



academic information



The following section outlines the academic policies affecting prospective and enrolled students. Information on the available academic degrees, majors and minors, requirements for graduation, registration, and other academic-related matters are provided in detail. Prospective students should familiarize themselves with related policies regarding transfer of credit, enrollment status, and entry testing programs.

DEGREES OFFERED

Clearwater Christian College is a four-year undergraduate institution offering two baccalaureate degrees: the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.). These degrees are designed to be completed in four years. The actual duration for one's course of study is dependent on the student's course load, scheduling difficulties, remedial or repeated coursework, or additional majors and minors selected. Students enrolled in education programs in which requirements for Teacher Certification are established by the State of Florida are required to adjust their program to meet the current Department of Education requirements as these rules change.

The College also offers two associate degrees: the Associate of Arts (A.A.) and the Associate of Science (A.S.). These degrees are designed to be completed in two years. A One-Year Bible Certificate is also available.

MAJORS OFFERED

A major program requires students to take a minimum of 36 semester hours in one or more related discipline areas above the freshman level as indicated by the course prefix code leading to the bachelors degree. Major programs are designed so that there is a logical sequence of requirements with appropriate prerequisites in place. The majority of program offerings in all majors must include study at the 300-400 level. The following major programs are available (degree in parenthesis):

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DIVISION OF BIBLICAL STUDIES

- Bible (B.A.)
- Church Ministries (B.A. or B.S.)
- Pastoral Studies (B.A.)

DIVISION OF BUSINESS STUDIES

- Accounting (B.S.)
- Administrative Office Management (B.S.)
- Business Administration (B.S.)
- Information Systems Management (B.S.)
- Secretarial Science (A.S.)

DIVISION OF EDUCATION

- Biology Education (B.S.)
- Elementary Education—ESOL Endorsement (B.S.)
- English Education—ESOL Endorsement (B.S.)
- Mathematics Education (B.S.)
- Music Education (B.S.)
- Physical Education K-12 (B.S.)
- Social Studies Education (B.S.)
- Special Education—Exceptional Student Education K-12—ESOL Endorsement (B.S.)

DIVISION OF FINE ARTS

- Church Music (B.A. or B.S.)
- Communication Arts (B.A.)
- Music (B.A. or B.S.)

DIVISION OF HUMANITIES

- English (B.A.)
- General Studies (A.A. or B.S.)
- History (B.A.)
- Humanities (B.A.)
- Interdisciplinary Studies (B.A. or B.S.)
- Pre-Law (B.A.)

DIVISION OF SCIENCE

- Biology (B.S.)
- Exercise and Sport Science (B.S.)
- Mathematics (B.S.)
- Pre-Medicine (B.S.)
- Psychology (B.A. or B.S.)

The specific course requirements for each of these majors are listed under the section entitled Academic Programs.

MINORS OFFERED

An academic minor requires a minimum of eighteen semester hours of coursework in a specific concentration. At Clearwater Christian College every baccalaureate graduate earns a minor in Bible except for students who major in Bible, Church Ministries, or Pastoral Studies and students who major in Interdisciplinary Studies with a concentration in Bible. These courses are part of the core curriculum. Students who desire to earn academic minors in addition to the one they will earn in Bible may choose from those listed below:

- Accounting
- Biblical Languages
- Biology
- Business Administration
- Chemistry
- Church Ministries
- Coaching
- Communication Arts
- Computer Information Systems
- English
- Information Systems Management
- History
- Mathematics
- Missions
- Music
- Psychology
- Secretarial Science
- Special Education—Exceptional Student Education

The minors in accounting, business, church ministries, and missions are comprised of courses in two related discipline areas totaling 18 hours. Students may add an academic minor or track to their major according to the chart on the opposite page. The number in each box refers to the number of credit hours required to complete the minor or track. Course requirements for academic minors are listed under the section entitled Academic Programs.

GRADUATION REQUIREMENTS

In order to receive a degree from Clearwater Christian College, all candidates for graduation are required to meet the following requirements.

