information, call 1-508-362-2131, ext. 4543 or stop by the Assessment Center in Grossman Commons, Room 204. CLEP registration bulletins are available in the Assessment Center.

**Developmental Education**
The College recognizes that students come from a variety of backgrounds and experiences, thus making each student’s educational plan different. To assure student success in college-level courses, a variety of developmental courses are available for students to help build skills necessary for college-level work. Developmental education credits cannot be counted in the 60 credits (minimum) required for the A.A. and A.S. Degrees. The Developmental Education policy can be found at [www.capecod.edu/web/academics/policies](http://www.capecod.edu/web/academics/policies). For information on developmental education courses, refer to pages 151-152.

**Directed Study**
Credit for completing an existing course. Individualized course of study must be based on the student learning outcomes of the existing course contained in the Departmental syllabus. For the complete policy visit [www.capecod.edu/web/academics/policies](http://www.capecod.edu/web/academics/policies).
Academic Information

Schedule Adjustment Period
All registered students will be permitted to adjust their schedules during the first seven (7) calendar days of the Fall or Spring semester providing the course has seats available and any prerequisites have been met. Once the course has completed its first class meeting, students must obtain the written permission of the course instructor or, if the instructor cannot be contacted, the appropriate Academic Dean to add into the course. The student is responsible for obtaining any missing course materials.

Change of Schedule forms are available in the Registration Office.

Special Study Offerings

Honors Courses and Options
Honors Program Mission Statement:
The Honors Program provides students and faculty with opportunities to enrich their learning experiences at Cape Cod Community College. We offer courses, advisement, scholarships, and support dedicated to the academic success of Honors students. Highly motivated students can pursue independent research, collaborate with faculty and fellow Honors students, develop critical thinking skills, and prepare for advancement to Commonwealth Honors Programs.

Qualified students must complete a minimum of twelve credits in the following distribution: nine hours of Honors course credits (three of those nine hours can be an Honors contract in a regular course) and three hours in the capstone experience - a multi-disciplinary and team taught Colloquium offered in the Spring. The Honors option in a regular course requires a contract between the student and faculty member for additional activities such as independent research, service learning, and/or special projects. All Honors projects must have a written research element. All contracts need approval from the Honors Program Coordinator and the Vice President of Academic and Student Affairs. Successful completion of honors courses and contracts will be noted on students' transcripts with a special notation of distinguished academic work. Opportunities are offered for the presentation of the students' final Honors work at an annual local reception and at the annual state-wide, undergraduate, research conference at the Commonwealth Honors College in Amherst.

A student in the Honors Colloquium must present at the annual undergraduate research conference at the Commonwealth Honors College in Amherst, Massachusetts in order to graduate as a Commonwealth Honors Scholar. For detailed information on the Honors Program, go to www.capecod.edu/honors.

The Cape Cod Community College Honors program is accredited by the Commonwealth of Massachusetts and is a member of the National Collegiate Honors Council (NCHC). This state-wide program allows community college students to graduate as Commonwealth Honors Scholars and transfer their honors credits directly into the honors programs at four-year state colleges and universities. For further information, call 1-508-362-2131 ext. 4688.

Independent Study
A student may pursue an independent study project for credit. Visit www.capecod.edu/web/academics/policies

Learning Communities
In an effort to provide the best learning environment for college students, several learning communities have been developed. Learning communities differ from traditional course offerings in that students enroll in two or three complementary courses during a single semester. This team-teaching, interdisciplinary approach enables students to transfer and apply the skills learned in one course to the other(s). In addition, learning communities help strengthen the connection of students to the College and one another. For more information, please contact the Advising Center at 1-508-362-2131 ext. 4318.

Online Learning
The Office of Online and Learning Technologies supports a variety of online courses which allow flexible schedules. Class lectures, course materials, assignments and activities are completed via an online course space available to students via the College's Learning Management System. Assignments are generally submitted online via the course space. For some online courses, proctored testing is required and facilitated by the Online and Learning Technologies Office located in the Wilkens Library, Room G13.

