

GRADUATE ACADEMIC REGULATIONS

Academic Appeal

Students may appeal a grade received as well as certain degree requirements. Students who wish to exercise this right should follow the appropriate procedure as follows:

A student who wishes to appeal a grade received that the student feels is unfair or inaccurate should follow the academic grievance process listed under the Student Rights and Responsibilities section of the Student Handbook.

A student who wishes to appeal a general university requirement should meet with his or her advisor to discuss the nature of the appeal. If both believe the appeal should be considered, the advisor will assist the student in completing an Exception Petition form to be submitted to the university's Academic Standards Committee for review. If the committee recommends approval, the petition is sent to the Vice President for Academic Affairs for a final decision.

Academic Credit

Credits are expressed in terms of semester hours. The course numbering system used by Columbus State University is such that in general, the first digit of the course corresponds to the level of the class (1- Freshman, 2- Sophomore, 3- Junior, 4- Senior, 5-Senior and Graduate, 6-8- Graduate).

Courses numbered 6000 and above are open only to graduate students. Courses with 5000 numbers are open to both graduate and advanced-standing undergraduate students. In these courses, however, graduate students must do more extensive reading, prepare additional reports, and produce papers or other projects requiring more intensive research.

Undergraduate student enrollment in graduate courses. Undergraduate students seeking an early start on a graduate degree may, with administrative approvals, enroll in 5000G- or 6000-level courses and apply the graduate credits they earn to both undergraduate and graduate programs. All students in graduate courses must meet the graduate level learning outcomes specified in the courses.

To enroll in graduate courses, undergraduate students should request approval from the head of the graduate program that offers the course. The Graduate School recommends the following minimum standards for undergraduate students to enroll in graduate courses:

- An overall GPA consistent with the admission requirements for the graduate program.
- Senior class standing before the class starts, or Junior class standing with an overall GPA of at least 3.4.

Students may earn a maximum of nine hours of graduate credit before they complete their baccalaureate degree.

Students should contact their undergraduate advisor and graduate program head to be certain the graduate courses they enroll in are eligible to apply to the student's programs.

Academic Misconduct

The university recognizes honesty and integrity as central virtues of academic life and as fully necessary to its very existence. The university also recognizes and accepts that cooperation, discussion, and group studying outside of the classroom are essential elements of the academic experience and that students may seek assistance in their studies, such as tutoring and peer review. However, while such practices are acceptable and even encouraged, students must understand the parameters of accountability in their academic performance and need to respect the academic freedom of the faculty. Students are responsible for adhering to the regulations pertaining to academic misconduct published under Student Rights and Responsibilities in the Student Handbook (<http://students.columbusstate.edu/policies.php>) available in the Student Life Office and on the Web (<https://www.columbusstate.edu/student-life/>).

Academic Standing

Non-degree Status. Non-degree students seeking re-certification, endorsement, or professional development must also meet the following academic standing requirements.

Students classified as non-degree cannot use these credits toward any degree at Columbus State University unless previously approved by the appropriate graduate program director.

Required Academic Standing. Students enrolled in a degree program must maintain a minimum graduate overall grade point average of 3.0 for the masters and specialist degrees and a 3.25 for the Doctor of Education. The program GPA of 3.0 also applies to undergraduate courses which are required in some graduate programs. Students must be in Good Academic Standing to be eligible for graduation and for admission to Doctoral Candidacy.

Courses earned with grades of "D" may not be used toward a graduate degree or certificate, but will be calculated in the overall grade point average.

Courses with earned grades of "C" or below may not be transferred from another institution for credit toward a graduate degree or certificate.

A maximum of two courses (not to exceed eight semester credit hours) with a grade of "C" may apply to a masters degree.

A maximum of one course (not to exceed four semester credit hours) with a grade of "C" may apply to a specialist degree in education.

A minimum graduate program grade point average of 3.25 is required in the doctoral program. A maximum of one course with a grade of C may apply to the Doctor of Education in Curriculum and Leadership. Courses with earned grades of D or below (including grades of D, F, or WF) may not be used toward degree or certification completion, but will be calculated in the overall graduate grade point average.

