Student Success Center Staff

Amy Humphrey- Co-Director, Coordinator of Tutoring
(865)471-3227, Office 206

Gloria Walker- Co-Director, Athletic Liaison
(865)471-2078, Office 226

Fran Norris, Administrative Assistant
(865)471-3567, Office 227

Tom Tabor-Senior Academic Advisor
(865)471-3430, Office 204

Dave McNeely- Academic Advisor, Faith & Justice Coordinator
(865)471-4460, Office 207

Brent McLemore-Career Services Coordinator, Academic Advisor
(865)471-4483, Office 225

AJ Hedges- Academic Advisor
(865)471-3483, Office 209

Available Services:
Study Groups
Writing Center
Career Services
Student-Athletes Study Hall (SNAP)
First Year & Transfer Services Librarian

2nd Floor of the Library
Office Hours: 8:00 a.m. – 4:30 p.m.
Main Office Number: (865)471-3567
## Quick Reference Guide

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An Overview of Advising at Carson-Newman University

The Carson-Newman University advising model is faculty-based. Students are assigned an adviser within their major of choice. They must meet with their adviser to discuss course scheduling for each semester. Students and advisers are encouraged to maintain contact throughout the student’s career at Carson-Newman to discuss educational, career and life goals. Students exploring major options are advised by a Student Success Center adviser until they choose a major.
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9. Drop/Add
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General Advising Tips

❖ Utilize a major checklist and the liberal arts core checklist in unison with the student transcripts to track progress toward a degree. The liberal arts core checklist is available in the Advising Library on EagleNet.

❖ Refer to the students evaluate program (EVAL) option on C-N Connect for the most accurate information regarding progress toward a degree. It is helpful to run a copy every semester for advising. Custom EVALs can be obtained from the Registrar for students who have double majors, etc.

❖ Complete thorough Advising Agreement forms (available from EagleNet Advising Library) with your advisees every semester. Both you and the student should sign the form and make a copy. Provide several alternate courses in the event a class is closed. Determine if any special activity credit should be added on the student’s schedule (sports, band, Bonner, etc.) and record on the form. The original form should be kept in the advising file, and the copy should be given to the student.

❖ Encourage students to return for a subsequent appointment if s/he has trouble with registration on C-N Connect. Other than the list of alternates, students should not choose other course options without consulting with you.

❖ Maintain checklists and EVALs in the student's advising file. Each student's advising file should also contain thorough, chronological notes. Document any important information, suggestions, advice, etc. you provide.

❖ Be aware of the catalog under which a student is planning to graduate. If a student is following a catalog from a year other than the current one, then all requirements must be met according to that catalog. Some exceptions exist with some minors. Check with the Registrar's Office for clarification. The C-N undergraduate catalog provides more information on “catalog prevailing” issues.

❖ Consult the C-N catalog for specifics regarding academic policies and requirements. Most all the practical information you will need as an advisor can be found there. Contact the Registrar’s Office at 471-3240 when questions arise.

❖ Refer students to other campus offices and services as needed. For personal issues, contact Counseling Services at 471-3350. For academic issues, study skills, declaring a major, resume and job search, contact the Student Success Center at 471-3567.
TAKING A PROACTIVE AND POSITIVE APPROACH TO ACADEMIC ADVISING

There are several ways for an academic advisor to approach their responsibilities. While some of these approaches may seem like common sense, doing these things can enhance the advising relationship and the advising process.

Get to know your advisees’ names and use them.

Post your office hours and keep advising appointments.

Prior to an advising appointment, review your notes from previous advising appointment or look up the student’s information electronically.

During advising meetings, show students you are listening carefully by taking notes, asking clarifying questions and maintaining eye contact.

Anticipate student needs and be prepared to address them. Remember that students often don’t know what they don’t know.

Refer students to the appropriate campus resources and follow up on the recommendations and referrals.

Prior to the student leaving your office, ask them “Is there anything else that I could do to assist you? Have I answered all of your questions?”

(Walker/Humphrey, 2017)
The Role/Responsibilities of the Advisor

1. Know your advisees.

2. Create an atmosphere of openness, caring and concern.

3. Clearly define advisor/advisee responsibilities.

4. Assist students in planning a program consistent with abilities and interests.

5. Help students clarify values and goals.

6. Familiarize yourself with information in the student's advising file.

7. Direct students to campus resources according to their individual needs.

8. Help students in academic difficulty recognize possible reasons for their difficulty and suggest alternative courses of action.

9. Know Carson-Newman University’s academic standards, policies and procedures in sufficient detail to provide students with accurate, usable information.

