

# UNDERGRADUATE 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 are identified by a three or four-letter prefix and a four-digit number. Select science courses are designated on the schedule and on the students' transcripts by a "K" suffix at the end of the course number. This "K" suffix designates that the lab is embedded with the lecture. An embedded lab means that while the course requires a lecture and a lab, there is only one grade posted for the course.

## 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 available in the Student Life Office and on the Web (<https://www.columbusstate.edu/student-life/>).

## Academic Renewal

Undergraduate students who have been admitted after a period of absence of three calendar years or longer may be eligible for academic renewal. The GPA may be restarted by petitioning the Office of the Registrar for Academic Renewal. This provision allows degree-seeking students who earlier experienced academic difficulty to make a fresh start.

Credit will be retained for previous courses completed with a grade of C or better. Courses completed previously with a grade of D will no longer

be used toward degree completion. The renewed GPA will be used to determine academic standing, graduation and eligibility for honors. To graduate, students must meet CSU's residency requirement for graduation after receiving Academic Renewal. Residency for associate degrees is 16 hours. Residency for bachelor's degrees is 31 hours.

Academic Renewal does not supersede financial aid policies regarding the HOPE scholarship program or Satisfactory Academic Progress (SAP). Academic Renewal does not supersede other policies such as required GPA for admission into a new major. Academic Renewal does not remove previous academic standings from CSU transcripts. Academic Renewal cannot be applied to a previously awarded degree.

Students who wish to participate in the Academic Renewal program must submit the request form to the Office of the Registrar. The request must be submitted within one calendar year. A student can be granted Academic Renewal status only one time within the USG system. Once granted, the petition for Academic Renewal cannot be rescinded.

### Academic Standing

The progress of all students is evaluated at the end of each semester. Determination of academic standing is based on a student's institutional and semester grade point averages. Students receiving financial aid should also refer to Satisfactory Academic Progress (SAP) under the financial aid section of this catalog. Students on University Support Status are required to participate in CSU's University Support Program as a condition of registering for courses in the following academic term.

**University Support Status** occurs when a student's institutional grade point average falls below 2.0.

**Continued University Support Status** occurs when, at the end of a semester, a student currently on University Support Status achieves a term grade point average of 2.0 or higher but an institutional grade point average lower than 2.0.

**Removal from University Support Status** occurs when, at the end of a semester, a student's institutional grade point average equals or exceeds 2.0.

## Academic Year

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

## Add/Drop/Withdraw

**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> (<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. The refund schedule is posted online in MyCSU.

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 academic standing 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.

## Age of Credit

Courses, in general, have no limit imposed on the age of credit. However, each academic department may elect to restrict the age of courses applied to a specific degree program. Please refer to the departmental student handbook.

## Changing or Declaring Majors

Students who wish to declare or change his/her major or add/change their concentration will need to request this in MyCSU on the Student Page, Student Records tab. The appropriate academic department of the new major will address the request. Major change requests approved after the schedule change period will become effective for the following term. Students should note that when changing majors, there is a possibility that additional hours of course work beyond those required for the completion of the original program may need to be taken.

## 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 from 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> (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.

### 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 Majors

Double major consists of two separate majors in the same baccalaureate degree (for example, Bachelor of Science with separate majors in Mathematics and Psychology).

Students are eligible for a double major when the following conditions are met:

- All of the requirements for two CSU majors are satisfied, including all residency and institutional requirements for each major; and
- CSU courses taken to meet residency and institutional requirements of one major may be counted toward the residency and institutional requirements for the second major;
- At least 21 semester hours of unduplicated upper-division coursework required for each major; and
- The second major must be completed at the time of graduation with the first major.

Whether in one degree or two, a student may not graduate with more than two majors.

## Dual Degree

A dual degree consists of two separate majors leading to different baccalaureate degrees (for example, Bachelor of Arts degree with a major in English and Bachelor of Science degree with a major in Mathematics).