Graduate students are expected to maintain Good Academic Standing as they progress toward completing their programs. Students will be evaluated each term on the basis of the program GPA. The academic standing of graduate students is classified as follows:

1. Good Academic Standing
2. Academic Probation
3. Academic Exclusion

Good Academic Standing. Good Academic Standing is defined for graduate students as an program GPA of 3.0 or higher.

Additional Policy for Academic Standing of EdD Students. Ed.D students will be evaluated each semester or term based on their final course grades. The following values will be denoted for each final course grade: C = 1; D, F, WF or U = 2. If an EdD student earns at least 1 point, he or she will be notified in writing by the Director of the Doctoral Program in Education and will receive an academic warning. A student who earns 2 points will be placed on academic probation. If an EdD student accumulates 3 or more points, the EdD student will be placed on academic exclusion.

Academic Probation. A student whose overall grade point average falls below 3.0 (3.25 for the Doctor of Education) after the completion of at least nine (9) hours of graduate work in their program begins the next term on academic probation. A student must earn a term GPA of 3.0 or higher (3.25 for the doctoral degree) each term while on Academic Probation.

One of three possible actions will be implemented for a student on Academic Probation at the end of each term of enrollment:

1. A student who earns a term GPA of 3.0 or higher and raises his or her program GPA to 3.0 or higher will return to Good Academic Standing.
2. A student whose term GPA is 3.0 or higher, but whose program GPA remains below 3.0, will remain on Academic Probation.
3. A student who earns a term GPA below 3.0 while on Academic Probation, regardless of the program GPA, will be excluded for one term.

In 1-3 above, the minimum requirement for the doctoral degree is 3.25.

Removal from Probation. Occurs when at the end of a probationary term a student's graduate overall grade point average equals or exceeds 3.0; 3.25 for the Doctor of Education.

Academic Exclusion. Occurs when a student on academic probation earns a term GPA below 3.0, regardless of the program GPA.

The length of exclusion will be a minimum of one term. One term is defined as the Fall, Spring, or Summer term. The Summer term includes all sessions; thus, an excluded student is required to sit out all sessions that comprise the Summer term. The student must apply to be reinstated by the program and college.

Reinstatement for the Masters and Specialist Degrees. After the mandatory period of exclusion, a student on academic exclusion must apply for reinstatement by the appropriate program, either to a degree program or to non-degree status, in order to continue graduate study.

The student on Academic Exclusion is not guaranteed the opportunity to return to the University. The excluded student must apply for reinstatement to return to the University and program after the one-term absence. Reinstatement criteria are established by the college or school which houses the student's graduate program.

If a student's request for reinstatement is approved by the program that excluded the student by any other program, the student returns to the University on Academic Probation. One of three possible actions will be implemented for a reinstated student on Academic Probation at the end of each term of enrollment:

1. A reinstated student who earns a term GPA of 3.0 or higher and raises his or her program GPA to 3.0 or higher will return to Good Academic Standing.
2. A reinstated student who earns a term GPA is 3.0 or higher, but whose program GPA remains below 3.0, will remain on Academic Probation.
3. A reinstated student who earns a term GPA below 3.0 while on Academic Probation, regardless of the program GPA, will be academically excluded from the University.

Reinstatement for the Doctor of Education Program. The mandatory period of exclusion is a minimum of one term. Students must apply for reinstatement after the period of exclusion to the College of Education and Health Professions Doctoral Admissions Committee.

College, Department, or Program-Specific Academic Standards

General Academic Standards apply to all graduate programs, which include both degree and certification programs. Some colleges/school, departments, or programs have additional and/or different academic standards which govern a student's progress toward program completion. Students should be aware of the academic regulations that apply to their programs of study and to the process and requirements for readmission.

Process for Applying for Readmission Following Exclusion

The student on Academic Exclusion is not guaranteed the opportunity to return to the University.