10. Understand and follow FERPA. (Family Educational Right to Privacy Act, a.k.a. Buckley Amendment)  http://www.epic.org/privacy/education/ferpa.html

11. Complete, discuss, sign, and obtain student signature on the Advising Agreement Form. Approve student for registration on C-N Connect.

12. Communicate important departmental and/or other information with your advisees when appropriate.

13. Inform advises of communication preferences (email, voicemail, etc.).
The Role/Responsibilities of the Advisee

1. Recognize personal responsibility for continuous evaluation of academic progress and the ultimate responsibility for all academic choices.

2. Clarify personal values and goals.

3. Become familiar with Carson-Newman University academic policies, procedures and requirements. (Advisors should make sure students know where/how to find the information.)

4. Know graduation requirements for chosen field of study and maintain accurate, current records of progress toward those requirements.

5. Know and respect advisor’s office hours.

6. Initiate contact with advisor and seek help on a regular basis.

It may be helpful to review this list with your advisees so that their expectations are clear.

Limitations of Advisee-Advisor Relationships

Carson-Newman University expects faculty to perform their advising responsibilities with the same dedication and integrity they commit to their scholarship and teaching. However, the University also recognizes that there are limits to what a faculty member can accomplish through the advising process. Below is a list of limitations of the advisee-advisor relationship:

1. A faculty advisor cannot make decisions for an advisee but can be a sympathetic listener and even offer various possible solutions to the student’s problem.

2. A faculty advisor cannot increase the native ability of an advisee but can encourage the maximum use of the ability the student has.

3. A faculty advisor cannot reduce the academic or employment load of a struggling advisee but can make recommendations that such adjustments be made.

4. A faculty advisor should not criticize a fellow faculty member but can make a friendly approach to any teacher if that teacher is perceived to be involved in the student’s problem.

5. A faculty advisor should not betray a student’s confidence on matters of a personal nature but can seek appropriate professional assistance in helping a student with minor personal or social adjustment problems.
6. A faculty advisor should not attempt to handle cases of emotional disturbances which fall outside the behavioral pattern of students adjudged reasonably normal. When complex problems arise concerning financial aid, mental or physical health, or personal-social counseling, faculty should refer students to professional personnel.

7. The faculty advisor should remind students to make appointments for advising, but cannot force them to do so. Ultimately the student must take the initiative to communicate with the advisor.

**Academic Probation**

A student is placed on Academic Probation when the institutional or cumulative GPA is below the minimum level determined by the total number of credit hours attempted, as indicated by the following table:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Minimum CNU and Cumulative GPA required</th>
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<tr>
<td>12-29</td>
<td>1.70</td>
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<tr>
<td>30-59</td>
<td>1.80</td>
</tr>
<tr>
<td>60-89</td>
<td>1.90</td>
</tr>
<tr>
<td>90 or above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Any student whose institutional GPA or cumulative GPA falls below the minimum required by the above table will be placed on Academic probation, and the notation of the probation will be made on the student’s academic transcript. A student on Academic Probation will not be permitted to enroll in more than 14 hours for the semester; in addition, any student on Academic Probation will be required to follow instructions as outlined in their letter of probation from the Provost and the Academic Recovery Plan. A student who has attained the minimum institutional GPA and the minimum cumulative GPA (as indicated by the table above) by the end of the first semester on probation will be removed from probation. Once a student is placed on probation, the student will be allowed to continue enrollment if academic progress is demonstrated by achieving a semester GPA of 2.0 or higher or a cumulative GPA equal to or greater than that required by the total number of hours attempted for satisfactory academic progress (see table). A student who earns a 2.0 GPA for the term on probation but who does not raise his or her cumulative GPA to meet satisfactory academic progress as outlined on the above table, will be allowed to remain enrolled on continued academic probation. While on probationary status, the student must achieve a semester GPA of 2.0 or higher or a cumulative GPA equal to or greater than that required for minimum standards for satisfactory academic progress to avoid suspension. Prior to registration for each semester in which a student is on Academic Probation, the student must first meet with a Student Success Center staff member to develop an Academic Recovery Plan for achieving the required level of academic success. After meeting with a Student Success Center staff member, the student must meet with his/her advisor and the department chair. After submitting the approved plan to the University Registrar, the student will be permitted to register. Some students are admitted on Academic Probation and must meet requirements as stated in their letters of acceptance.
**Academic Suspension**

A student is placed on Academic Suspension when

* the student failed to meet requirements for continued probation, or
* the student failed to pass 6 hours during their first term of full-time enrollment as a freshman, or
* the student failed to pass 12 hours during the freshman year.