Students are eligible for a dual degree when the following conditions are met:

- All of the requirements for two CSU degree programs are satisfied, including all residency and institutional requirements for each degree program; and
- CSU courses taken to meet residency and institutional requirements for one degree may be counted toward the residency and institutional requirements of the second degree;
- At least 21 semester hours of unduplicated upper-division coursework required for each degree; and
- The second degree must be completed at the time of graduation with the first degree.

## Second Bachelor's Degrees

A second bachelor's degree consists of students who have previously earned a baccalaureate degree from a regionally accredited institution and are also enrolling and obtaining a second baccalaureate degree at CSU. The second degree can be the same as the first degree (for example, Bachelor of Science in Mathematics - first degree, and Bachelor of Science in Psychology - second degree) or the second degree can be different from the first degree (for example, Bachelor of Arts in English - first degree, and Bachelor of Science in Mathematics - second degree).

The second baccalaureate degree requires satisfying the following requirements:

- Meet all major requirements (including prerequisite courses) listed for the chosen program of study.
- Complete the Georgia Legislative History and Constitution requirements.
- Earn at least 25 percent of the credit hours, through instruction offered by Columbus State. If the first baccalaureate degree was earned at CSU, these hours must be in excess of any hours used toward the first baccalaureate degree, unless the first degree was received within five years of receiving the second degree.
- Complete at least 21 semester hours of upper-division coursework in residence beyond the courses required for the student's first degree.
- If the first degree is earned at Columbus State University, a student may seek a second baccalaureate degree only if the second major is significantly different from the first major.

## English Requirement

- All undergraduate students are required to complete ENGL 1101 and 1102 during their first 30 semester hours of study. A minimum grade of C or better is required.

## 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) (<http://www.studentclearinghouse.org/>).

## Grades and Grade Point Averages (GPA)

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 <sup>1</sup>	0

<sup>1</sup> 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.

An asterisk (\*) following a grade indicates that the course is developmental studies, learning support, or basic studies and no degree credit was awarded. Courses with this symbol are not calculated into the GPA.

A less than symbol (<) following a grade indicates that the course is below college level, but not learning support or basic studies. Courses with this symbol are not calculated into the GPA.

A pound symbol (#) following a grade indicates that Academic Renewal was granted. Courses with this symbol are not calculated into the GPA.

## COVID-19 Grade Codes

**I9** Indicates the student was doing satisfactory work, but was unable to meet the full requirements of the course.

**W9** Indicates the student was allowed to withdraw from class without academic or SAP penalty.

## How to Compute a GPA

1. multiply the number of grade points earned (A=4; B=3; C=2; D=1; F=0; WF=0) by the number of GPA credit hours for the course;
2. add all GPA credit hours together;
3. add all grade points together;
4. divide the total grade points by the total number of GPA credit hours

Course	Credit Hours	Grade Points
ENGL 1101	3 (hrs) x 4 (A) =	12
MATH 1111	3 (hrs) x 3 (B) =	9
HIST 1112	3 (hrs) x 2 (C) =	6
BIOL 2221	3 (hrs) x 3 (B) =	9
PEDS 2376	1 (hrs) x 3 (B) =	3
<b>Totals</b>	13 GPA hours	39 grade points

39 divided by 13 = 3.00  
GPA

*Note: Grades of I, IP, W, WM, S, U, V, and K do not have GPA hours nor grade points, and are not used in computing a grade point average.*

## Explanation of Grade Point Averages

The following grade point averages are computed and are used to determine the fulfillment of academic requirements. The semester, Regents' (cumulative), institutional, and overall grade point averages appear on the official academic transcript. The formula above is used to compute all grade point averages. GPA hours are determined using grades of A, B, C, D, F, and WF, excluding courses numbered 0001-0999.

**Semester grade point average** is computed using GPA hours attempted and grade points earned for the semester, excluding courses numbered 0001-0999.

**Regents' (cumulative) grade point average** is computed using the total number of GPA hours attempted at Columbus State University and the total number of grade points earned at Columbus State University, excluding courses numbered 0001-0999. Courses repeated will be averaged into the Regents' grade point average every time taken.