Course Requirements

Students who earn a baccalaureate degree are required to complete at least 128 semester hours of credit (64 hours for Associate degrees) with an overall cumulative grade point average (GPA) for all work attempted at Clearwater Christian College of 2.000. Exception: Education majors must earn a minimum GPA of 2.500; pre-med and pre-law majors must maintain a GPA of 3.500. A minimum of 25% (32 semester hours for bachelors degree programs) of the general education and major course requirements must be earned at Clearwater Christian College. A minimum grade of C- is required for satisfactory completion of all courses identified as a major course requirement.

Summer Sessions

In addition to the fall and spring semesters, students may take advantage of the summer sessions, which offer students the opportunity to move their academic program along at an accelerated rate. Students may enroll for up to seven semester hours during any summer session.

Residence Requirement

To be eligible to receive either a baccalaureate or an associate degree, a student must complete the last 24 semester hours of study at Clearwater Christian College. Any exceptions require special permission by the vice president for academic affairs or the registrar.

Testing Requirement

Education majors and minors are required to pass the College Level Academic Skills Test (CLAST). Minimum passing scores are dependent on the standards in effect at the time when students take the exam at their initial attempt. Education majors are also required to pass the Florida Teacher Certification Exam and the General Knowledge Exam. Additionally, all graduates are required to take an end-of-program content area exam such as the Major Field Test, Graduate Record Examination, Medical College Admission Test, Law School Admission Test, or Certified Professional Secretaries exam. All these tests are described beginning on page 70.

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Miscellaneous Requirements

In addition to those listed above, all candidates for graduation must maintain satisfactory Christian Service involvement throughout their college career and be in good standing with the Offices of Student Affairs and Administrative Services.

The faculty, administration, and board of directors review the list of candidates for graduation during the spring term of each year. Degrees are conferred at the annual Commencement in May. Students who finish all requirements for graduation during the fall semester and who do not plan to return for graduation may receive their diploma within 90 days of completion upon request.

Senior Evaluation

All students who have been accepted into their major and who anticipate graduation (program completion) within three semesters must make an appointment with the Office of Academic Advising for a senior evaluation. At this time, the student's entire academic record to date is reviewed. All outstanding course and testing requirements which must be completed before graduation, are identified and specific plans made to finish these requirements on schedule. This senior evaluation becomes a contract between the student and the college.

Application for Graduation

In the fall term prior to each spring Commencement, all students who plan to be graduated must complete an Application for Graduation and submit a \$125 fee. This form must be completed in order for a student's name to be added to the graduation roster. Late fees are added to the initial charge if the form is submitted after the stated deadline.

Post-Graduation Completion

Students may participate in the Commencement program if they have six or fewer hours remaining in their programs and if these courses are available in summer school at Clearwater Christian College. Students requesting exceptions to taking the classes at CCC must appeal in writing to the registrar. The letter of appeal should give the reason for the incomplete course work and specific plans to finish during the summer of 2004. Students must complete a *Transient Request Form* before enrolling in a course at another institution during the summer.

Clearwater Christian College recognizes three dates per year as official dates for completion of a degree. These dates coincide with the final day of the fall semester, the final day of the spring semester, and a summer date in mid-August.

- To be considered for a December graduate date, all course work must be completed by the final day of the fall semester and official transcripts for transient work must also be submitted by this date.

- To be considered for a May graduation date, all course work must be completed by the final day of the spring semester of Commencement; and transcripts for transient work done prior to the spring semester must be received in the Registrar's Office by the last day of the drop/add period in the spring. Students who are not able to provide official transcripts verifying completion of transient course work by this date will be deferred to the August graduation date. Students taking transient work during the spring semester of Commencement will also be deferred to the August graduation date.
- Students who have six or more hours outstanding at the time of Commencement will be deferred to the August graduation date.

GENERAL EDUCATION REQUIREMENTS

The following coursework has been identified as the general education requirements for the appropriate degree program. These courses represent the courses common to all majors. The general education requirements are often referred to as the academic core. The course requirements reflect the liberal arts distinctive of our educational program. General education and major course requirements are interwoven together in a checklist format by suggested terms of enrollment in a later section of the catalog.

General Education Requirements—Associate Degrees

Freshman Seminar, GNS 101	0 hours
English Grammar Composition, ENG 101 ¹ & 102	6 hours
Mathematics requirement (two required), MAT 130, 140, 145, or 150	6 hours
Bible Survey, BIB 101 and 103	6 hours
Modern Religious Issues, BIB 206	2 hours
Bible Doctrines, BIB 411 & 412	6 hours
Total Required	26 hours

¹Entry level determined by placement decisions.