Any student taking online courses or courses with online components is responsible for having reliable access to both the Internet and a computer running Internet Explorer v5.5 or higher. Students with disabilities who believe they need accommodations in online courses are advised to contact the O'Neill Center for Disability Services in Maureen M. Wilkens Hall, Room 222 as soon as possible, or call 1-508-362-2131 ext. 4337.

Civic Engagement and Service Learning
Civic Engagement is comprised of multiple approaches. One of the approaches offered is Service Learning. A second approach to Civic Engagement is Debate Across the Curriculum (DAC). DAC is an initiative focused on giving students both the tools and resources to be an engaged citizen beyond our campus.

Service Learning is different from volunteer work in that it asks students to reflect upon their service experiences from an academic perspective. There are two options for earning academic credit for service learning at the College:

1. Service learning designed to be a part of a course
Some classes have service initiatives embedded into the class as a requirement or as an alternative assignment. To participate in service learning, a student must register for the course.

2. Service learning attached to an anchor course
A one-credit add-on option to an anchor course where a student undertakes volunteer work outside of the College. Students simultaneously register for both the anchor course and SLR 101.

Enrolling in this option requires submission of a contract between the student and faculty member of the anchor course. All contracts must be approved by the Service Learning Coordinator and the Office of the Vice President of Academic and Student Affairs.

For more information, call 1-508-362-2131 ext. 4345.
Degree Requirements

Students who matriculated at Cape Cod Community College follow the requirements in the catalog under which they originally matriculated.

Cape Cod Community College is authorized to award the Associate in Arts and Associate in Science degrees. Degree requirements and academic standards, subject to modification, apply to all students.

The College will consider and accept credits, subject to its standards, from other accredited institutions. Refer to Transfer to Cape Cod Community College, page 6, for more information.

All students must file a Declaration of Intent to Graduate form with the Registrar by the priority date of the semester in which they expect to complete their requirements. To graduate in May, the priority date to submit the Request for Graduation form is February 1; the priority date for August graduation is June 1; and the priority date for January graduation is October 1. It is the responsibility of the student to originate this request and failure to do so may delay his or her graduation. The responsibility for satisfying requirements rests with the student.

The graduation requirements have been established to enable the graduate of Cape Cod Community College to lead a productive and satisfying life, to function in and contribute to society, and to possess those abilities necessary for further personal and career development. In addition to specific content knowledge, communication skills, critical and creative thinking skills, ethical and civic engagement practices, multicultural and global awareness, quantitative and computational skills, and technological literacy have been integrated throughout the curriculum. Students must complete the requirements as stated in the Associate in Arts or Associate in Science Degree Requirements.

Prerequisites

Cape Cod Community College is committed to students' academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

Integrity of Credit

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally and contractually established equivalency which reasonably (is) not less than:

1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or

2) At least an equivalent amount of work as required for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

Associate in Arts Degree Requirements

The Associate in Arts degree is designed for students planning to transfer to a Bachelor's Degree granting institution.

For the Associate in Arts degree the student must:

1. Have a minimum cumulative average of 2.0, 2. Satisfactorily complete a minimum of 60 credit hours, at least 24 of which must be earned from Cape Cod Community College, excluding developmental education courses,

3. Select 35 general education credits as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENL102 English Composition II</td>
<td>3cr</td>
</tr>
<tr>
<td>ENL101 English Composition I</td>
<td>3cr</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>9cr</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>9cr</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>8cr</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td>3cr</td>
</tr>
</tbody>
</table>

Total Credits 35

Refer to General Education courses on page 26.

4. Select the remaining 25 credits as required in the student's concentration.

Note:

1. Students who are recommended to enroll in developmental courses in reading, writing, or mathematics should do so during their first semester. Other courses should be chosen carefully and in many cases these students should not carry a full-time load (12 credit hours or more).

2. Students should complete ENL101, ENL102 and any mathematics requirements within the first 30 credits since communication and quantitative skills are essential for success in many college courses.

3. All students graduating with an Associate in Arts degree automatically satisfy MassTransfer. An associate degree is MassTransfer eligible when the curriculum includes the MassTransfer Block listed below. A limited number of Associate in Science degrees are eligible for some of the MassTransfer benefits.

Go to page 15 for more information about MassTransfer and www.mass.edu/masstransfer for full details about MassTransfer.