**Institutional grade point average** is computed using the total number of GPA hours attempted at Columbus State University and the total number of grade points earned at Columbus State University (excluding courses numbered 0001-0999) after applying the Academic Forgiveness Policy, explained below. For example, if a student made a C in ENGL 1101 in Fall 2019, then repeated the course and made a D in Spring 2020, only the C from Fall 2019 would be calculated into the Institutional GPA.

**Overall grade point average** is computed using the total number of GPA hours attempted at Columbus State University and all other institutions attended and the total number of grade points earned at Columbus State University and all other institutions attended (excluding courses numbered 0001-0999) after omitting all but the highest grade of courses that have been repeated at Columbus State University (except in the case of courses that may be repeated for credit), as explained in the Academic Forgiveness Policy below.

**Degree progress grade point average** is computed using the total number of credit hours applied to the degree and the total number of grade points

applied to the degree. This GPA is calculated using the courses that DegreeWorks applies to the program.

**Major grade point average** is computed using the total number of grade points earned in major courses (as designated by the department offering the major) and the total number of credit hours for those courses. Students should contact their major department for details on their major GPA.

#### HOPE and Zell Miller STEM GPA Boost

Some courses in STEM (Science, Technology, Engineering, and Math) fields have been approved to receive an additional 0.5 point per credit hour for students who earn a B, C, or D grade in these courses. This credit addition affects only the HOPE and Zell Miller GPA. For a complete list of STEM courses approved for the GPA boost, please access the STEM Weighted Courses Directory ([https://apps.gsfc.org/securenextgen/dsp\\_stem\\_course\\_listings.cfm](https://apps.gsfc.org/securenextgen/dsp_stem_course_listings.cfm)) available at the GA Futures website and then select Columbus State University among the list of University System of Georgia Institutions. The GPA boost will not appear on a student's transcript, and it will not be used in calculating academic standing; eligibility for the Dean's List or President's List; eligibility for various honors organizations; or eligibility for graduation or graduation honors.

Transfer courses will be given the GPA bump if and only if a course was approved as a HOPE and Zell Miller STEM course at a participating Georgia institution and was taken during or after the Fall 2017 semester. Transfer courses from non-participating institutions that equate to Georgia College STEM courses will not receive additional GPA points at Georgia College. Students interested in transferring credit from another Georgia institution should consult that institution to determine if a course will carry the STEM bump at that institution.

### 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 Student Records 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 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.

## Graduation

Applications for graduation should be submitted in MyCSU on the Students Page and the Student Records tab by the deadline below. A non-refundable graduation fee of \$60 is required whether or not participating in the ceremony. 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 and gown, etc.

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.
- All approved substitutions/waivers must be reflected in Degree Works.
- Removal of all "Incomplete" grades from their record.
- Associates and Bachelors: Completion of the Senior Survey, and the U.S. and Georgia history and constitution requirements.
- All students must meet the 25% residency requirement.
- All students must have a minimum institutional and overall grade point average of 2.00 for graduation. Specific degree programs may have higher requirements.
- \$60.00 graduation fee

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

Credentials will only be awarded for officially declared programs.

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

**Honors.** Students who have attained high scholastic achievement are recognized at graduation by being designated honor graduates. Academic honors announced at graduation will be based on grade point averages calculated the semester prior to the graduation term. Honors reflected on the diploma and transcript will be determined by GPA calculation including the final semester. Students attending Columbus State University only must attain an honors grade point average on course work attempted at the university. Transfer students must attain an honors grade point average on course work attempted at Columbus State University and an honors grade point average on the combined total of courses attempted at Columbus State University and all other institutions attended. Students seeking an additional baccalaureate degree must earn at least 60 additional semester hours in residence at Columbus State University with an honors grade point average.