The first time a student is placed on Academic Suspension, that student will be suspended from the University for one semester. The second time a student is placed on Academic Suspension, that student will be suspended from the University for two semesters. The notation of the suspension will be made on the student’s academic transcript. A student who is suspended a third time is subject to dismissal from the University (see below).

A student who has failed to attain the minimum institutional GPA and the minimum cumulative GPA (as indicated by the table above) after the probationary period will be suspended. The notation of the suspension will be made on the student’s academic transcript. Readmission to the University after Academic Suspension is not guaranteed.

A student who has been suspended who wishes to re-enroll at the university must complete the following steps:

* Apply for readmission to the university through the Office of Admissions by completing the application for readmission,
* Write a letter of appeal to the Suspension Review Committee, addressed to the Office of the Provost.  
* Complete and submit the Academic Suspension Appeal Application and attach copies of documentation from a physician or health care provider (in the event of illness or medical condition), from a parent/guardian (in the event of a death-in-the-family or other family emergency), or other appropriate documentation in support of the appeal request.

Any student readmitted after Academic Suspension will be placed automatically on Academic Probation.

Students who can re-enroll after the suspension review process are not guaranteed eligibility for financial aid and should contact the Office of Financial Aid to determine eligibility.
ASE (Academic Skills Enhancement)

ASE provides support for students who demonstrate the need for remediation in basic academic skills as determined by standardized test scores. Writing and reading classes are designed to prepare students for writing compositions (essays) and to improve reading and study skills. Math courses are designed to prepare students for 100 level college math courses.

ASE courses are not credit-bearing courses and do not count towards the 120 credit hours needed for graduation. Grades for ASE courses are not used to calculate the student’s cumulative GPA. However, ASE courses can count towards athletic eligibility in the student’s first year.
Common Requirements for All Carson-Newman Baccalaureate Degrees

1. **Catalog prevailing** -- Graduation requirements may be met under any Carson-Newman catalog published during student’s enrollment at any post-secondary institution provided the catalog selected was published no more than 5 years prior to completion of requirements. The University reserves the right to change the requirements and/or the programs of study and to require students to meet them.

2. **Semester hours** -- 120-degree credit hours. Hours earned through Academic Skills Enhancement or the English Language Institute do **not** apply toward graduation.

3. **Grade point average (Cumulative GPA)** -- Minimum C average (2.00 GPA) on all college work attempted. Minimum C average (2.00 GPA) on all work attempted at Carson-Newman University.

4. **Grade point average in major, minor, certificate program** -- Overall C average minimum (2.00 GPA) in the major, minor, and certificate program. Some departments may require a higher GPA than the college-wide minimum.

5. **Junior/Senior credits** -- Minimum **36 semester hours** of courses numbered 300 or higher and taken at a 4-year college. Sometimes a transfer course is 100- or 200-level at the college where it was taken may be equated to a specific upper-division Carson-Newman course; such courses do not count toward this requirement.

6. **Senior (four year) college credits** -- Minimum 60 semester hours (applicable to transfer students from two-year institutions).

7. **Residency requirements** -- Minimum 32 semester hours at Carson-Newman University. Senior year in residence is required (32 hours) excluding students in binary programs. Waiver of last hours in residence may be approved not to exceed 12 hours upon establishment of valid reasons provided a minimum 32 hours are completed at Carson-Newman University.

8. **Correspondence and credit by examination** -- 32 hours maximum.

9. **Majors, minors, certificate programs** -- A student may complete more than one major within a degree. A second major, however, is not limited to the initial degree a student is working toward and may be completed within 120 hours. A student who is working toward a BA in English, for example, may add a second major in business by completing the requirements for that major, and vice-versa. Since each major prescribes its own foreign language requirements, the foreign language requirement for the second major must be met if it is greater than that for the first major. Students may also elect to add one or more minors or a certificate program to complement their major(s) and achieve career goals. A minor or a certificate program is not required for graduation, however. See Majors, Minors, and Certificate Programs in the catalog.

**NOTE:** A maximum of 48 hours toward the major discipline (excluding art and music) is allowed for a BA degree.

10. **Carson-Newman University credits in a major** -- Minimum 12 hours must be completed in a major at Carson-Newman College.

11. **Carson-Newman University credits in minor** -- Minimum 6 hours must be completed in minor at Carson-Newman University.

12. **Requirements for two degrees** -- Complete requirements for two of the following degrees (BA, BM, BS, or BSN) and a minimum 27 semester hours beyond 128.
additional 27 hours must be taken in residence at Carson-Newman University. Courses counted toward a major for one degree cannot be counted toward a major for a second degree. Completion of two majors under one degree does not constitute two degrees.