MassTransfer Block

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
<td>6cr</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>9cr</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>9cr</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>7cr*</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td>3cr</td>
</tr>
</tbody>
</table>

Total Credits 34*

*CCCC requires 8 credits of Natural or Physical Science for an Associate in Arts degree. Total Credits = 35 credit hours.
Degree Requirements

Associate in Science Degree Requirements

The Associate in Science degree programs provide students with general education coursework and professional skills coursework to enter the workforce in their chosen profession.

For the Associate in Science degree the student must:
1. Have a minimum cumulative average of 2.0.
2. Satisfactorily complete a minimum of 60 credit hours, at least 24 of which must be earned from Cape Cod Community College, excluding developmental education courses.
3. Select 21-23 general education credits as follows:
   - ENL101 English Composition I 3cr
   - Humanities and Fine Arts* 3cr
   - Behavioral and Social Sciences 6cr
   - Mathematics/Quantitative Reasoning (or) Natural or Physical Science 6-8cr
   
   General Education 3cr

Total Credits 21-23

Refer to General Education courses on page 26.

4. Complete 37-39+ professional education credits required by a particular program as outlined, beginning on page 57.

*Programs will, in most cases, include both ENL102 and COM103 resulting in a minimum of 24 General Education credits.

Second Associate Degree Policy

A second Associate degree shall be awarded to students who have:
1. met all specific degree requirements of the program from which a second Associate degree will be granted.
   (Note: Only one Associate in Arts degree may be earned and in the Associate in Science degrees with multiple concentrations, the student can complete the requirements for only one concentration.)
2. completed the specific courses, as identified and approved by the appropriate individual or committee and at the institutional level, needed to complete the second degree.
3. completed a minimum of fifteen (15) credit hours beyond the first degree requirements. In no case (other than this 15-hour minimum) should it be mandatory for the student to take more credit hours than necessary to meet the requirements of a second degree.

General Education

Students who matriculate at Cape Cod Community College follow the requirements in the catalog under which they originally matriculated.

Associate Degree General Education Requirements

All students graduating with an Associate degree from Cape Cod Community College will complete the following 21-23* credits of common general education requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENL101 English Composition I</td>
<td>3cr</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>3cr</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>6cr</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning (or)</td>
<td></td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>6-8cr</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>3cr</td>
</tr>
</tbody>
</table>

Total Credits 21-23*

*Associate in Arts degree students take additional general education coursework to satisfy the MassTransfer Block (see page 15).

General Education Requirements

The General Education Courses listed on page 26 satisfy General Education requirements for the Associate in Arts and the Associate in Science degrees. Check the Associate in Arts concentrations (beginning on page 30) and the Associate in Science programs (beginning on page 57) for specific requirements. Note: 100-level courses are generally designed for first-year students; 200-level courses are generally designed for second-year students.

General Education Criteria

In order for a course to meet General Education criteria, at least four of the six Institutional Student Learning Outcomes must be assessed within the course.

Institutional Student Learning Outcomes

Communication Skills

The community college graduate will demonstrate the ability to express ideas clearly and cogently, and to read, write, speak, and listen using Standard American English.

Critical and Creative Thinking Skills

The community college graduate will demonstrate the ability to locate and use information for the purpose of examining underlying assumptions and interpreting and evaluating arguments, will create deliberately and independently using skills and knowledge acquired in our classrooms.

Ethical and Civic Engagement Practices

The community college graduate will demonstrate a broad-based knowledge and understanding of ethical concepts and principles, decision-making, and behaviors and will understand the meaning and responsibilities associated with citizenship in the USA and the world community.

Multi-cultural and Global Awareness

The community college graduate will demonstrate the ability to appreciate, analyze and deal constructively with historical or contemporary experiences of diversity in the USA and the world enabling the student to participate effectively in an increasingly complex and diverse world.

Quantitative and Computational Skills

The community college graduate will demonstrate the ability to apply computational methods, generate problem-solving strategies, interpret equations and numerical data from tables, charts, and graphs, and organize, analyze, and present quantitative information.

Technological Literacy

The community college graduate will demonstrate the ability to use current technology to improve his/her creativity, productivity, communication skills, research skills, and information management skills.
Degree Requirements

General Education Courses
The following courses satisfy a general education requirement.

