

Academic Information

Academic Credentials

MVCC offers two-year associate degree programs designed for career and transfer opportunities, and one-year certificate programs and shorter-term microcredentials that are career-oriented.

Associate degrees (AA, AS, AAS, AOS)

Associate degrees are undergraduate degrees that can be completed in two years and generally require students to complete a minimum of 60 semester credit hours. Students interested in transferring to a four-year institution should confer with their Student Support Advisor or Faculty Advisor to determine which degree option is most appropriate.

1. **AA and AS degrees:** The two most common types of transfer associate degrees are the Associate of Arts (AA), a liberal arts degree, and the Associate of Science (AS), a liberal arts degree with a greater focus on math and sciences. Students who complete an AA or AS are guaranteed transfer of all credits upon transfer to a SUNY four-year transfer partner and there are many agreements with non-SUNY schools.
2. **AAS and AOS:** Occupational associate degrees are designed to help students acquire specific knowledge and skills in preparation for a particular career path. These associate degrees include the Associate of Applied Science (AAS), Associate of Occupational Studies (AOS). Unlike an AA or AS, the AAS and AOS are not transfer degrees and four-year transfer partners are not required to accept all credits from an AAS or AOS degree.

Certificates (Cert)

Certificates are designed for a student to complete a certain amount of training. Most certificate programs prepare students for technical or skills-based jobs or career advancement in one year or less.

Microcredentials

Microcredentials are groups of three to five courses that can be taken as a standalone program or can eventually be stacked to earn a degree or certificate. They are designed to help students quickly develop relevant skills to prepare them for entry-level employment or per-diem work, and can help those currently employed gain additional training to advance their career. See microcredentials offered by MVCC at www.mvcc.edu/microcredentials.

Grades

Grades consist of the following:

- **A:** Excellent
- **B+:** B Plus
- **B:** Good
- **C+:** C Plus
- **C:** Satisfactory
- **D+:** D Plus*
- **D:** Minimum Pass*
- **F:** Failure
- **FI:** Fail Incomplete
- **I:** Incomplete (temporary)
- **NR:** Not a grade, but a symbol indicating that a grade was not submitted
- **S:** Satisfactory (midterm only)
- **U:** Unsatisfactory (midterm only)
- **W:** Withdrawn prior to the official last date established by the Office of Records and Registration

- **AU:** Audit

* See Individual Academic Program requirements.

“W” grades appearing on the record do not affect the student’s grade point average (GPA). “W” grades count in attempted hours. See “Dropping a Course” or “Withdrawal from a Course” under [Terminology Students Should Know](#).

Students expelled from a specific course, or expelled or suspended from the College, will receive a final grade for each course as determined by the faculty member’s grading policy. However, a grade of “Incomplete” is not an option. Any assignments not completed as of the date of suspension (expulsion) will be factored into grade calculations as zeros.

Audit (AU)

No formal grade will be assigned and participation in exams is not required. Audited courses do not satisfy graduation, certificate, or license requirements and do not affect GPA. Audited courses are not counted as part of full- or part-time enrollment status for financial aid. Audit requests must be made no later than the end of the first week of classes. Changes from credit to audit may not be initiated after the end of the third week of classes for a regular semester. The auditing policy for senior citizens has additional criteria.

Midterm Grades

Midterm grades are not official and do not appear in any permanent record. They are intended to inform students of their progress. Students may view their midterm grades using the web-based app MyMV. Students should seek out a student support advisor soon after midterm grades are posted to discuss progress.

Final Grades

Final grades can be viewed on MyMV. Students may also request a copy of their final grades from the Office of Records and Registration. Please review them carefully; any alleged errors, including any missing grades, should be reported immediately to the instructor of the course. If the instructor cannot be reached, the appropriate Dean of the course should be contacted. Students have one year from the end of a semester to request, in writing, a correction to their official transcript and must provide appropriate documentation to support the request. For Academic Complaints, see the online [Student Handbook](#).