Honor designations and corresponding grade point averages required are:

#### Baccalaureate Degree

Summa cum laude 3.80 - 4.00

Magna cum laude 3.60 - 3.79

Cum laude 3.40 - 3.59

#### Associate Degree

High honors 3.80 - 4.00

Honors 3.50 - 3.79

**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.

## Mathematics & Quantitative Skills Requirement

All undergraduate students are required to complete a Core IMPACTS course in Mathematics & Quantitative Skills during their first 30 semester hours of study. Some majors require one or more of these courses as pre-requisites to courses in the major. By choosing their course strategically, students in those majors might avoid having to take extra coursework to meet those pre-requisites. The strategic choice can depend on the student's major, career goals, and preparedness for the study of college-level Mathematics. The lists below indicate recommended courses according to the discipline of study.

### Disciplines that require Pre-calculus or Calculus

- Biology
- Chemistry
- Computer Science
- Cybersecurity
- Earth and Space Sciences
- Information Technology
- Mathematics
- Robotics Engineering (calculus is required)

### Disciplines that recommend College Algebra

- Business (including Accounting, Finance, General Business, Management, Management Information Systems, and Marketing)
- Exercise Science
- Health Science
- Kinesiology

### Disciplines that recommend Elementary Statistics

- Criminal Justice
- English

- History
- Sociology

### Disciplines that recommend Quantitative Skills and Reasoning or Mathematical Modeling

- Art
- Art History
- Communication
- Elementary Education
- Interdisciplinary Studies
- Middle Grades Education (Language Arts and Social Studies concentrations)
- Music
- Nursing
- Political Science
- Psychology
- Spanish
- Spanish Education
- Theatre

### Math Placement

Before the term begins, each new student will receive a math placement, which indicates the highest course into which the student is permitted to enroll, based on ACT or SAT math scores, high school GPA among CPC courses completed at the time of admission, and an optional mathematics placement test. This placement may require the completion of co-requisite learning support courses. Students admitted through Learning Support will take the Accuplacer Math test for appropriate placement.

Non-traditional students will be placed in MATH 1001 and 0997B upon applying to Columbus State University. These students may take the Accuplacer Math test for a placement in a higher Math course.

Maximum Placement	Disciplines that require College Algebra, Pre-calculus, or Calculus	Disciplines that recommend Quantitative Skills and Reasoning or Mathematical Modeling
Level 1	MATH 1111 College Algebra + MATH 0999B	MATH 1001 Quantitative Skills and Reasoning + MATH 0997B
Level 2	MATH 1111 College Algebra + MATH 0999C	MATH 1001 Quantitative Skills and Reasoning + MATH 0997C
Level 3	MATH 1111 College Algebra	MATH 1001 Quantitative Skills and Reasoning (or MATH 1101 Mathematical Modeling)
Level 4	MATH 1125 Applied Calculus (or MATH 1113 Pre-calculus)	MATH 1111 College Algebra

Level 5	MATH 1131 Calculus with Analytical Geometry 1	MATH 1113 Pre-calculus
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**The ACT Math Readiness Score is calculated as follows:**

**Score = ACTM + (9x GPA),**

Where GPA is the student's high school grade point average among CPC courses completed at the time of admission to the university. Sufficiently high readiness scores will enable students to place directly into the following courses:

ACT Math Readiness of at least	Eligible to register for the following courses
Up to 49	MATH 1111 concurrently with MATH 0999B*, MATH 1001, or MATH 1101
43-49	MATH 1111 concurrently with MATH 0999C
50	MATH 1111
55	MATH 1113, or MATH 1125

**The SAT Math Readiness Score is calculated as follows:**

**Score = SATM + (200 x GPA),**

where GPA is the student's high school grade point average among CPC courses completed at the time of admission to the university. Sufficiently high readiness scores will enable students to place directly into the following courses:

SAT Math Readiness of at least	Eligible to register for the following courses
Up to 1199	MATH 1111 concurrently with MATH 0999B*, MATH 1001, or MATH 1101
1050- 1199	MATH 1111 concurrently with MATH 0999C
1200	MATH 1111
1300	MATH 1113, or MATH 1125

**If a student changes his/her major, he/she may have to take additional math requirements depending on the new major selected.** The student should contact his/her academic advisor for more details.

