

Mathematics division to complete a Request for Prior Learning Credit Portfolio Consideration Form.

- i. The completed request form will be reviewed by a faculty member in the discipline for which credit is sought and the division dean.
- ii. If the Dean and faculty member agree that the prior learning experiences may justify granting course credit, the student will be asked to provide a portfolio of relevant experiences. The website Learning Counts (www.learningcounts.org) provides more information on the options and costs of creating a portfolio.

D. The submitted portfolio will be evaluated by one or more trained assessor(s). The assessor must provide reasoning for the number of credit hours awarded or a written explanation provided for evaluation of portfolio regardless of outcome.

E. If the student is awarded credit then the faculty member will complete an Approval of Course Credit for Prior Learning form and forward the form for approval by the division dean and vice president of academic affairs.

F. The credit will be posted after the student has paid the applicable fees, listed in the current college catalog, and has successfully completed twelve (12) semester credit hours at the College. Credit awarded for prior learning will not apply toward meeting residency requirements for graduation.

V. External Credit for Occupational and Workplace Training

Credit awarded for completion of workplace (corporate, volunteer, government, etc.) training may be awarded based on recommendations by nationally recognized college credit recommendation services or by the individual evaluation and determination of the College. A letter grade of "TP" will be assigned for credit granted. Because no grade is assigned other than "TP," no Quality Points will be awarded to count toward GPA.

Transcript of Credits

Students who attend Columbia State may request a copy of their permanent academic record (transcript). There is no charge for transcripts; however, the Records Office may set a limit on a reasonable number of copies that may be processed at any time and may also establish a nonrefundable charge for the cost of producing transcripts in excess of that number. All transcript requests must be made in writing by mail or fax or through the online transcript request. Telephone requests are not accepted and electronic mail (e-mail) requests are only accepted if the student scans and emails the signed request form. Students may also call the transcript information line at 931.540.2550 for instructions on obtaining transcripts. No transcripts will be released for or to a student who has any financial obligations with the College or who has not completed all admissions requirements.

The Records Office does not issue or reproduce transcripts from other institutions of higher or secondary education. Requests for transcripts or work taken at other colleges, universities, or high schools must be directed to the originating institution concerned.

Registration for Courses

Full-time Student Semester Hour Load

To be classified as a full-time student, students must register for at least twelve (12) semester hours credit. Sixteen to eighteen (16-18) credit hours is the regular or normal load per semester.

Nineteen (19) hours is the maximum load. Any student desiring to register for more than 19 credit hours must have:

1. completed all Learning Support course requirements, and
2. have earned a minimum cumulative grade point average (GPA) of 3.0.

To request an overload complete the *Registration and Overload Request* form (available on myChargerNet) and obtaining an advisor's signature and the approval of one of the following: an academic division dean, extended campus coordinator, associate vice president for Williamson Campus, associate vice president for faculty, curriculum and programs, or the regional services and southern campuses dean.

Registration Procedures

Students must observe registration procedures and complete registration on the dates posted (see "Important Dates," p. 8) in the catalog or on the Columbia State Web page. Students who register after the official registration period must pay a late registration fee. Registration following the period established as the last date to register and last day to add a class (adjustment period) is permitted only in exceptional cases and requires the approval of the instructor, curricular coordinator or the division dean. Students are not officially enrolled until all registration requirements are completed and all fees are paid.

For eligible students, online registration is available through myChargerNet, which is accessed from www.columbiastate.edu. Columbia State conducts Priority Registration (pre-selection of classes) for current students. Registration information is emailed to all current students to inform them of their day to priority register. Students have an assigned advisor who will assist in course selection. Registration for first-time and readmitted students occurs during the open registration period as listed (see "Important Dates," p. 8.) Student orientations are scheduled before the Fall and Spring semesters to assist new and transfer students in registering for classes. The Columbia State web site each semester also has information on applying for admission or readmission, testing requirements, paying fees, and dropping or adding classes.

Change of Registration Status

Students are advised to carefully read the following regulations and procedures applicable to drop, add or withdrawal. Registration for courses implies that the student has entered into a contract to complete each course's requirements. Should conditions make it necessary for the student to leave any class or leave the College completely, the student must officially change his or her registration status. Failure to do so will result in a failing grade, "F," on the student's permanent record. The "Dropping a Class" and "Adding a Class" procedures apply when a student wishes to change one or more class(es). If the student wishes to drop all classes, the "withdrawal" procedure applies. A student who only informs an instructor that he or she can no longer attend class without also completing the required procedure has not officially dropped or withdrawn.

