

DEFINITION OF A CREDIT HOUR

A credit hour is the amount of work represented in intended student learning outcomes and the coursework completed, inside and outside of the classroom. One credit hour is equivalent to a minimum of 15 semester hours of lecture/direct faculty instruction and 30 hours of outside-of-class student learning; 30 semester hours of lab/application and 15 hours of outside of class student learning; or 45 semester hours of clinical experience/externship in a course.

Outside study of two hours is expected to support each hour of in class preparation, as supported by the course syllabus.

TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at **SJVC** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat all or some of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **SJVC** to determine if your credits will transfer.

ARTICULATION AGREEMENTS

For a list of the institutions who have agreed to accept credits earned at **SJVC**, please contact the Registrar or refer to the list of Articulation Agreements on the College's website: <http://www.sjvc.edu/admissions/consumer-information/articulation-agreements>

AUDITING COURSES

Generally, **SJVC** does not allow courses to be audited. However, an **SJVC** graduate or current student may audit a course within two years of graduation, with Campus President approval.

ATTENDANCE POLICY

Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the faculty member teaching the course to advise him/her of the reason for the absence.

Students who are absent for fourteen (14) consecutive calendar days (including weekends and holidays) will be terminated from their program of study.

In addition to this policy, certain education programs have additional attendance requirements. For more information concerning specific programmatic attendance requirements, please see a Program Director or Division Manager.

Online Courses

For those students enrolled in a course(s) offered through **SJVC's** Online Division, attendance is counted through participation in one of the following academic activities: posting and/or replying to a discussion forum, submission of a written assignment, or completion of a quiz or exam.

With the exception of the Winter Break, students who are absent for fourteen (14) consecutive calendar days (*including weekends and holidays*) will be terminated from their program of study.

STUDENT EXTERNSHIPS

SJVC offers several programs that include a mandatory externship where the student will complete a specific number of hours in an off-campus teaching/learning facility. (Please see the externship course description for the hour requirement.) Externships provide the opportunity for students to apply their newly acquired knowledge and skills in a real-life setting. The externship serves as the final phase of student preparation for entry into their chosen profession. In order to optimize this learning experience, students must successfully complete all program courses and all other graduation requirements prior to entry into their externship.

INDEPENDENT STUDY

The College is aware that certain situations and/or circumstances may arise during the course of a student's education when the student would benefit from participation in independent study. To be eligible for independent study, the following three conditions must exist:

- The student must be able to realistically complete the Course Learning Outcomes off-site;
- The student is maintaining satisfactory academic progress; and
- There is no programmatic attendance policy that would preclude participation in independent study.

Students who meet these eligibility requirements may complete a maximum of 9.0 semester credit hours per program through independent study.

To initiate this process, students must submit a request, via email, to the faculty member teaching the course, explaining the need for the independent study and the requested