English Composition/Writing
ENL101 English Composition I
ENL102 English Composition II

Behavioral & Social Sciences
ANT215 Introduction to Anthropology
ANT215 Peoples and Culture of the Middle East
CRJ105 Criminology, Theory and Practice
ECO117 Principles of Macroeconomics
ECO118 Principles of Microeconomics
ECO155 Emerging Market Economies
ECO157 Global Economics
GEO104 Geography: Culture & Environment

GOV101 Comparative Politics
GOV102 International Relations
GOV111 American Government
HIS103 U.S. History to 1865
HIS104 U.S. History since 1865
HIS108 U.S. History since 1945
HIS119 World History I
HIS120 World History II
HIS141 History of China
HIS160 European History I
HIS162 European History II
HIS206 Ancient History
HIS207 Medieval History
HIS215 Women in U.S. History
HIS216 History of Japan
HIS217 The Civil War
HIS227 History of the Middle East
HIS228 Women in European History
HIS241 Selected Topics in History
HIS253 Vietnam: America’s Longest War
HIS258 African American History

HUS101 Introduction to Human Services
HUS201 The Helping Relationship
PHI130 Introduction to Philosophy
PHI131 Logic
PHI160 Three Great Thinkers
PHI201 Existentialism
PHI210 Ethics
PSY101 General Psychology
PSY201 Child Psychology
PSY202 Adolescent Psychology
PSY207 Abnormal Psychology
PSY208 Principles of Counseling and Crisis Intervention
PSY212 Human Sexuality
PSY219 Psychology of Women
PSY225 Social Psychology
PSY233 Developmental Psychology: The Life Span
PSY235 Cognitive Psychology
PSY241 Selected Topics in Psychology
SOC106 Principles of Sociology
SOC205 Juvenile Delinquency
SOC208 Race, Gender, and Class in the United States
SOC210 Marriage and Family: Sociology of Family Interaction & Organization
SOC215 Social Problems
SOC230 Peoples & Cultures of Africa

Humanities & Fine Arts
ART100 Drawing I
ART101 Design I
ART103 Painting I
ART105 Visual Language (retired)
ART109 Art Appreciation
ART125 History of Art: Stone Age to Gothic
ART126 History of Art: Renaissance to Romanticism
ART136 Three-Dimensional Design
ART205 Illustration I
ART207 Graphic Design I
ART209 Printmaking Techniques
ART214 Digital Imaging I
ASL101 American Sign Language I
ASL102 American Sign Language II
COM103 Human Communication
COM105 Survey of Mass Communication
COM120 Introduction to Film
COM201 Interpersonal Communication
COM203 Public Speaking
COM204 Persuasive Communication
COM207 Argumentation and Debate
COM221 American Film
COM222 International Film

DAN120 Modern Dance I
ENL102 English Composition II
ENL108 Critical Reading & Thinking
ENL120 Introduction to Children's Literature
ENL150 World Mythologies
ENL161 Journalism I
ENL201 World Literature I
ENL202 World Literature II
ENL203 British Literature through the 18th Century
ENL204 British Literature: Romantic Age - Present
ENL205 American Literature to 1890
ENL206 American Literature since 1890
ENL210 Exploring Modern Poetry
ENL215 World Religions in Literature
ENL217 Exploring the World of Science Fiction
ENL219 Masters of Horror
ENL228 Women Writers
FRN101 Elementary French I
FRN102 Elementary French II
FRN201 Intermediate French I
FRN202 Intermediate French II
GER101 Elementary German I
GER102 Elementary German II
GER201 Intermediate German I
GER202 Intermediate German II
HUM102 Humanities: Perception through the Arts
MUS100 Music Appreciation
MUS101 Music Theory I
MUS102 Music History I
MUS103 Music History II
MUS116 History of Rock Music
MUS202 Music Theory II
PHI131 Logic
PHI160 Three Great Thinkers
PHI201 Existentialism
PHI210 Ethics
SPN101 Elementary Spanish I
SPN102 Elementary Spanish II
SPN105 Elementary Spanish I for Health Professionals
SPN201 Intermediate Spanish I
SPN202 Intermediate Spanish II
THR101 Introduction to Theater
THR113 Rehearsal & Performance