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General Education Requirements—Baccalaureate Degrees

Areas and Courses	Bible	Business	Education	Fine Arts	Humanities	Science
BIBLE						
Old Testament Survey (BIB 101)	3	3	3	3	3	3
New Testament Survey (BIB 103)	3	3	3	3	3	3
Modern Religious Issues (BIB 206)	2	2	2	2	2	2
Bible Doctrines (BIB 411 and 412)	6	6	6	6	6	6
Bible Electives (BIB, MIS, CHU 230 or 304)	6	6	6	6	6	6
COMMUNICATION						
English Composition (ENG 101 and 102)	6	6	6	6	6	6
Literature Survey (ENG 211, 212, 221, or 222)	6	6	3	6	6	6
Fundamentals of Communication (COM 110)	3	3	3	3	3	3
HUMANITIES						
Introduction to the Fine Arts (HUM 200)	3	3	3	3	3	3
Introduction to Philosophy (PHI 201)	3		3			
MATHEMATICS						
Intermediate Algebra (MAT 130)	3			3	3	
College Algebra (MAT 140)		3	3			3
Probability and Statistics (MAT 150)			3			3
Business Statistics (BUS 311)		3				
Liberal Arts Math (MAT 145)	3		3	3	3	
SCIENCE						
Biology, Earth/Phys Sci (SCI 104, 106, and/or 107)	3	3	9	3	3	3
SOCIAL SCIENCE						
American Constitutional Gov (POS 231)	3	3	3	3	3	3
History of Civilization (HIS 121 and/or 122)	6	6	3	6	6	6
United States History (HIS 201 or 202)			3			
General Psychology (PSY 210)	3	3	3	3	3	3
OTHER						
Lifetime Fitness (ESS 109)**	1	1	1	1	1	1
Introduction to Computers (CIS 100)	3	3		3	3	3
Technology in Education (EDU 235)			3			
TOTAL REQUIRED	66	63	72	63	63	63

**Waived for students who have completed military service, over 25 years of age, or who suffer from a debilitating illness or injury.

REGISTRATION

Registration Opportunities

Students who are accepted for admission, readmission, or are eligible to continue their enrollment at Clearwater Christian College can register for classes during the designated periods. The College offers three registration periods prior to the start of each academic term: *early registration*, *registration prior to start of class*, and *late registration*. *Early registration* is available during a given time period well in advance of the approaching academic term. Eligible students are able to meet with their academic advisor to determine course selections and to submit a registration form to the Registrar's Office for consideration. Students who complete all registration concerns during the designated period can forego some of the inconveniences associated with registration.

Registration prior to the start of classes indicates a final opportunity for returning students to make course selections. This opportunity usually ends a week before final exams. New students may register up until the last day before classes begin without penalty.

Any registration occurring on or after the first day of classes is considered late registration. Eligible students can make course selections at that time but are subject to a late registration fee of \$100. **NO STUDENT MAY REGISTER FOR CLASSES AFTER THE FIRST WEEK OF CLASSES.** Late registration is not permitted after the first day of classes for summer sessions.

To be considered registered, a student must a) submit an approved registration form to the Registrar's Office, b) satisfy the registration concerns of the Office of Student Affairs, and c) make satisfactory arrangements with the Business Office regarding payment of accounts. Dates for each registration period are listed in the Calendar of Events. Procedures are available from the Registrar's Office prior to the start of each registration period.

Changes After Registration

After submitting an initial registration form, it may become necessary to make changes. All changes are made by submitting an approved DROP/ADD form to the Registrar's Office. Courses dropped prior to and during the first week of classes will result in an adjustment of the student's academic schedule and account in the Business Office. Courses may be dropped after the first week of classes by submitting an approved Class Withdrawal form to the Registrar's Office. However, when classes are dropped after the first week of school, the student is both financially and academically responsible for the class. Financial responsibility includes the payment of applicable tuition and course fees. Academic responsibility indicates the reality that the dropped course will appear on the student's official

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record with the appropriate withdrawal grade of *W*, *WP*, or *WF*. *W* is given as the grade for courses dropped between the first and seventh weeks of classes. *WP* and *WF* are given as the grade for courses dropped after the seventh week. *W* and *WP* grades carry no quality points but do not adversely affect the student's grade point average. The *WF* grade is equivalent to an *F* grade and will adversely affect the student's grade point average. Students who fail to officially withdraw from a course will automatically invoke the penalties of the College's Class Attendance Policy. A student withdrawn under this policy shall receive the grade that he has earned when his withdrawal is reported by the professor. The DROP/ADD policy is modified for summer sessions.