A student may wish to take the Math Placement exam at the CSU Testing Center if one or more of the following conditions apply:

- The student's math readiness score indicates that he/she is not eligible to take the math course required by his/her major;
- The student does not feel that the score he/she earned on the mathematics portion of the SAT or ACT is indicative of his/her true mathematical ability; or
- The student wishes to enroll in MATH 1131: Calculus with Analytic Geometry 1.

If a student chooses to take the Math Placement test, it is highly recommended that he/she utilize the links below to prepare for the test and that he/she arranges a time to take the test prior to his/her scheduled Orientation date if possible.

- <https://Accuplacer.Collegeboard.org> (<http://fye.columbusstate.edu/>)

- <http://fye.columbusstate.edu/> (click on Preparation for Accuplacer Skills or Math Placement Testing)

The Math Placement test is administered by appointment at the CSU Testing Center. Appointments are scheduled online at <http://testing.columbusstate.edu> (<https://testing.columbusstate.edu/>). A government-issued photo ID with signature (such as a valid driver's license) is required. There is a \$35 fee for the test.

**Credit for Prior Learning in Mathematics**

If a student has taken an Advanced Placement (AP) test and has earned credit for a mathematics course, he/she should have an official score report sent from College Board directly to the CSU Office of the Registrar. Upon receipt of the official transcript, the score(s) will be evaluated and, if appropriate, credit awarded. The AP exams that would apply to the Mathematics & Quantitative Skills Core IMPACTS area are listed below.

AP Test	Score Earned	CSU Credit Awarded	CSU Credit Hours
Calculus AB	3, 4, or 5	MATH1131	4
Calculus BC	3, 4, or 5	MATH 1131 and MATH 1132	8

**Transfer Students**

Students who have transferred a college-level math course from another institution should check with their academic advisor prior to registering for an additional math course. Transfer students who have not taken a math course previously must take the Math Placement exam at the CSU Testing Center. Students who have taken the ACT or SAT no longer than two years before enrollment may provide test scores and a high school transcript to determine a math readiness score for placement in lieu of taking the placement exam.

**Minors**

Courses taken to satisfy Core IMPACTS areas may not be counted as coursework in a minor. Courses required in other areas of a student's bachelor's degree program of study may be applied toward a minor as long as the minor field and major field of study are from significantly different disciplines.

**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/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 Student Records tab. Please refer to the Columbus State University Class Schedules page on the university's 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 their tuition and fees by the published deadline may be subjected 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 Undergraduate Admissions. The student would then be subject to the curriculum rules and regulations of the new academic catalog.

## Repetition of Courses for Credit

**Repeat credit.** Certain courses may be repeated for credit. To determine if a course may be repeated for credit, refer to the course description in this catalog.

**Forfeiture of credit.** Students who repeat a course for which credit has already been earned either at Columbus State University or by transfer of credits from another institution forfeit all but the highest course grade (except in the case of courses that may be repeated for credit). For example, a student makes a C in Math 1001 at another institution, transfers that credit to CSU, repeats the equivalent course at CSU, and makes a D. In this case, the CSU credit would be forfeited and the transferred C would apply to the student's program. The student's GPA would be calculated according to the policies listed above. After earning a baccalaureate degree at Columbus State University, a student will forfeit credit earned for courses taken as repeats after graduation (except in the case of courses that may be repeated for credit).

## Academic Forgiveness Policy

Students may repeat courses to improve their academic record at Columbus State University. The policies regarding academic forgiveness are as follows:

- The courses must be taken and repeated at Columbus State University. Transferred courses are not calculated in the institutional grade point average.
- The institutional (forgiveness) grade point average is maintained on the academic record. Only the highest grade will be included in the institutional grade point average when a course is repeated.
- The institutional grade point average is used to determine graduation with honors and admission to certain academic programs. Students should consult individual program admission requirements to determine whether the Regents' (cumulative) or institutional grade point average is required for admission.