Interdisciplinary Studies
BIO204 Introduction to Public Health
BIT103 Medical Terminology
BIT175 Visual Basic Programming
COL101 The College Experience
COM209 Intro to Engineering and Advanced Manufacturing
GIT110 Microcomputer Applications Software

Mathematics/Quantitative Reasoning
MAT140 Survey of Mathematics
MAT150 Elementary Statistics
MAT165 Finite Mathematics
MAT171 Precalculus Mathematics I (retired)
MAT175 College Algebra

Natural or Physical Science
AST101 Fundamentals of Astronomy
BIO105 Survey of Human Anatomy and Physiology
BIO109 Survey of Biology
BIO151 General Biology I (formerly BIO101)
BIO152 General Biology II (formerly BIO102)
BIO202 Cell Biology
BIO251 Human Anatomy and Physiology I (formerly BIO107)

CHM106 Survey of Chemistry
CHM109 Chemistry for the Health Sciences I
CHM151 General Chemistry I (formerly CHM101)
CHM152 General Chemistry II (formerly CHM102)
ENV118 Introduction to Environmental Science

ESC101 Introduction to Earth Science
ESC105 Fundamentals of Oceanography

HOR101 Plant & Soil Science
PHY106 Survey of Physics
PHY151 Physics I (formerly PHY101)
PHY152 Physics II (formerly PHY102)
PHY211 University Physics I
PHY212 University Physics II
Academic Standards

Academic Distinctions
Matriculated students are eligible for the following academic distinctions.

Dean’s List
Students who demonstrate superior academic performance are named to the Dean’s List at the end of each semester. Students are eligible for the Dean’s List in any semester during which they successfully complete 15 or more semester hours of credit with grades no lower than C and with a grade point average of 3.00 or above, or complete 12-14 credit hours with grades no lower than C and with a grade point average of 3.20 or above.

• Non-degree course credit, such as developmental education credits, will not be calculated in determining total semester hour credit for Dean’s List eligibility.
• A student with a grade below C is not eligible for the Dean’s List in that semester.
• A student with an Incomplete in any course is not eligible for the Dean’s List in that semester.

Graduation Honors
Students who demonstrate superior academic performance in earning their Associate degree are recognized with honors at graduation.

• “Honors” are awarded to students with a CGPA of 3.5 to 3.74 inclusive.
• “High Honors” are awarded to students with a CGPA of 3.75 to 4.0.

Credit count for graduation is based on a) credits taken at Cape Cod Community College for courses graded A through D- and P; b) transfer credits (credits transfer; grades do not transfer); c) College Level Exam Program (CLEP) and challenge exam credits.

Academic Standing
A student’s academic standing is determined by the cumulative grade point average (CGPA) required to meet minimum academic standards based on the student’s credit count of courses successfully completed at Cape Cod Community College.

<table>
<thead>
<tr>
<th>Hours toward GPA</th>
<th>Good Standing CGPA</th>
<th>Academic Review</th>
<th>Probation CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-15 credits</td>
<td>2.0</td>
<td>1.50-1.99</td>
<td>below 1.50</td>
</tr>
<tr>
<td>16-24 credits</td>
<td>2.0</td>
<td>1.75-1.99</td>
<td>below 1.75</td>
</tr>
<tr>
<td>25+ credits</td>
<td>2.0</td>
<td>N/A</td>
<td>below 2.00</td>
</tr>
</tbody>
</table>

*Hours toward GPA (HGPA) are all letter grades (A through F) with exception of developmental courses.

Good Standing
Students with a CGPA of 2.0 or above are considered in Good Academic Standing.

Academic Review
A student is placed on Academic Review when his/her CGPA falls below a 2.0 but above the probationary level as shown in the table above. Students placed on Academic Review will be notified in writing by the Registrar’s Office and be required to meet with an academic advisor prior to enrolling for the next semester.