Course Cancellations

In the event that a scheduled course must be cancelled prior to the start of a term, every effort will be made to contact students who have already registered for the course to inform them of the change. Alternate scheduling solutions are recommended as appropriate. Classes will not be cancelled for graduating seniors unless an acceptable alternative course is available.

English Composition

Students are required to take ENG 102 *English Composition II* before enrolling in 300- or 400-level courses. They are strongly encouraged to enroll in ENG 101 or ENG 102 at the time they enter the College if they have not already completed the courses.

CHANGE OF MAJOR

Students usually indicate their academic majors and minors at the time of application. Those wishing to alter their choices may do so at any point during their enrollment by submitting a CHANGE OF MAJOR form to the Registrar's Office. Students who change majors or add additional majors or minors should discuss these changes with their advisor and other appropriate academic personnel. Some changes may extend the student's enrollment in college or affect financial aid.

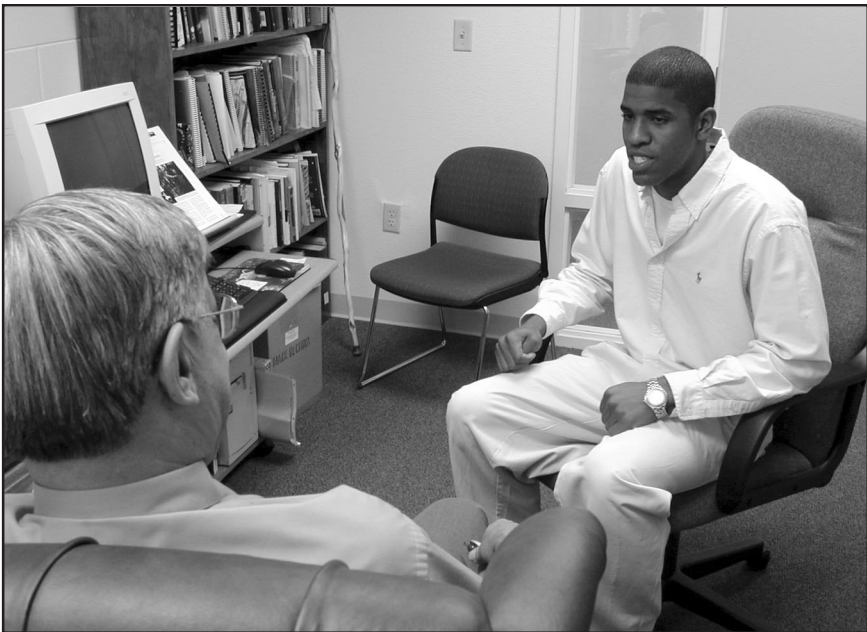
Students who add or change majors or minors are required to follow those program requirements of the catalog in effect at the time when the Registrar's Office receives written notice of the change. Students who interrupt their enrollment for two or more consecutive semesters will be required to meet the newest catalog requirements available at the time of their re-enrollment.

PLACEMENT PROGRAM

The purpose of the College's Placement Program is to determine the entry level of new students, freshmen, and applicable transfer students, in appropriate college English and mathematics courses. Placement decisions are made by evaluating standardized test results and/or results on institutional placement exams. The English and Mathematics Placement Exams are administered on a regular basis prior to each term of enrollment. Dates for these exams can be obtained through the admissions office.

ACADEMIC ADVISING

Each student is assigned an academic advisor at the time of initial registration. The role of the advisor in the academic life of the student is to provide the proper guidance throughout the course of study in the student's chosen major field. The first step in the registration process is to meet with an advisor to update progress and to plan for the upcoming terms. The role in guidance played by the advisor is not limited to scholastic achievement and work load. At Clearwater Christian College, students often find their academic advisors an indispensable source for spiritual guidance and direction.