13. **Degree plan**--Degree plan for graduation, approved by advisor and the department chair, must be submitted to the Registrar **prior to the completion of the semester in which the student will complete at least 96 semester hours.**

14. **Approval of graduates**--Graduates must be approved by the faculty and Board of Trustees.

15. **Commencement**--Ceremonies are held in December and May. Students completing degree requirements in the summer session may participate in the May or the December ceremony. Students must be present to receive degrees, unless sufficient reason is given and absence is approved through the Office of the Provost. Students in binary programs have degrees conferred at the next commencement after completion of a year of professional work at the cooperating institution.

**CLW**

The student’s attendance record for an event will be available for review on C-N Connect within 24 hours. The student is responsible for checking his/her attendance and reporting in person with C-N ID any discrepancy to the Campus Ministries Office within seven (7) days of the event. After seven days, credit will not be earned. A printable CLW Schedule of events is located on the C-N website (www.cn.edu/clw – CLW Schedule) and the EagleNet Announcement Board. A monthly calendar is also available online at the university site (click on Events, CLW, and individual listings of CLW events for more details). Students should check regularly for updates to the schedule, which is subject to change periodically.

If a student fails to attend 10 CLWs each semester, the student is placed on CLW warning at the end of the semester of the deficiency. To be removed from CLW warning, a student must make up the shortage of CLWs plus the current semester’s requirement. For example, if 7 CLWs were attended in the first semester, 3 plus 10, or 13 would have to be attended during the next semester enrolled to be removed from CLW warning.

If, during the next semester of enrollment, the student fails to attend 10 CLWs plus the shortage of CLWS from the first semester, the student is placed on CLW probation. If the probationary student fails to attend a total of 30 CLWs (a minimum of 10 per semester) by the end of the third semester of deficient CLW attendance, the student will be suspended from the university. If the student has attended 10 CLWs for each semester of full-time enrollment, CLW attendance will not be required during the student’s semester of graduation as indicated on an approved degree plan.

A transfer student is required to attend every semester while enrolled as a full-time student, except during the student’s semester of graduation. A student who has completed 120 credit hours is not required to attend CLW. A student who has previously received a baccalaureate or graduate degree or a non-traditional student (twenty-five years of age by the last day of the semester) is waived from the CLW requirement.
Degree Plans/Program Evaluations

Degree Plans or Evaluations and the Application for Graduation must be submitted to the Registrar’s Office prior to the completion of the semester in which the student will earn 90 hours. The Application for Graduation and Degree Evaluation are the documents the Registrar uses to determine if a student is eligible for graduation. If the student’s is eligible for graduation, the Registrar will place the student’s name on the graduation list for the specified term.

It is the student’s responsibility to assure all requirements for graduation are met including:

- Completion of a minimum of 120 hours
- Cumulative and Institutional GPA of a minimum 2.0
- Major course requirements for degree
- General Education Requirements for Degree
- Other requirements as specified by individual departments

To submit your Degree Plan / Program Evaluation and Application for Graduation

- Run the Program Evaluation in C-N Connect. Write the term in which you plan to take remaining courses and electives needed to complete your degree on the Degree Plan/Program Evaluation form in the spaces provided.
- Submit your Degree Plan/Program Evaluation with the Application for Graduation which is available on the Registrar’s web page. Be sure to obtain all required signatures on the application before submitting it to the Office of the Registrar.
- If your department requires that you use the degree plan grid form, you can find the form on the Registrar's webpage under Degree Plan. **However, if you use the grid form, you must also include a copy of your Program Evaluation with the grid form.**

STEPS for using Program Evaluation:

1. Run Program Evaluation in C-N Connect. Check the major listed on the program evaluation. If the major is incorrect, contact the Registrar’s Office so the major can be corrected in the student system. If the requirements for all majors or minors are not on the program evaluation, contact the Registrar’s Office to request the additional major or minor be added in the student system so that the additional major or minors are printed on the student’s program evaluation and transcript.

2. The Program Evaluation will populate requirements already completed using the appropriate course numbers as per the university catalog. Courses taken to satisfy requirements for a minor or a second major will be listed on the last page or pages of the program evaluation.
3. If a course was taken for credit, meets the requirement for a major or for the liberal arts core as per the catalog, and is on the transcript, but does not populate the appropriate section in the degree audit, write in the course which meets the requirement with a pencil or pen, indicate term taken, number of credit hours earned and grade received.