Steps to be followed for students seeking to be reinstated are:

1. Following the period of exclusion, the student must apply for readmission to the university.
2. The student should submit a letter indicating justification for reinstatement to the Chair of the Department that houses the student's program of study (or to a new program of study).
3. The Department Chair or designee obtains input from faculty in the program of study and makes a recommendation (and any conditions) to a representative group designated by the dean for reviewing such appeals (e.g. Doctoral Program Admissions Committee, college Graduate Council, or similar groups designated by the Dean for making reinstatement decisions.). Recommendations made by the Council/Appeals Committee are reviewed by the dean, who renders a decision. If an appeal for reinstatement is denied at the college level, it may be appealed to the Office of the Provost.
4. With a positive recommendation by the Dean and committee, the student will be reinstated on probation and allowed to continue his or her coursework, subject to the prevailing course schedule and all provisions or conditions established by the Department Chair, Dean, or committee.
5. The student being reinstated must sign a statement indicating that he or she understand the conditions under which reinstatement is occurring such as, the requirements for returning to Good Academic Standing, the consequences for obtaining a term GPA lower than 3.0 (3.25 for the doctoral program), and the knowledge that students must be in Good Academic Standing to be eligible for graduation and for admission to Doctoral Candidacy.

Exception Policy: With the approval of the college Graduate Council/Graduate Appeals Committee and the Dean, a graduate student may change majors one time and have the GPA re-set so that the GPA going

forward applies only to the new program of study, i.e. the student will be allowed to use the Graduate Program GPA rather than the program GPA to determine both Academic Standing and Graduation.

Academic Year

Columbus State University operates on the semester system, which includes fall, spring, and summer terms.

Add/Drop/Withdraw Policy

Adding Courses. You may add classes during the registration period through the add/drop period. Refer to <http://registration.columbusstate.edu> for specific dates and additional information regarding adding courses.

Dropping a Course with no Record of Enrollment. Students may drop one, some, or all of their classes during the Drop/Add period (as specified by the official calendar). Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. Tuition payments received will be refunded at 100% for classes dropped during the drop add period.

Dropping a Course with a Record of Enrollment (W Grade). Students who withdraw from courses before the withdrawal deadline (as specified by the official calendar) will receive a grade of W.

A grade of W will not affect a student's GPA. However, withdrawing from classes could affect a student's future enrollment status, especially for those receiving financial aid. It is the student's responsibility to determine the impact withdrawing from classes would have on academic standing and degree progress. Refer to <http://registration.columbusstate.edu> for specific dates and additional information regarding course withdrawal.

Students cannot withdraw from courses under the following circumstances:

- A student charged with academic dishonesty may not withdraw from the course in which the alleged offense occurred unless the charge has been overturned through the appeals process. The CSU Office of Judicial Affairs may be consulted for more information about filing an appeal.
- Students that have been reported to the registrar as excessively absent will not be permitted to withdraw from the course.
- Students will not be able to withdraw from their coursework if they have an active financial or registration hold on their record.

Dropping a Course with a Record of Enrollment (WF Grade). A grade of WF will be assigned when the student withdraws online past the published deadline (as specified by the official calendar), or when the student submits a roll correction form after the deadline. A student may appeal the assignment of a WF grade by submitting the Grade Appeal Form to the Office of the Registrar once all appropriate signatures and substantiating documentation have been obtained. The appeal will then be forwarded to the Academic Standards Committee for review. The Committee will notify the student of the decision rendered.

A WF grade will calculate in the student's GPA as an F grade.

Reductions In Attempted Hours. No refund is available for a reduction in hours due to individual course withdrawals that occur after the drop/add period.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Students who are returning from academic dismissal are advised to consult with their academic advisor prior to withdrawal because violation of the minimum enrollment requirements can lead to a second dismissal from the University. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Affairs Office of any course load reductions.

Official Withdrawal from Semester. An "official withdrawal" occurs when a student withdraws from all courses for that semester. Depending on the date of the student's "official withdrawal", it may be necessary for the University and/or the student to return some or all of the financial aid the student received during the term. Tuition and fee charges will be prorated at a percentage calculated depending on the official date of withdrawal. The refund schedule is posted online in MyCSU.