Cancellation of Scheduled Classes

Columbia State reserves the right to cancel any scheduled class. When this occurs, it is the student's responsibility to check his/her schedule by accessing the student's myChargerNet account or the emailed canceled class listing.

Dropping a Class

Dropping a class can occur through the "last day to drop a class

or withdraw” for the regular/full semester. (See “Important Dates,” p. 8.) Additional drop dates apply for other short term session courses and appear on the Columbia State web page at www.columbiastate.edu/refunds-drops-withdrawals.

Students may drop most classes by using myChargerNet. However, to drop under the following circumstances students must email records@columbiastate.edu from their student email account or come in person to the Records office or to one of the College's campus locations:

1. to drop a course after the last official date to drop (includes TN eCampus courses).
2. to drop any course which the student is auditing.
3. to drop when the student's account has a hold flag or encumbrance.

Students who need to drop any course after the last official date to drop must complete a form and follow these procedures:

1. Obtain the Late Drop/Withdrawal form and enter required information. This form is available at all College campus locations, and on the college's web page, www.columbiastate.edu/records/forms.
2. Acquire applicable signatures:
 - a. instructor if dropping after the last official date to drop (includes TN eCampus courses) or an email from the instructor for TN eCampus courses.
 - b. TN eCampus Contact if dropping after the last official date to drop.
 - c. Division Dean
 - d. Financial Aid
 - e. Records

Adding a Class

Adding a class is permitted through the “Adjustment Period for Registered Students,” for the regular/full semester. (See “Important Dates,” p. 8.) Additional add dates apply for other short term session courses and appear on the Columbia State web page at www.columbiastate.edu/refunds-drops-withdrawals. Students may add most classes by using myChargerNet. However, to add a course under the following circumstances students must email records@columbiastate.edu from their student email account or come in person to the Records office or to one of the College's campus locations:

1. to add a course when the student's account has a hold flag or encumbrance.
2. to add a course which the student wants to audit.

Change To or From Audit

Qualified credit students who register for audit may change to credit prior to the end of the adjustment period. (See “Important Dates”, p. 8). This may be done by emailing records@columbiastate.edu from the student's Columbia State email. The student must include their name and student number along with the course(s) that are to be changed from audit to credit. Students cannot change from audit to credit after the adjustment period.

Any time prior to the deadline for dropping or withdrawing, students may change from credit to audit in lieu of dropping a course. This may be done by emailing records@columbiastate.edu from their Columbia State email account with information that

includes their name, student number, and the course(s) to be changed from credit to audit.

Withdrawal

Students who stop attending all classes without officially dropping all courses have not withdrawn from the College and will receive a failing grade in each class. Withdrawal through the “last day to drop a class or withdraw” is permitted when the student has met all financial obligations to the College.

Most students may drop all classes (withdraw) by using myChargerNet account. However, to withdraw under the following circumstances students must email records@columbiastate.edu from their student account or come in person to the Records office or to one of the College's campus locations:

1. to withdraw after the last official date to drop (includes TN eCampus courses).
2. to withdraw when enrolled in an audit course.
3. to withdraw when the student's account has a hold flag or encumbrance.

Students who need to drop all courses (withdraw) after the last official date to drop are required to complete a form and must follow these procedures:

1. Obtain the *Late Drop/Withdrawal* form and enter required information.
2. Acquire applicable signatures:
 - a.instructor if dropping after the last official date to drop (includes TN eCampus courses).
 - b.TN eCampus contact if dropping after the last official date to drop.
 - c. Division Dean
 - d. Financial Aid
 - e. Records

Students who are unable to process their withdrawal in person may submit to the Records office a signed letter requesting withdrawal. In the event a student is incapacitated, a designee should provide proper documentation for withdrawal of the student.

Grades for Withdrawals and Drops

Following the last day of the registration adjustment period, and not later than two-thirds into the semester. (See “Important Dates,” p. 8.) a student may officially drop a course(s) or withdraw from the College and receive a “W” which means that no hours are completed and the grade point average not affected. Students who drop a course or who withdraw from the College after two-thirds of the semester is complete will receive with appropriate signatures a “W” in the course(s) they are passing. Students will receive a failing grade, “F”, in the course(s) they are not passing unless it can be clearly demonstrated that an unusual circumstance or hardship exists. (See “Guidelines for Permitting Late Withdrawal.”)

Guidelines for Permitting Late Withdrawal

Circumstances which directly hinder a student's pursuit of a course and which are judged to be out of the student's control may be a justifiable reason for permission for late withdrawal from the College.