## Semester Honors

**President's List:** Students who have a semester GPA of 3.8- 4.0 while enrolled in 12 or more hours, who have no remedial courses and no course with incomplete grades.

**Dean's List:** Students who have a semester GPA of 3.6- 3.79 while enrolled in 12 or more hours, who have no remedial courses and no course with incomplete grades

## 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

**Normal study load.** Students enrolled in 12 semester hours or more are considered full-time. However, most courses count as three semester hours of credit, and the normal course load for full-time students is five courses or 15 semester hours.

**Academic overload.** Enrollment in more than 19 semester hours during a fall or spring semester and more than 13 semester hours during a summer term is considered an overload. Academically superior students may take an overload only with the approval of the dean of the college in which they are enrolled.

**Enrollment status<sup>1</sup>.** Enrollment status for undergraduate students is based on the number of hours enrolled during a semester, excluding withdrawn courses, as follows:

Number of Semester Hours Enrolled	Undergraduate Enrollment Status
12 or more	Full-time
9 to 11.99	Three Quarter-Time
6 to 8.99	Half-time
5.99 or less	Less than Half-time

<sup>1</sup> 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. Enrollment in a course as an audit student does not count toward enrollment status for federal or state financial aid programs. 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.

**Classification.** Classification is based upon the number of semester hours a student has earned, as follows:

Semester Hours Earned	Classification
0 - 29	Freshman
30 - 59	Sophomore
60 - 89	Junior
90 or more	Senior

**Undergraduate student enrollment in graduate courses.** Registration in graduate level courses is normally limited to students classified as graduate students. However, undergraduate students may register for graduate level courses subject to the following conditions:

- The student will be within 30 semester hours of completing the requirements of the bachelor's degree by the time the graduate course begins.
- The student has an overall grade point average consistent with the admission requirements for the graduate degree program.
- No more than nine semester hours of graduate credit may be earned before completion of the baccalaureate degree.

Please contact the Graduate School for more information about registering for graduate courses.

## Testing

The CSU Testing Center, located on the 2nd floor of the Elizabeth Bradley Turner Center, is a nationally certified test center that provides institutional testing, professional certification and licensure tests, other academic tests, and proctor services for current and prospective CSU students, students of other educational institutions, and the community at large. Tests administered for CSU students include ACCUPLACER, the Math Placement test, the U.S. and Georgia History and Constitution exams, the nursing entrance exam, and CLEP tests, among others. The Center also operates a Prometric Testing Center, which administers GRE, TOEFL, FINRA, USMLE, PMI, and CPA among many other academic and professional certification and licensure exams.

## 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 course applied to their CSU degree program.

## U.S. and Georgia Constitutions and History Requirements

Georgia law requires that all candidates for a degree from an institution supported by public funds shall pass an examination of the history of the United States and the history of Georgia and an examination upon the provisions and principles of the United States Constitution and the Constitution of Georgia. The requirements for instruction in the above areas can be met by passing a test in each of the four areas or by satisfactorily completing one of the following courses at Columbus State University or a university in the University System of Georgia: HIST 2111 or HIST 2112, in addition to POLS 1101.

Students who transferred from a Technical College System of Georgia (TCSG) institution and have earned credit for HIST 2111 or HIST 2112, will satisfy the Georgia History and U.S. History requirements only. Students with earned credit for POLS 1101, will satisfy the Georgia Constitution and the U.S. Constitution requirements only.

Students who transferred one or more of these courses to Columbus State University from a private or out-of-state institution, will have to take at least two exams to meet the mandated requirements. See the following exam options:

- Students who transferred from another state or received AP or CLEP credit for POLS 1101 & (HIST 2111 or HIST 2112) will need to take the Georgia Constitution and the Georgia History exam.
- Students who transferred from another state or received AP or CLEP credit for POLS 1101 will need to take the Georgia Constitution, Georgia History, and U.S. History exams.
- Students who transferred from another state or received AP or CLEP credit for HIST 2111 or HIST 2112 will need to take the U.S. Constitution, Georgia Constitution and Georgia History exams.