At the end of each semester we will identify any such students which may result in the University requiring the student to repay all financial aid received for the term.

Withdrawal for Non-attendance. Non-Attendance does not constitute a withdrawal. Students are required to withdraw from courses they no longer wish to attend. Instructional departments may request an administrative withdrawal if the student has excessive absences in a course. The term "excessive absences" is defined in the syllabus for the course. The grade assigned for an excessive absence is a WF. See Attendance Policy.

Unofficial Withdrawal. An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes. Federal regulations require students who have been awarded any type of federal student aid to fulfill their academic requirements. Occasionally a student will receive all "F" and/or "WF" grades for a term and we are required to determine whether the student "unofficially withdrew" from the University.

At the end of each semester we will identify any such students which may result in the University requiring the student to repay all financial aid received for the term.

Hardship Withdrawals. If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Office of the Dean of Students can approve a hardship withdrawal from all courses in the term for which a student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of W for those classes. The instructor will be informed of the assignment of the W grade. The deadline for final approval of a hardship withdrawal by Dean of Students is the last day of classes for the semester. If the hardship withdrawal process is not complete by the last day of classes, a student must appeal for a retroactive hardship withdrawal from the Academic Standard Committee. Tuition and fee charges will be prorated at a percentage calculated depending on the official date of withdrawal.

A hardship withdrawal cannot ordinarily be used to withdraw selectively from some courses while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances.

All probation and exclusion rules apply regardless of the circumstances of the withdrawal.

Administrative withdrawal. An academic dean may withdraw a student from a course when, in consultation with the instructor, the dean determines that the student has not satisfied the prerequisites for the course.

Military Withdrawal. Military reservists who are called to active duty or active duty military personnel who receive change-of-station orders or deployment orders during an academic semester may officially withdraw from the university with a full refund of matriculation fees upon providing a copy of the official orders. Those who have completed sufficient work may be awarded a grade and credit or an I (Incomplete) grade. Military withdrawals are not granted for TDY assignments.

Changing or Declaring Majors

Students who wish to declare or change his/her major or add/change their concentration will need to request this through the Office of Graduate Admission.

Class Attendance

Attendance policy.

Class attendance is expected of all students enrolled at Columbus State University. At the beginning of each semester, every instructor will distribute a course syllabus and clearly state his or her attendance policy. If an instructor does not provide a written attendance policy statement during the first week of classes, a student is permitted to accumulate a total of nine hours of absences in a three credit-hour course, or the equivalent in courses carrying other credit hours. Regular attendance at class or laboratory is a student obligation. Students are expected to account to individual instructors for absences and, at the discretion of the instructors, to make up all work missed because of absence. Students absent from a previously announced quiz or test may be given a zero on the quiz or test. To be permitted to take a final examination at a time other than the date and time published on the Web at <http://academics.columbusstate.edu/exams/>, students must have permission of the instructor and the dean of the college offering the course.

Students who exceed the attendance policy may be assigned a final grade of WF - Withdrawal Failing.

Students who are reported as never attended during the first two weeks of class will be removed from the official class roll.

- For students who do not receive financial aid, loans, or scholarships: tuition and fees will be recalculated after the class is removed from the schedule. If appropriate, a refund will be issued to the student.
- For students receiving financial aid, loans, or scholarships: tuition and fees will be recalculated after the class is removed and financial aid, loans, or scholarships will be adjusted accordingly. This adjustment could result in a reduction of aid awarded or a loss of loan or scholarship funds.

Student members of an official Columbus State University organization or students whose attendance is required by the faculty or staff person in charge of the group are officially excused from classes when traveling

to university-sanctioned events (e.g., athletic event, band competition, etc.) and are to be given the opportunity to complete exams or other assignments missed as a result of this absence provided that no more than 15% of the class hours (INCLUDING other absences) per course per semester are missed. Any absences that exceed the 15% allotted must be approved, in advance, by the faculty member in charge of the class. Exceptions to this policy (i.e., where make-up assignments will NOT be allowed) include programs whose accreditation won't allow 15% as well as interactive classes or laboratory classes where points for attendance and participation are lost due to absences of any kind. Affected students must submit an Event Participation Form, provided by the faculty sponsor, to their instructors at the beginning of the semester, in order to obtain consideration for the make-up work. (The Event Participation Form can be found on the Web at <http://academics.columbusstate.edu/eventform.pdf>.)