Students who leave the College under mitigating circumstances without officially withdrawing may later appeal to the instructor for a late withdrawal. This will be permitted only if students can provide documentation showing that withdrawal was under conditions where they could not have been expected to officially withdraw and if the students have no encumbrances on their financial records.

Following are some general categories of mitigating circumstances (this list is not all inclusive:)

1. Serious illness of the student.
2. Serious illness or death in the student's immediate family.
3. Immediate family or financial obligations which require a change in terms, hours or place of employment which prevents completion of a course.

Classroom Behavior

The faculty member teaching the class has the primary responsibility for control over classroom behavior in that class. Faculty shall maintain academic integrity and an environment conducive to learning within the classroom. In doing so, they must adhere to College definitions for academic dishonesty and academic misconduct and to the procedures to be followed in the event a student is accused of either. (See *Online Student Handbook*.)

Class Participation Policy

Instructors determine and publish in the syllabus their class attendance policy. Beginning with the first class, faculty record attendance to verify enrollment and eligibility for financial aid. Unless prevented by circumstances beyond their control, students should regularly attend all classes for which they are registered. Regardless of the cause or nature of an absence, students are responsible for all class work covered or assigned during the absence. Policy for evaluating attendance as a part of the course grade and the procedure for making up class work missed during an absence is developed by each instructor. Whenever possible, students should make arrangements in advance for scheduled examinations or class work that will be missed during an anticipated absence.

Institutional Absence

Students may be granted administrative or "institutional" absence when the student represents the College at a public event which is in the interest of the College or is engaged in an activity such as a field trip which contributes to the education of the student. In granting an administrative absence, the College disclaims any liability which may occur from the loss of instruction.

Grades

Grading System

At the end of each semester the quality of students' work is evaluated by the instructor. Grades are indicated by letters and based on a four quality point system. Interpretation and quality points for each letter grade are:

Grade	Interpretation	Quality Points Per Semester Hour	Credit
A	Excellent	4	
B	Good	3	
C	Average	2	
D	Inferior but passing	1	
F	Failure	0	
FA	Unofficial Withdrawal	0	
	Used to designate those students who		

Grade	Interpretation (cont.)	Quality Points Per Semester Hour	Credit
	stopped attending and did not complete the course. Faculty must indicate the date the student last participated in course-related activities.		
I	Incomplete	0	
P	Pass (awarded only to COP classes and nursing clinicals)	0	
W	Withdrew (not a grade). Used when withdrawal is on or prior to last day to drop or withdraw. Withdrawal permitted after the official drop period may reflect a W only if the student is passing at time of withdrawal.	0	
X	Not a grade. Used only when grades are turned in too late to meet processing deadline. (At which are later changed to reflect the earned grade.)	0	
AU	Not a grade. (assigned to official audit)	0	

The grade point average (GPA) is determined by dividing the total number of quality points acquired by the total number of grade point hours. Repeated courses are excluded from this calculation. (See "Course Repeats," p. 41.) Credit hours in courses from which a student officially withdraws in good standing. (See "Change of Registration Status," p. 38.) are not considered quality hours attempted.

Incomplete Grade

An incomplete grade is given when a student fails, due to extenuating circumstances, to complete all of the requirements for a course. It is interpreted as an "F" until the "I" is replaced with a passing grade.

An incomplete must be removed during the following semester, excluding the summer term. If the incomplete is not removed, the "I" will continue to be computed as an "F". Students must request and complete the assignments required to change the "I" to a grade. Should this not occur in the following semester, the instructor is no longer obligated to accept the work. The instructor may, at his or her discretion, accept the work later and forward a grade change to the division dean for approval, but there is no obligation under policy to do so.

Academic Standing

Transfer and Transient Students

All transfer/transient students must be eligible to reenter the college from which they are transferring. A student who is on active/current academic dismissal/suspension at another college will be admitted to Columbia State on probation.

Since Admission policy allows transfer students to be admitted with a "partial" transcript and transient students to be admitted with a "Transient Student Approval Form" (i.e. not all final grades are present or known), Students continuing beyond the initial academic term with Columbia State must provide the final transcript from the home institution. If the student was in fact dismissed, the student will be held to the following dismissal/retention standards.

At the end of the term with Columbia State, the student must have achieved a 2.0 semester GPA (cumulative GPA does not apply) otherwise, the student will be placed on retroactive academic dismissal from Columbia State for one year. Students may not appeal this dismissal from Columbia State.