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STUDENT CLASSIFICATION

Academic Load

For tuition purposes and financial aid, students enrolled for 11 semester hours or less are considered part-time students. Students enrolled for 12 semester hours or more are considered full-time students. For summer sessions, enrollments of 3 semester hours or more are considered full-time. All others are considered half-time. Since all baccalaureate programs require a minimum of 128 semester hours for completion, an academic load of 16 semester hours is considered a normal full-time load. No student is allowed to register for more than 20 semester hours (or more than two courses during summer school) without approval from the Vice President for Academic Affairs or Registrar. Students should seek to maintain a balance between academic pursuits, work, and other acceptable extracurricular activities. For financial aid purposes, part-time enrollments are further broken into the following categories: less than half-time (1 to 5 hours of enrollment); half-time (6 to 8 hours); and three-quarters time (9 to 11 hours).

Degree or Non-Degree Seeking

Degree-seeking students take coursework leading to a specific major or degree. To be eligible for most financial aid programs, students must be degree seeking. Non-degree-seeking students may take coursework for credit or audit.

Hour Classification

Students are classified according to the number of credits completed toward earning a degree.

<u>Classification</u>	<u>Cumulative Hours Completed</u>
Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 or above

Cumulative hours are based on all college work completed, whether at CCC or elsewhere, even if these credits do not apply toward the degree program selected by the student.

TRANSIENT ENROLLMENT

Students enrolled as degree seeking may be permitted to attend another college to complete general requirements as a transient student. The process begins by submitting a Transient Enrollment Form to the Registrar for approval **prior** to registration. Transient credit is treated the same way as transfer credit. Students will not be given permission to enroll as a transient student for a course that is currently being offered at CCC. **Degree-seeking students are required to complete their final 24 hours of credit at Clearwater Christian College.**

RESERVE OFFICER TRAINING CORPS (ROTC)

Clearwater Christian College students who are interested in participating in a Reserve Office Training Corps (ROTC) program with either the United States Air Force, Army, or Navy (Marines) may do so under an agreement between the college, these specific branches of the military, and the University of South Florida (USF) in Tampa. The ROTC curriculum includes 12-16 hours of classroom instruction by active duty officers over a two- or four-year period. The two-year or Basic Course consists of four semesters of classroom instruction typically one hour each week. While enrolled, the student can also expect to participate in appropriate physical fitness and leadership experiences each week. Students enrolled in the Basic Course will not incur any required military service.

Each military branch offers alternative experiences for the completion of Basic Course requirements for transfer students and individuals with previous military experiences. The four-year or Advanced Course is designed to prepare the student who desires to be a professional military officer in either the Reserve, National Guard, or Active service. The academic program consists of four semesters of classroom instruction of three hours each week. While enrolled, the student can also expect to participate each week in appropriate physical fitness, leadership lab, and field training experiences. In addition, the student is required to participate in an extended summer encampment. Interested students should contact the specific ROTC office for other specific requirements for commissioned officers. ROTC detachment will provide the student with uniforms and offer financial assistance for college in the form of two-, three-, and four-year scholarships that cover tuition, books, lab fees, and certain other academic expenses to qualified participants.

Clearwater Christian College students register for ROTC courses through the college during normal course registration. Course titles and descriptions are located in the back section of this catalog. All ROTC course instruction and leadership laboratories are conducted through the specific ROTC office at the University of South Florida (USF) in Tampa. CCC students should contact the Dean of En-

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rollment Services for further information before contacting the specific ROTC office at USF. For more information about ROTC detachments at USF, go to <http://www.ugs.usf.edu/rotc.htm> or go to the national ROTC website for the service branch you are interested in obtaining information.

CREDIT AND GRADING SYSTEM

Clearwater Christian College awards credit on a *semester hour basis*. One semester hour of credit represents a total of 15 clock hours of instruction given over a designated period of enrollment. Fall and spring terms usually last 15 weeks, including a week of examinations. Summer sessions last about 3 weeks.