4. For a course waiver or substitution from stated degree requirements, a written request must accompany the degree plan and must be approved by the adviser and department chair. The form for the Substitution/Waiver may be found on the Registrar’s webpage on the C-N Website. The request must contain sufficient justification and be consistent with exceptions that have been approved in the past. The Registrar does not make the decision on waivers or substitutions for liberal arts core requirements; this is requested through the Academic Standards Committee. Approvals for Liberal Arts Core waiver or substitutions are very rare.

5. If a course that is required for liberal arts or the major has not been taken or registered for, a blank space will appear beside the course number and the evaluation will indicate “__________________ one credit needed”. Write the term when the course will be taken on the blank line, i.e., Fall 2017 or 2017 Fall

6. After all the courses to take in future terms have been indicated on the program evaluation/degree plan, add up the hours to be sure that they equal or exceed 120 hours. If they are less than 120, indicate on the program evaluation the elective hours to be taken to reach 120. Write the courses on the side in one of the margins or in the blank space above upper level credit and indicate the term(s) in which they will be taken.

It is also appropriate and appreciated by the Registrar’s Office to indicate the courses the student will complete by term on the last page of the program evaluation where there is typically a lot of white space.

7. If elective courses need to be taken to reach 120 hours and the student does not know exactly which courses will be taken as electives, it is permissible to put the course on the degree plan simply as ELECTIVE 3 HRS or perhaps JR/SR ELECTIVE 6 HRS. Remember to indicate the number of credit hours for electives

8. Items to Verify:

- **Completion of a minimum of 120 hours.** Add earned hours and anticipated hours. They must equal or exceed 120.
- **Minimum of 30 institutional (C-N) hours**
- At least 12 hours in the major from CN and 6 hours for the minor from CN.
- **60 Senior College hours.** A minimum of 60 hours must be earned from a 4-year college or university.
- **36 Junior/Senior (300/400) hours.** Courses taken at the 100 or 200 level from another institution which transferred as content for upper level course number DO NOT count toward the 36 hours. No course taken at a community or junior college can be used toward the 36-hour requirement. Check the section
that says “Upper Division Credit for the number of hours you have completed. If it does not equal 36, please indicate the courses planned to take to fulfill this requirement in the margin of this section.

- **GPA**: Cumulative, Institutional, and Major grade point average of a minimum 2.0 is required. If a minor is selected, a 2.0 minimum grade point average is also required in the minor.
- **Major courses**: required for major must be completed
- **Liberal Arts Core Requirements**: for degree must be completed
- **Other related area requirements**: as specified by individual departments which are required for the major must be completed.

9. Submit a copy of the Program Evaluation/degree plan which has been signed and dated by both the student and the adviser with the Application for Graduation to the Office of the Registrar’s office. Pay special attention to the following:

- **Name**: Diploma will be ordered with the name as shown on the degree plan.
- **Catalog Graduating Under**: The catalog date shown (i.e., 2017-2018) will be used by the adviser, department chair, and the Registrar for validating the degree plan.
- **Residence Requirements**: Each Carson-Newman graduate is required to complete at least the last 30 hours before graduation in residence at Carson-Newman University.
- **Expected Graduation Date**: The diploma will be ordered based upon the date specified.
- **Major**: The major should be indicated including emphasis or specializations.
- **Minor**: The appropriate title for a minor or emphasis should be shown here. It must be one approved in a catalog published during the student’s enrollment at CNU.
Dual Enrollment Admission

Carson-Newman University welcomes applications from high school students who, during their junior or senior year, wish to earn university credit while still enrolled in a secondary school. Dual enrolled students typically will enroll for up to six hours of credit although permission to take additional courses may be granted (up to 11.5 credit hours per semester). DE students must obtain permission from their high school to dual enroll at Carson-Newman.

Candidates seeking dual enrollment admission should submit the following to the Office of Admissions:

- Completed application for admission
- ACT or SAT test scores
- Dual Enrollment Agreement Form
- Official High School Transcript(s)

Application Deadlines:

- May 1 for the fall semester and summer sessions
- December 17 for the spring semester

For the Office of Admissions to process the applications for dual enrollment, students must apply by these application deadlines. If the student does not apply for admission before each deadline, the student may not be able to enroll in the class at the time needed to be dual enrolled.

Tuition and Fee Information for Dual Enrolled Students (On-Campus):

2017 Fall Semester:

Tuition: $220 per credit hour

Technology Fee: $10 per credit hour

Dual enrolled students may take a maximum of 11.5 hours per semester. Students who choose to enroll in on-campus dual enrollment courses will be responsible for purchasing a parking pass and obtaining a student ID card. Dual enrolled students will also be responsible for completing registration confirmation with Student Accounts by the first day of class each semester.
**Incomplete Grades**

The student has failed to complete the course in the allowed time due to illness or some justifiable delay. The “I” will carry no grade points and will count as failure (F) in the computation of the grade point average until removed. A grade of F will be assigned if the Incomplete is not removed by the deadline determined by the instructor which can be no later than the end of the next semester regardless of whether the student is enrolled at Carson-Newman University, unless the student has been granted extenuating circumstances due to a prolong illness. The deadline for removing an incomplete grade earned during any summer term is no later than the end of the following fall semester.