CSU Religious Observance Policy.

In accordance with applicable Board of Regents Policies, CSU recognizes the diverse traditions represented among its campus community and supports the rights of faculty, staff, and students to observe according to these traditions. All University offices are asked to be sensitive to the needs of faculty, staff, and students who are observing a religious holiday when scheduling meetings and events. CSU's full Religious Observe Policy details procedures students should follow to make advance arrangements with their instructors. The policy and procedures can be found on the website of CSU's Legal Affairs, Ethics and Compliance Division.

Continuous Enrollment: Registration for Thesis or Dissertation Hours

A graduate student who is working on a thesis or dissertation must register for Thesis or Dissertation hours each semester after initially enrolling in the course. Graduate programs that offer variable hours of credit for the Thesis or Dissertation should guide students to register for the number of hours of research that is consistent with a realistic appraisal of the amount of work to be done as well as the extent of faculty involvement and use of university resources required. A realistic accounting for graduate student credit hours helps support quality graduate programs.

Students do not need to enroll in the summer if they will not be working with faculty or using university resources unless summer is the term in which the student will graduate.

Students may appeal this policy to the college's graduate council/appeals committee through a letter to the program coordinator, providing a rationale for circumstances that clearly warrant the exception.

Students who fail to register for thesis or dissertation hours without obtaining approval for the exception must reapply for admission to the program.

0-Credit Thesis/Dissertation Defense. Graduate students in programs with a dissertation or thesis option are required to enroll in a zero-credit defense course during their final semester.

DegreeWorks

DegreeWorks is a degree auditing system located in MyCSU. It provides easy access for students and advisors to track completed courses and plan for those still needed in preparation for registration and graduation.

Students will not be awarded a degree from Columbus State university unless their DegreeWorks is 100% satisfied.

Directory Information

The items listed below are designated as "Directory Information" at Columbus State University and may be released for any purpose at the discretion of Columbus State University.

- student name
- current enrollment status
- major field of study
- previous dates of attendance
- degrees earned
- email address
- photograph
- participation in officially recognized activities or sports
- awards and honors received

Directory information will be withheld if requested by the student. To withhold directory information, the student must complete the Directory Information Non-Disclosure form.

Double-Counting Policy

The applicable academic program coordinator and department chair may allow up to six[†] hours of graduate credit earned from a completed degree program to count toward the fulfillment of a graduate degree program at Columbus State University (e.g., double-counted courses). Acceptance of the double-counted courses is contingent upon a successful course evaluation that demonstrates alignment with appropriate learning outcomes in the current program.

[†] This limitation does not apply to combined BS/MS programs. Please refer to the academic regulations section Combined BS/MS Programs (<https://catalog.columbusstate.edu/academic-regulations/combined-bsms/>) for more information.

Enrollment/Degree Verification

Columbus State University has authorized the National Student Clearinghouse to act as our agent for all verifications of student enrollment and award of degrees. Once registration is final, the Office of the Registrar reports enrollment data monthly to the National Student Clearinghouse. Students may request a verification of enrollment via the Student Records tab in MyCSU. To verify a degree, please visit the Clearinghouse online at www.studentclearinghouse.org (<http://www.studentclearinghouse.org/>).

Grades and Grade Point Averages

Columbus State University uses a 4.0 grade point system.

Grades Averaged in the GPA

Grade	Grade Points Per Semester Hour
A, Excellent	4
B, Good	3
C, Average	2
D, Poor, passing	1
F, Failing	0
WF, Withdrawal, failing ¹	0

¹ WF is assigned when a student withdraws from a course after the W grade deadline or when an instructor drops a student for excessive absences.