Instructors at Clearwater Christian College use a letter grade system in evaluating the performance of students. Letter grades are given a numerical value based on a 4.000 scale. Quality points are determined by multiplying the number of credits a course is assigned times the numerical value assigned the grade received by the student. Grade point averages are determined by dividing the total number of quality points by the total number of credits attempted. Not all grades affect a student's academic grade point average. The following scale is used by instructors in converting numerical percentage into letter grades and quality point values.

<u>Grade</u>	<u>Percentage Range</u>	<u>Quality Points</u>
A (Excellent)	90 - 100	4.000
B (Good)	80 - 89	3.000
C (Average)	70 - 79	2.000
D (Poor)	60 - 69	1.000
F (Failure)	0 - 59	0.000
WF (Withdraw Failing)	NA	0.000
WP (Withdraw Passing)	NA	NA
W (Withdraw)	NA	NA
I (Incomplete)	NA	NA
S (Satisfactory)	NA	NA
U (Unsatisfactory)	NA	NA
P (Pass)	NA	NA
R (Repeated Course)	NA	NA
AU (Audited Course)	NA	NA

Grade slips are released the week after the seventh week of classes and at the conclusion of the term of study. Grade slips and academic transcripts list the individual courses attempted by term enrolled, hours earned, credit hours used in computing GPA's, quality points earned, and term/cumulative totals.

Incomplete Grades

Students who do not complete the requirements of a specific course by the end of the academic term in which the course is being taken may receive a grade of *I*. This grade will remain on the student's transcript until the work has been completed and replaced by the appropriate academic grade of *A*, *B*, *C*, *D*, or *F* at the deadline set by the class instructor or within 30 days of the term's conclusion, whichever comes first.

Academic Forgiveness Policy

This policy permits students to repeat courses in order to earn a higher grade. The grades of all courses that were repeated will remain on the transcript but will be noted with an asterisk. Only the course attempted in which the highest academic mark and its respective quality points was earned will be used in the overall grade point calculation shown on the official transcript. The highest grade will be posted on the transcript showing both the grade and an *R* signifying that the course was repeated. Courses repeated at other institutions do not count toward the forgiveness policy.

Remedial Courses

The following courses, ENG 099 Basic English, MAT 099 Basic Algebra, MUS 098 and 099 Basic Music Theory, are considered remedial courses. Students who are academically deficient in one or more of these areas may be required to register for one of these courses to remediate their weakness. Students must earn a minimum academic grade of *C-* in order to progress to the next course in sequence. Credits earned are not applicable to the student's program of study. Quality points earned are applicable in the consideration of term and cumulative GPA's.

Academic Progress

Students must demonstrate through their scholastic record that they are making satisfactory academic progress toward a degree in order to enroll for classes and to receive financial assistance. Satisfactory progress for enrollment purposes is based solely on coursework attempted at Clearwater Christian College. At the conclusion of each academic term, the registrar will review the student's progress and a decision regarding continued enrollment will be made. If at the end of a given term, the student's cumulative GPA is 2.000 or above, he is considered making satisfactory academic progress and becomes eligible to re-enroll for classes for the upcoming term of study.

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Academic Probation

If a student's cumulative GPA falls below 2.000 at the end of an academic term, he will be placed on **academic probation**. For this purpose, an academic term is defined as a fall or spring semester, or a summer in which a student attempts twelve (12) semester hours of credit. Other than students who are accepted under a probationary status, a student will not be considered for academic probation status until he has completed a total of twelve (12) hours of course work at CCC.

Academic probation is intended to alert students to unsatisfactory progress and to reestablish progress that will allow continuation of a degree program. The probationary period will consist of the student's next term of enrollment as defined above. During this period the student will be ineligible to participate in intercollegiate athletics, fine arts productions, student leadership, and independent study or web-based courses. Students on academic probation will be required to have a reduced course load and work schedule and must meet regularly with an academic advisor to review progress. Moreover, these students must get the permission of the registrar or the vice president for academic affairs before taking personal days that require class absences.

At the end of the probationary period, the administration will review the student's progress.