**Repeating a course for a grade**

Students may repeat any course. The grade from the most recent attempt, with no additional hours attempted, will be used in calculating grade averages. Stated differently, the LAST grade earned will be the grade of record and will be used to determine if University requirements have been satisfied.

The following provisions apply:

1. If the course was taken at Carson-Newman University, it must be repeated at Carson-Newman University for the grade replacement to be permitted.

2. If the course was taken at another college, it may be repeated at any accredited institution, including Carson-Newman University.

3. If the course was taken at Carson-Newman and repeated at another college, the grade replacement policy does not apply. The student will get credit for the course, but the course grades will be averaged.

4. After the second repeat, the grade replacement provision is no longer applicable, and each attempt will figure into the grade point average.

5. All grades will be entered on the student’s permanent record.
Family Educational Rights and Privacy Act

Carson-Newman University provides for the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act, as amended. This act provides for the right of access by a student to his/her files and records with certain limited exceptions and prohibits the disclosure of information without the student’s written approval, with certain limited exceptions, other than for disclosure of directory information.

Directory information includes student name, address, telephone numbers, email-addresses, photograph, date and place of birth, dates of attendance, enrollment status (full-time or part-time), major field of study, degree, awards, and anticipated date of graduation, the most recent previous educational institution attended, participation in school activities and sports. Students wishing to withhold directory information may do so by notifying the Registrar in writing.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the registrar, dean, chair of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

(3) The right to a hearing if the request to correct an alleged inaccuracy is denied.

If the University decides not to amend the record as requested, the university will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
(4) The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The University may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a third party engaged in research conducted on behalf of the university provided such information is not disclosed to any other authorized party; or a student, serving on a university committee authorized by a university official, such as a disciplinary or grievance, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the University. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Family Educational Rights and Privacy Act provides that educational records of a student who is a dependent of his/her parents(s) for Internal Revenue purposes may be disclosed to the parents(s) without first receiving the student’s consent provided documentation showing the student to be a dependent under the provisions of the Internal Revenue Code is presented by the parent(s). Students may also authorize the release of otherwise confidential information, i.e., grades, academic progress, class attendance, financial data, and disciplinary actions to parents or others by signing a consent to disclose form available in the Office of the Registrar.
Initial Eligibility and Financial Aid Satisfactory Academic Progress (FASAP):

1. Initially, to be eligible to receive financial aid, you must be admitted into an eligible program. Financial aid is considered renewable up to 150% of the approved program of study, provided you satisfy the standards of Financial Aid Satisfactory Academic Progress (FASAP) as outlined below.

2. You will be considered as making satisfactory progress in receiving financial aid if you are eligible to re-enroll at Carson-Newman and that you are making progress at a rate not less than demonstrated by the following qualitative and quantitative scales:

   **Qualitative**
   
<table>
<thead>
<tr>
<th>Number of cumulative credit hours attempted</th>
<th>Minimum cumulative GPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>1.50</td>
</tr>
<tr>
<td>31-45</td>
<td>1.70</td>
</tr>
<tr>
<td>46-59</td>
<td>1.90</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

   **Quantitative**
   
<table>
<thead>
<tr>
<th>Number of attempted fall/spring credit hours</th>
<th>Number of credit hours a student must earn</th>
<th>67% of attempted credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>20</td>
<td>24</td>
</tr>
<tr>
<td>24</td>
<td>16</td>
<td>12</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

   Number of required credits to earn degree          120
   Maximum number of cumulative attempted credits (150%) 180

   **Summer Semester:**
   
   All of Carson-Newman Satisfactory Progress Standards will apply to the summer semester as well as to fall and spring. Our review to determine Satisfactory Progress will affect distribution in the summer.

   **FASAP Evaluation Process:**

   1. **REVIEW Each Term:** Review for FASAP will be conducted after each term, including summer. Students who are determined to be ineligible for further aid will be notified. It is your responsibility to ensure that lost eligibility is restored.

   2. **WARNING Status:** Students will have one semester of WARNING on the first instance of a failed FASAP calculation. Warning notice will be sent to your CN email account if e-consent on file.