Academic Probation
A student is placed on Academic Probation if his/her CGPA falls below the designated Probation threshold associated with the HGPA as listed in the table above. Students have two semesters of attendance to raise their CGPA to a level above Probation. Students on Academic Probation will be notified in writing by the Registrar’s Office and are required to meet with an academic advisor every semester before registering for classes in order to create a plan including tutoring, strategic course selection, and other changes in study habits.

Academic Dismissal
A student who has not raised his/her CGPA above Probation after two semesters of attendance will be dismissed for one calendar year. Students will be notified in writing by the Registrar’s Office and may consider the Academic Appeals Procedure described in the Student Handbook online at www.capecod.edu/web/student-handbook. After one year of inactive status, a student may return and will be placed on Probation. After one year of inactive status, the student may choose to take advantage of the Fresh Start Option.
Cumulative Grade Point Average (CGPA)

The student's cumulative grade point average is computed on the basis of grade number values as follows:

- A = 4; A– = 3.67; B+ = 3.33; B = 3; B– = 2.67; C+ = 2.33; C = 2; C– = 1.67; D+ = 1.33; D = 1; D– = 0.67; F = 0.

These assigned values are multiplied by the number of credit hours for each course to establish the total quality points.

The following grades are not computed in the CGPA: Z(ABS), AU, I, P, R, W, and WIP*. Grades of F, however, are calculated into the grade point index. Course grades from other colleges are not computed in the Cape Cod Community College cumulative grade point average. Transfer credits for course work from other colleges, however, may be approved and applied to satisfy degree requirements, up to a maximum of 36 credits.

If a student withdraws from a class, an official withdrawal form must be filed with the Registrar to ensure accuracy of student records. If the student fails to officially withdraw, a failing grade could result.

A typical CGPA would be computed as follows (see chart). Since the student attempted 13 hours of work and achieved 26.33 total quality points, the 26.33 quality points are divided by 13, resulting in a 2.03 CGPA.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
<th>Towards GPA</th>
<th>Quality Points</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>A</td>
<td>3</td>
<td>3.67</td>
<td>11.01</td>
<td></td>
</tr>
<tr>
<td>Human Communication</td>
<td>C</td>
<td>3</td>
<td>2.00</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>General Psychology</td>
<td>F</td>
<td>3</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>General Biology I</td>
<td>C+</td>
<td>4</td>
<td>2.33</td>
<td>9.32</td>
<td></td>
</tr>
<tr>
<td>College Reading and Study Skills</td>
<td>P (3)</td>
<td></td>
<td>**</td>
<td>**</td>
<td></td>
</tr>
</tbody>
</table>

A typical CGPA would be computed as follows (see chart). Since the student attempted 13 hours of work and achieved 26.33 total quality points, the 26.33 quality points are divided by 13, resulting in a 2.03 CGPA.

* Z (ABS) = absent; AU=audit; I=incomplete; P=pass; R=repeat; W=withdraw; WIP= work in progress.
** No grade point equivalent, therefore not included in grade point average.

Fresh Start Option

The Fresh Start Option permits a fresh start to a student who has not been enrolled at the College for at least one year and has re-enrolled on probation, has a grade point average below 2.0, or has been academically dismissed. A student may exercise the Fresh Start Option only once.

Within this option, original grades and CGPA will remain on the transcript, but all future calculations of CGPA will include only courses taken after readmission. Prior courses taken at Cape Cod Community College (before the one-year break) will be evaluated according to the current transfer credit policy. Courses meeting the transfer credit policy will be counted as transfer credit. The transcript will identify the selection of this option. The student who wishes to re-enroll under this option may obtain an application and requirements of the Fresh Start Option from the Admissions Office. A student must be matriculated in order to elect the Fresh Start option.

Student Status

Each student who attempts at least 12 semester hours of work is considered a full-time student at the College; a part-time student is one taking 11 semester hours or fewer. To matriculate, a student must submit an admissions application, be accepted, and enroll in a degree or certificate program. Students seeking a degree or certificate should matriculate as early as possible. Contact the Admissions Office for assistance.

If a student changes status at any time, the Registrar must be notified immediately to ensure correct status. Any change made from full-time to part-time status within the first two weeks of a semester may result in a partial refund. Obviously, the reverse is true, and any part-time student who schedules more than 11 semester hours must be considered a full-time student and pay for the added courses.