1. If the student's GPA has increased to 2.000 or above, the student will be removed from academic probation.
2. If the student's term GPA is above 2.000, but his cumulative GPA is still below 2.000, he will be allowed to continue enrollment under academic probation status.
3. If the student fails to achieve a term GPA of 2.000, he will be considered to have made unsatisfactory progress and will be under **academic suspension**. He becomes ineligible to enroll for the following fall or spring semester.
 - a. Students who have been suspended may apply for readmission after one semester. If admission is granted, the student will be under academic probation and must earn term GPAs of 2.000 each semester in order to continue.
 - b. If a student enrolls in summer school and brings his cumulative GPA above 2.000, his probationary status may be removed for the fall semester.
 - c. Students dismissed twice because of unsatisfactory academic progress are not permitted to re-enroll for one academic year.

4. Appeals regarding academic probation or suspension may be made in writing to the vice president for academic affairs.

CONFIDENTIALITY OF STUDENT RECORDS

Under the provisions of the Family Educational Rights and Privacy Act of 1974, the College has developed policies which recognize the rights of students to inspect their educational records. The policy regarding the release of educational records is available upon request from the Registrar's Office.

TRANSFER CREDIT POLICY

Clearwater Christian College will accept transfer credits earned at other institutions under the following conditions:

1. The grade earned is *C-* or better. No *P*, *S*, or *U* grades will transfer.
2. Courses transferred are applicable to the program of study the student is pursuing at Clearwater Christian College.
3. The credit must be earned through a regionally accredited, degree-granting institution. Credits earned through institutions that are not regionally accredited may be transferable once the transfer student has earned at least 30 semester hours with a 2.000 GPA at Clearwater Christian College.
4. Completed work is presented on an official transcript.

Only credits are transferred, not quality points. Quarter hours are converted into semester hours using the formula: one quarter hour of credit equals 2/3 semester hours of credit.

Advanced standing is based upon the number of credits transferred. Sophomore standing requires 30 semester hours, junior standing requires 60 semester hours, and senior standing requires 90 semester hours. No credit is awarded based upon life experience.

Clearwater Christian College participates in an Articulation Agreement with Florida community colleges. A student completing an associate of arts degree at a Florida community college may transfer up to 64 credit hours toward a four-year program at CCC. These transfer hours will satisfy the general core requirements for any major. Please consult the registrar for specific guidelines related to the Articulation Agreement. After a student has completed 90 hours, the College will not accept correspondence course work in transfer.

TESTING PROGRAM

College Entrance Examination (SAT or ACT)

One of the components used in making placement and certain financial aid decisions is the results from either the SAT or ACT college entrance examination. Students should submit standardized test results to the Admissions Office well in advance of the first term of their attendance. For those who have not taken the test, the College's Admissions Office administers the Residual ACT examination to qualified students by appointment. The fee for this campus administration is \$30 and must be paid in advance. Students are encouraged to take the SAT or ACT again, if necessary, to raise their scores to an acceptable level.

Placement Examinations

Placement examinations are administered during orientation periods to most new students. Students who have earned at least an SAT verbal score of 440 or an ACT English score of 20 will be exempt from taking the English Placement Exam. Those earning at least an SAT math score of 440 or an ACT math score of 20 will be exempt from taking the Math Placement Exam. Results are used to direct students to the level of English or math instruction best suited for them.

College Level Academic Skills Test (CLAST)

The CLAST is designed by the state of Florida to measure the communication and computation skills expected of students completing their sophomore year in college. CLAST includes four subtests: essay, writing, reading, and mathematics. Objective test items are used to measure writing, reading, and mathematics skills. The essay portion is designed to measure writing skills. On-campus test administrations are scheduled each year during the months of October and February for education majors and students pursuing a teaching track (minor). Passing scores from the CLAST are required before permission is granted to begin the Student Teaching Internship.

College Level Examination Placement (CLEP)

Advanced Placement (AP)

International Baccalaureate (IB)

CLEP is a means by which students may earn college credit by obtaining a minimum score on an examination. CLEP is administered nationwide in many colleges and universities. Passing standards required by Clearwater Christian College are available through the registrar's office. CLEP credit may not be received after completion of 60 hours of credit.

The Advanced Placement (AP) program is administered at the high school level. At the conclusion of a given academic course, AP students are encouraged to take a subject area test. Many colleges award college credit based on test results. AP scores of 3 or 4 will receive three semester hours of credit in the related subject area. A score of 5 will receive six semester hours in the related subject area. Credit for IB exams is offered for scores of 4 or 5. Information on AP, including passing standards required by Clearwater Christian College, is available through the registrar's office. The College accepts a maximum of 24 semester hours of credit through CLEP, Advanced Placement, and International Baccalaureate program.