GPA Calculation

The overall Grade Point Average (GPA) is calculated by dividing the total number of quality points earned by the total number of GPA hours.

- **A** = 4.00 quality points
- **B+** = 3.33 quality points
- **B** = 3.00 quality points
- **C+** = 2.33 quality points
- **C** = 2.00 quality points
- **D+** = 1.33 quality points
- **D** = 1.00 quality points
- **F** = 0.00 quality points

A grade of "A" (A = 4.00) earned in a three-credit course would be 4.00 x 3 = 12.00 quality points in all. MVCC GPA is calculated by truncating the numbers to two decimals and is NOT rounded up.

Incomplete Grade (I)

An incomplete grade may be assigned when a student has not completed a small portion of a course for reasons beyond their control. Subject to approval by the Dean, a plan will be established on how the work will be completed. It is the student's responsibility to meet with the instructor to establish a time limit and the work must be completed no later than the end of the following regular semester. An incomplete grade will convert to an "FI" if the instructor submits no grade at the end of the following semester.

Graduation Requirements

In order to graduate, students must meet the following criteria:

- A final high school transcript showing graduation information or GED Certificate must be on file.
- Students must pass all courses required for the program or certificate in which they have matriculated, and must achieve at least a 2.0 program GPA. Courses should be completed as specified in the Catalog including general education requirements.
- Residency Requirement: A minimum of 25% of the required program credits for graduation must be successfully completed at MVCC.
- Students expecting to have transfer credit to count toward graduation should have all official transcripts on file. All transfer courses must be posted on your official transcript prior to graduation.
- Financial obligations to the College must be fulfilled.
- Students are responsible for satisfying all requirements leading to a degree or certificate for the curriculum in which they are enrolled.
- Matriculation is terminated by graduation. Students intending to pursue another degree or certificate need to matriculate in the new degree or certificate program.
- Students need to complete CF100; see individual Academic Program requirements.
- A student must have completed at least 70% of the total credits in their degree program or 50% of their certificate program before applying for graduation. The Dean must approve any exceptions.
- Commencement ceremonies are held at the end of the Spring and Fall semesters. Students planning to graduate in the Spring, Summer, or Fall semester should submit a Graduation Review Request to the Registrar by the published deadlines. Graduation Review Requests are available at the Office of Records and Registration, or online in your MyMV account and at <https://dynamicforms.ngwebsolutions.com/Submit/Start/d71ccae2-6167-4e95-a40a-3ae1a4ec557e?SSO=N>. Attending the Commencement ceremony does NOT guarantee that you will graduate. Check with your Dean to be sure you have completed the degree requirements. If you do not satisfy degree requirements, you must complete a new Graduation Review Request during the semester in which completion is anticipated.

Dual Degree

Providing that all requirements are fulfilled for both programs, including at least a 2.00 GPA in both, a student may concurrently or consecutively undertake a second degree program at the same level as the first. A second degree will be awarded only in those cases where the second program requires at least 15 semester credit hours of specific courses, which are not part of the requirements of the first.

Physical Education

A passing grade in two credit hours of the instructional program in Physical Education is a graduation requirement for students in most degree-granting programs at MVCC. This requirement applies to all matriculated students. Students with physical limitations or disabilities should consult with a member of the Physical Education faculty to discuss their specific needs. Although physical education courses may be repeated for credit, any given course may be counted only once toward the two-credit requirement. Students having met the physical education requirement for graduation may elect to participate further in the physical education program. The application of elective credits earned in physical education is the prerogative of the degree-granting program in which the student is enrolled. Some physical education courses may have additional fees attached.

Degree Works

Together, students and their academic advisors track academic progress and requirements for graduation using Degree Works. It contains the course requirements for the student's program, and lists courses completed, pre-scheduled, and in progress. Courses that do not count toward graduation will be found under "courses not applied to program." Students can view their degree progress using MyMV.

Repeating Courses

If an MVCC course is repeated, only the highest grade will count in the computation of the GPA.