   3. **UNSATISFACTORY Status:** A subsequent calculation failing FASAP will result in Financial Aid UNSATISFACTORY standing (suspension), and students will be ineligible for financial aid without a successful appeal. Unsatisfactory notice will be sent to your CN email account if e-consent on file.
4. **APPEALS FASAP**: Students may appeal an unsatisfactory status for FASAP calculation. Appeals must be made by the deadline given in each notification. Students not approved on appeal must re-gain eligibility by meeting the state standards.

5. **PROBATION Status**: Students that filed a successful appeal from an unsatisfactory status will be granted probation in which they will be eligible for financial aid. After the probation, students must meet the standards satisfactorily to continue aid eligibility.

6. **W, F, or I Grades**: All grades of F, W, WP, WF, U, or I will not count as hours earned but will count as hours attempted.

7. **REPEATED Hours**: Repeated hours will count towards attempted hours, but may not be countable in enrollment status for the term depending upon the number of times repeated for a grade. For example, if you earned 3 hours with a grade of “D” twice, and you decided to repeat the course to earn a better grade, the repeated 3 hours will not count in your enrollment status for the term that it is a second repeat. Hence your enrollment status for the term will be calculated as: registered credit hours - second or more repeated credit hours = enrollment status for federal financial aid purposes. This is subject to change as Federal Regulations are subject to change. All attempted hours will count against your 150% of degree credits limitation.

8. **TRANSFER Credits**: Transfer credits accepted by Carson-Newman University for credit will count in attempted and in total earned hours.

9. **TELS Hope Awards**: Evaluation to determine continued eligibility for TELS HOPE awards. will occur upon attempting 24, 48, 72, 96, and 120 hours for coursework completed after high school graduation, and is a separate process than FASAP calculations. If you fail to meet TELS SAP, you will be sent a written notification with important information, and future TELS awards may not be available to you. Your TELS HOPE grade point average is not calculated the same as your Carson-Newman grade point average calculation. Visit our consumer page to learn more.

10. **APPEALS TELS HOPE Loss**: Students may appeal TELS HOPE loss on reasons other than grade point average.

**Student Athlete and Satisfactory Academic Progress**

Carson-Newman University holds membership in the South Atlantic Conference (SAC) and the National Collegiate Athletic Association (NCAA). The University conforms to all regulations adopted by this organization which stipulate that:

1. Athletes must be in academic good standing and be making satisfactory academic progress as defined by the University, SAC and NCAA.
2. Participants in intercollegiate athletics must be enrolled in a minimum 12 semester hours during the term of participation. Additional requirements relating to test scores, credits, GPA and various other issues are stated in regulations published by each of the organizations. Consult the coach and/or the Athletic Director.
HOPE

The Tennessee Education Lottery Scholarship (TELS) HOPE funding, requires a student to meet certain renewal GPAs at each renewal benchmark:

<table>
<thead>
<tr>
<th>Attempted Hours Benchmark</th>
<th>Renewal Cumulative TELS HOPE GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>2.75</td>
</tr>
<tr>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>72 &amp; 96</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>-OR-</td>
</tr>
<tr>
<td></td>
<td>Cumulative GPA of 2.75-2.99 AND a semester GPA of at least a 3.0 in the preceding term of receiving the award (provisional status)</td>
</tr>
</tbody>
</table>

The TELS HOPE GPA may not be the same as your Carson-Newman University GPA

Students without Excel may review the calculation process below:

<table>
<thead>
<tr>
<th>TYPE of Credit Hours on Transcript</th>
<th>Do credits count for TELS HOPE GPA?</th>
<th>Do quality points count for TELS HOPE GPA?</th>
<th>Do credits count in C-N University GPA?</th>
<th>Do quality points count for C-N University GPA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Courses</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Repeats- R</td>
<td>Yes</td>
<td>Yes</td>
<td>Replaces- does not average</td>
<td>Replaces- does not average</td>
</tr>
<tr>
<td>Dual Enrolled Courses</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CLEP Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>W credits</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>WF credits</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Official TELS HOPE GPAs will be calculated by the University and are completed at the end of every semester for every Tennessee HOPE eligible students. Students are notified via email when the official calculation indicates a student is no longer eligible for lottery funding. Students that have lost HOPE Lottery funding are eligible to regain at the next benchmark by meeting the renewal GPA requirements.