Clearwater Christian College follows the State Board of Education guidelines in awarding credit for International Baccalaureate (IB) work. A score of four in a subject area will earn three semester hours of credit, and a score of five will earn six semester hours of credit. Scores below those listed will not earn credit.

Graduate Record Examination (GRE)

Many graduate and professional schools and fellowship sponsors require that their applicants take the GRE. Scores on either the GRE General Test, a subject test, or both are used to supplement undergraduate records and other indicators of students' potential for graduate study. The scores provide a common measure for comparing the qualifications of applicants from a variety of colleges and universities with different standards. They also contribute toward making the evaluation of grades and recommendations a fairer process. Students majoring in administrative office management, communication arts, general studies (B.S.), humanities, interdisciplinary studies, or exercise and sport science are required to take the GRE in their senior year. Applications for the GRE are available from the Office of the Vice President for Academic Affairs.

Florida Teacher's Certification Examination (FTCE)

A passing score on the Florida Teacher's Certification Examination (FTCE) is required by the State Department of Education for individuals desiring teacher certification with the state. Senior education majors and students pursuing a teaching track are required to take this examination during their senior year between August and April. The test is administered four times a year at sixteen off-campus locations, including St. Petersburg and Tampa. Applications are available from the Office of the Vice President for Academic Affairs and the Director of Teacher Education. The test includes a Professional Education portion (evaluates knowledge of social and psychological foundations of education, teaching methodology, curriculum, testing, and evaluation strategy), and a Subject Area Examination (evaluates knowledge of academic subject area within the teaching field).

ACADEMIC INFORMATION

Major Field Test (MFT)

Medical College Admission Test (MCAT)

Law School Admission Test (LSAT)

The MFT is required of students majoring in accounting, business administration, biology, church music, English, history, mathematics, music, and psychology. The tests are modified versions of the GRE Subject Tests. The results aid the institution in outcomes assessment and curriculum improvement. The test measures factual knowledge, the ability to analyze and solve problems, and to understand relationships, and to interpret material in a major field. The MFT is administered on campus during the fall term.

Students majoring in pre-medicine and planning to attend a graduate program in medicine are required to take the MCAT, MFT, or GRE, whatever they declare on their senior evaluation. The LSAT is required of students majoring in pre-law. These tests are administered off-campus, and registration materials are available from the Office of the Vice President for Academic Affairs.

Students majoring in Bible, church ministries, or pastoral studies will take an end-of-program content exam prepared by the Division of Biblical Studies.

Music Theory Placement Test

Anyone entering the music or church music major must take a music theory placement test on campus during the orientation days before fall registration. The result determines whether the student should enroll in MUS 123 Music Theory I or in a remedial level course, MUS 098/099 Basic Music Theory.

MILITARY SERVICE POLICY

Tuition refunds or credits are provided for students called to active military service during the term of their enrollment. Equitable arrangements will be made to see that these students earn academic credit for their suspended term of attendance whenever possible. Room and board expenses will be pro-rated based upon the actual period of enrollment.

SCHOLASTIC RECOGNITIONS

Dean's List Award

The Dean's List Award is for full-time students who have completed all coursework for the semester and who have earned a grade point average (GPA) between 3.500 and 3.899 at the conclusion of either the fall or spring term.

President's List Award

The President's List Award is for full-time students who have completed all coursework for the semester and who have earned a grade point average (GPA) of 3.900 or above at the conclusion of either the fall or spring term.

Graduation Honors

The following graduation honors are reserved for those candidates for the baccalaureate degree who have earned a cumulative grade point average (GPA) of 3.700 or better according to the scale below:

summa cum laude	3.900 - 4.000
magna cum laude	3.800 - 3.899
cum laude	3.700 - 3.799

Release of Academic Records

Requests for academic records to be released to a third party will be permitted once the following information has been received: a written request that includes the student's current home address, the address where the transcript is to be sent, the date of the request, dates of attendance, social security number, and original signature. A \$5 fee must be submitted with the request, and the student's account must be paid in full.