Honors

MVCC takes great pride in the academic achievements of our students. The following programs reinforce that pride.

Phi Theta Kappa International Honor Society

Phi Theta Kappa, the International Honor Society for the Two-Year College, is the largest honor society in American higher education. The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders. The Lambda Beta Chapter at MVCC was formed in 1960 and welcomes new members each semester. Eligible students are sent an invitation to join the chapter. Membership is offered to currently enrolled students who have an overall GPA of 3.5 or higher with at least 12 credit hours toward a degree program. Chapter activities offer opportunities for personal and professional growth and development through participation in honors, leadership, service, and fellowship programming. More information at www.mvcc.edu/ptk.

Spire National Honor Society

Spire is a national honor society that recognizes the unique achievements of adult (defined as 25 or older) and other nontraditional students (such as young single parents, those with disabilities, those who earn degrees while working full-time, and international students) enrolled in associate degree programs. Membership in Spire is offered to students who have a minimum cumulative GPA of 3.0, are involved in at least three campus or community activities, are within 12 months of graduation, and have demonstrated leadership, persistence, and future promise. More information at www.mvcc.edu/spire.

Honors Program

The Honors Program at MVCC strives to motivate exceptional students in all fields of study to develop to their fullest potential. The program enriches students' learning experiences through independent research, challenging projects, and collaborations with faculty and peers — all while preparing them for further study, a vibrant career, and a lifetime of achievement. The program emphasizes deep learning and support of students in becoming independent, creative, and self-confident learners. Students must meet one of the following criteria to be eligible for the Honors Program:

For students with fewer than 12 college credits:

- A GPA of 3.5 (90) or higher from an accredited high school
- An SAT score of 1240 or higher (or comparable ACT score)
- Top 10% standing in graduating class at an accredited high school

For students with 12 or more college credits:

- A cumulative GPA of 3.5 or higher earned at MVCC or another college

Interested students may apply before the start of each Fall or Spring semester. Applications are available online at www.mvcc.edu/honors, or through the Office of Records and Registration.

Graduation with Honors

A cumulative GPA of 3.75 is required for Graduation with Honors.

This is an automatic designation and not part of PTK or Honors Program affiliation.

President's and Vice President's Lists

- All students who successfully complete a semester with at least six credits and with a grade point average (GPA) of 3.75 or higher will be placed on the President's List.
- All students who successfully complete a semester with at least six credits and with a grade point average (GPA) of 3.50 to 3.74 will be placed on the Vice President's List.

Cooperative Programs

CollegeWorks

CollegeWorks is a collaboration between The Arc, Oneida-Lewis Chapter, and MVCC offering a two-year, non-degree, non-credit vocational program at both Utica and Rome campuses for young adults with intellectual and developmental disabilities. The goal of the program is to provide the training necessary for students to obtain employment at the time of graduation while enjoying life on a college campus. For more information, call the CollegeWorks office at [315-792-5465](tel:315-792-5465).

Cross-Registration Opportunities

MVCC matriculated students may cross-register at another college. There are two agreements at MVCC:

Mohawk Valley College Consortium

The Mohawk Valley College Consortium allows full-time matriculated students to take one course for either Fall or Spring at Utica University or Hamilton College. Students must be full-time taking 12 credit hours at MVCC to take advantage of this consortium. Students must pass the course with a grade of C or better to get credit for the course. Forms are available from the Office of Records and Registration. The Dean needs to approve the course and the director of Records and Registration/Registrar (or designee) must verify enrollment and sign the form. In addition, students using financial aid can receive aid through the home institution, and cannot receive financial aid through the host institution. The form is then presented to the Registrar at the host institution prior to registering for the course. MVCC and other participating institutions reserve the right to deny approval to take a course under this agreement.

SUNY-wide Cross-Registration (64 campuses)

MVCC supports students who wish to cross-register for a course at another SUNY college. Please reference the Cross-Registration Policy at www.suny.edu or at www.mvcc.edu/records-registration/cross-registration.php.