Grades Not Averaged in the GPA

Grade	Description
I	Indicates that a student was doing satisfactory work but, for non-academic reasons, was unable to meet the full requirements of the course. The requirements for removing an I grade and the length of time for completing work (not to exceed 12 months) are left to the instructor. The student will, however, receive a copy of the written plan for completion of the course (also copied to the department chair). The instructor has the option of reporting a default grade if the work is not completed by the completion date. If no default grade is submitted the grade of I will be changed to F by the registrar.
IP	Indicates that credit has not been given in a course that requires a continuation of work beyond the semester for which the student registered for the course. The use of this grade is approved for learning support courses, directed studies, internships, practica, project courses, and exit examinations. Students enrolled in a learning support course must re-enroll in the course. This grade cannot be substituted for an I grade.
W	Indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the W grade deadline except in cases of hardship as determined by the Academic Standards Committee. A W grade may also be awarded in the case of credit by examination courses and for excessive absence when auditing a course.
S	Indicates that credit has been given for completion of degree requirements other than academic course work. These are limited to student teaching, clinical practica, junior seminars, internships, college success courses, exit examinations, and senior projects as specified in the course descriptions section of the catalog.

U	Indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. These are limited to student teaching, clinical practica, junior seminars, internships, college success courses, exit examinations, and senior projects as specified in the course descriptions section of the catalog.
V	Indicates that a student audited a course. Students may not change from audit to credit status or vice versa after the first week of the term.
K	Indicates that a student was given credit for a course through examination.
WM	Withdrawn for military purposes/deployment.

Explanation of Grade Point Averages

The following grade point averages are computed and are used to determine the fulfillment of academic requirements:

Semester grade point average is computed using GPA hours attempted and grade points earned for the semester.

Graduate cumulative grade point average is computed using the total number of graduate GPA hours attempted at Columbus State University and the total number of graduate grade points earned at Columbus State University, regardless of the number of times a course is attempted.

Graduate institutional grade point average is computed by dividing the total number of graduate grade points earned at Columbus State University by the total number of graduate GPA hours attempted at Columbus State University after omitting grades in previous courses which have been taken and repeated at Columbus State University.

Graduate overall grade point average is computed by dividing the total number of graduate grade points earned at Columbus State University and all hours accepted from other institutions by the total number of graduate GPA hours attempted at Columbus State University and all other institutions attended. The Graduate program GPA will be used to determine both academic standing and graduation except as noted in the Exception Policy.

Graduate program GPA is computed using all program course work attempted at Columbus State University as well as courses transferred from another institution and applied to the program of study; disregards grades from earlier attempts of any repeated courses except courses that may be repeated for credit. The Graduate program GPA will be used to determine both academic standing and graduation except as noted in the Exception Policy.

An explanation of how to (<https://catalog.columbusstate.edu/academic-regulations/undergraduate-academic-regulations/>) compute a GPA (<https://catalog.columbusstate.edu/academic-regulations/undergraduate-academic-regulations/>) can be found under the Undergraduate Academic Regulations section.

Exception Policy: With the approval of the college Graduate Council/ Graduate Appeals Committee and the Dean, a graduate student may change majors one time and have the GPA re-set so that the GPA going forward applies only to the new program of study, i.e. the student will be allowed to use the Graduate Program GPA rather than the program GPA to determine both Academic Standing and Graduation.

Grade Changes

Grade changes shall be initiated by the course instructor, and the department chair in which the course is offered or his or her designee must approve a grade change before it will be honored by the Office of the Registrar. Final grades will not be changed after one calendar year from the date assigned except by appeal to, and subsequent approval by, the university's Academic Standards Committee. A grade that appears to be incorrect should be reported to the instructor promptly. No grade changes will be accepted after graduation.

Grade Reports and Transcripts

Reports of final grades are available in MyCSU on the Students Page and the Student Record tab. The academic transcript includes all undergraduate and graduate credit courses taken at Columbus State University. Transcripts should be requested in MyCSU or directly through Credential Solutions/Parchment linked on the Office of the Registrar website. University policies regarding release of academic records and compliance with regulations under the Family Educational Rights and Privacy Act of 1974.

Graduate Assistantships

A student holding an appointment as a graduate assistant must be fully admitted to a graduate degree program, be in good academic standing, and earn a minimum of six and a maximum of 10 semester hours of graduate course work (or required prerequisites) during the period in which the assistantship is held. A graduate assistant may take up to 12 semester hours with the advisor's approval. Work assignments cannot exceed 19 hours per week. Students interested in seeking an assistantship should contact the department chair or program coordinator in the graduate program in which they are enrolled. Students granted an assistantship are not permitted to reduce their course load to less than six hours and retain the assistantship.

Graduation

Applications for graduation should be submitted in MyCSU on the Students Page and the Student Record tab by the deadline below. A non-refundable graduation fee of \$60 is required whether or not participating in the ceremony. The fee will be applied to student's invoice for the intended graduation term. Students participating in the graduation ceremony are required to have the appropriate graduation regalia - i.e. cap, gown and hood.

Graduation Application Deadline:

Spring- January 30
 Summer- May 30
 Fall- August 30

Candidacy requirements must be completed no later than the official graduation candidacy deadline of the intended term of graduation. Candidacy requirements are:

- Enrollment in all courses required for degree completion. Students enrolled in other institutions during the final term must submit proof of enrollment.
- Removal of all "Incomplete" grades from their record.
- All approved substitutions/waivers must be reflected in DegreeWorks
- \$60.00 graduation fee
- 3.0 graduate program GPA
- Meets all program requirements

Students who satisfy the above requirements will be considered candidates for graduation and will be eligible to participate in graduation ceremonies.

Students who do not satisfy degree requirements will have their graduation application deferred.

Credentials will only be awarded for officially declared programs.

Graduation Ceremony. A graduation ceremony is held at the end of the fall and spring semesters. Students who do not plan to attend the ceremony must indicate so on the application for graduation.

Fall and Spring candidates may only participate in a graduation ceremony in the term of which their degree requirements are completed.

Students completing the requirements at the end of a summer term may participate only in the fall semester graduation ceremony. Students with extenuating circumstances may appeal.

Participation in a commencement ceremony does not constitute earning a degree, and the conferred date on a diploma will coincide with the semester that the degree requirements are completed.

Students are invited to take part in commencement, but participating is not required in order to have a degree awarded.

Students who petition after the established deadline are not guaranteed to be represented in the commencement program.

Graduated students who wish to continue enrollment after earning a degree must complete a readmission application to update their student status.

Holds

Holds may be placed on a student's record in order to satisfy an obligation owed to the university. Holds are displayed in MYCSU. Failure to return library books, equipment or lab supplies may also result in a financial hold. Registration and transcript requests may not proceed unless all holds are removed.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights to access and amend incorrect educational records. It also regulates the disclosure of record information to outside parties. All students regardless of age must give written permission to release academic records to anyone who is not associated with the university, including parents or legal guardians. According to the U.S. Department of Education, "under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is dependent for tax purposes under IRS rules."

For additional information, students should review the Office of the Registrar website or the federal FERPA website at www2.ed.gov/policy/gen/guid/fpco/index.html (<http://www2.ed.gov/policy/gen/guid/fpco/>).

Registration

Registration procedures at Columbus State University are maintained by the Office of the Registrar. Notifications of these procedures and any changes in the Academic Calendar will be posted on the University website.

Early registration. A special advisement and early registration period is held each semester. Before early registration begins, all advisors set aside ample time to be available for academic advisement for the upcoming semester. Students are encouraged to make an appointment each semester to take advantage of this opportunity. The advising hold will be removed after the advising session.

Late registration and schedule change. Students who do not register early may register during late registration prior to the first day of classes. Additionally, students who wish to change their schedules may do so during the late registration and schedule change periods. A late registration fee may be assessed to any student registering outside the published registration dates.

Students may register via the web in MyCSU on the Students Page and the Student Record tab. Please refer to the Columbus State University Class Schedules (<https://academics.columbusstate.edu/classes/>) page on the Web for specific dates and information regarding early registration, late registration and schedule change.

In keeping with Board of Regents' policy, students are required to pay all tuition and fees by the published Fee Payment Deadline. Students are not considered enrolled in the institution until all tuition and fees have been paid. Students who do not pay tuition and fees by the posted deadline may be subject to a drop for non-payment.

Verification of attendance in all courses is required by the primary faculty member and must be completed by the published deadline. Students who are reported as never attended during the first two weeks of class will be removed from the official class roll.

Regularly enrolled students may audit a course. No academic credit shall be awarded for audit status. No changes from audit to credit or credit to audit will be permitted after the last day of the schedules drop/add period for the term. Students auditing courses will be required to pay regular tuition and fees for enrollment. Courses taken as audit do not count toward financial aid eligibility. A grade of V is assigned for the audited course.

Students eligible to register must enroll during one semester during the year. If a student is not enrolled four (4) terms or more (including summer), he/she must apply for readmission through the Office of Graduate Admissions. The student would then be subject to the curriculum rules and regulations of the new academic catalog.

Repetition of Courses

Students repeating a course for which credit has already been earned either at Columbus State University or by transfer of credits from another institution forfeit the previous credit in that course (except in the case of courses that may be repeated for credit). No more than two courses may be repeated and for no more than one time each. Only courses with grades C or below may be repeated. The highest grade made after repetition will count in the graduate program GPA for graduation. All

courses taken and grades earned are permanently recorded on the transcript and calculated in the program GPA.

Residence and Time Limits

Residence requirement. A minimum of one third of the graduate credit hours required for a master's degree or specialist degree must be taken at Columbus State University. For the Ed.D. in Curriculum and Leadership, students are required to complete 48 hours in residence, to include 15 hours of research and 9 hours toward the dissertation. Asynchronous (online) and distance learning courses administered through Columbus State University constitute courses taken in residence.

Time Limits. All work credited toward a graduate degree must be completed within seven years. For the Ed.D. in Curriculum and Leadership, all work toward the degree must be completed within 10 years. Extension of time may be granted only on conditions beyond the control of the student. In each instance a formal statement outlining the conditions upon which the extension of time is requested should be addressed to the director of the specific graduate program.

Student Notification Policy

Upon admission to Columbus State University, each student is provided with a student email account. Student email is the official channel of communication between the University and its students. It is the responsibility of the student to periodically monitor his/her student e-mail account and be aware of the information sent by the University. Lack of knowledge that results from failure to monitor University email communications will not excuse students from complying with University policies, procedures and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures and deadlines.

Study Loads

Maximum Study Load. The maximum course load for any graduate student is 12 semester hours. Students holding graduate assistantships must register for at least nine, but no more than 10 semester hours of graduate credit. In all cases, graduate students are urged to register only for the number of hours they can complete successfully.

Enrollment Status. Enrollment status for graduate students is based on the number of hours enrolled, excluding withdrawn courses, as follows:

Number of Semester Hours Enrolled	Enrollment Status
9 or more	Full-time
7-8	Three Quarter-time
5-6	Half-time
4 or less	Less than Half-time

For summer terms, enrollment status certification other than for financial aid is determined as follows: 6 semester hours or more, full time; 3-5 semester hours, half time; and 1-2 semester hours, less than half time.

Students on financial aid seeking information about how enrollment status may impact financial aid eligibility (<http://finaid.columbusstate.edu/enrollstatus.php>) should contact the Financial Aid office.

Transfer Credit

In order to comply with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), CSU's institutional accreditor, at least one third of the credit hours required for a graduate degree or certificate must be earned

through instruction offered by CSU. Individual programs may require a higher amount of credit to be earned at CSU.

Transient Permission

A Columbus State University student must be in good standing and must obtain prior approval to enroll in any and all credit courses at any other institution as a transient or visiting student. This prior approval must be obtained from the student's Columbus State University academic department chair. Students who do not request (and receive) transient permission to attend another institution or who do not take the requested/approved courses risk not having their applied to their CSU degree program.