The TELS HOPE Lottery funding eligibility ends when a student has attained a baccalaureate degree OR has attempted 120 semester hours OR 5 years have passed from initial enrollment at any postsecondary institution---whichever occurs first---exceptions may be available to students with documented medical disabilities. Students enrolled in a program of study greater than 120 hours may receive the award for up to 136 attempted hours OR the number of hours required to earn degree, whichever is less. Most undergraduate degree programs at Carson-Newman University require 128 semester hours, so funding ceases at 128 attempted hours.
Path to Graduation – August 1, 2016

Progress Toward Degree

How to Advise Your Student-Athletes

**Fall 2015**

- Is the student-athlete on track to meet the **NEW 2.0 minimum GPA** as of August 1, 2016?
- Will the student-athlete meet the **18 credit-hour** requirement following the fall/spring terms?
- Is the student-athlete enrolled in enough hours to meet the **annual 24 credit-hour** requirement following the summer terms?

**Spring 2016**

- If enrolled full time, will the student-athlete earn **nine credit hours**?
- Is the student-athlete on track to meet the **NEW 2.0 minimum GPA** as of August 1, 2016?
- Will the student-athlete meet the **18 credit-hour** requirement following the fall/spring terms?
- Is the student-athlete enrolled in enough hours to meet the **annual 24 credit-hour** requirement following the summer terms?

Things to Remember:

Good academic standing is defined by institutional policy.

No changes to the designation of degree requirement.

The averaging method for annual certification is no longer available.

HOWEVER...

After completing the second year of enrollment, a student-athlete could be certified by earning **48 cumulative** degree applicable credit hours during first two years of enrollment.
Academic Eligibility for Student-Athletes

The 12-hour Rule:
A student-athlete must be enrolled in a minimum of 12 hours (Full Time Enrollment) each Semester to Practice and Compete (unless you are in your Final Semester or a Graduate Student)

The 24-hour Rule:
A student-athlete must earn 24 “New Hours” for the academic year (August-July)

Semester Hour Requirement:
All student-athletes are required to complete a minimum of 9 semester hours for the last Full Time Term enrolled (too maintain eligibility for the following semester).

GPA Requirements:
The Old Requirement:
1.80 after 24 hours earned
1.90 after 48 hours earned
2.00 after 72 hours earned and thereafter

The New Requirement:
2.00 CUMULATIVE G.P.A.
At the beginning of each Fall Term

Credit for Varsity Athletics

- Student-athletes can receive one hour of credit per year for participating in varsity athletics.
- You have the option of receiving the credit in either the fall or spring Semester, but not both semesters.
- Only one hour of credit per year.
- Only four (4) credit hours total per career.

Declaring a Major Rule:
You must declare a Major no later than when you begin your fifth full time term of attendance. During your 1st two years, you can take any course on Campus and those hours will count toward your 24 hours need for Eligibility. Once you declare a major, all hours taken must go toward reducing the 120 hours you need to Graduate. It’s OK to double major, change majors, etc.
Referring students to Counseling Services

THE EARLIER THE BETTER!!!
WHEN AN ACADEMIC ADVISOR SHOULD BE CONCERNED

The following behaviors and attitudes may indicate that a student could benefit from additional assistance. If you feel additional support would be helpful, please contact Counseling Services or the Student Success Center. You can submit an ACE referral or call the office directly.

Unusual Behavior
- Withdrawal from usual social interaction.
- Marked seclusion and unwillingness to communicate.
- Persistent antisocial behavior such as lying, stealing, or other deviant acts.
- Lack of social skills or deteriorating personal hygiene.
- Inability to sleep or excessive sleeping.
- Loss of appetite or excessive appetite (starving or binging behavior).
- Unexplained crying or outburst of anger.
- Acutely increased activity (i.e., ceaseless talking or extreme restlessness).
- Repeated absence from classes.
- Unusual irritability.
- Thought disorder (i.e., the student’s conversation does not make sense).

Traumatic Changes in Personal Relationships
- Death of a family member or a close friend.
- Difficulties in marriage or family relationships.
- Dating and courtship difficulties.
- Sexual abuse (i.e., rape, incest, harassment).
- Terminal/chronic illness of a family member.

Drug and Alcohol Abuse
- Indications of excessive drinking or drug abuse (i.e., binges, neglects eating or physical appearance, impaired thinking).
- Severe drug reaction (i.e., bizarre behavior, unexplained “blackouts” of memory).

Academic Problems
- Dramatic drop in grade point average.
- Poor study habits.
- Incapacitating test anxiety.
- Sudden changes in academic performance.
- Lack of class attendance.

Career Choice Problems
- Dissatisfaction with academic major.
- Unrealistic career aspirations.
- Confusion regarding interests, abilities, or values.
- Chronic indecisiveness or choice conflict.
- Uncertainty of career alternatives.
How to Submit an ACE Referral

The Student Success Center manages the university’s early alert system - ACE. Once a referral has been received, someone in Student Success (or another appropriate department) will contact the student.

1. Click on ACE icon on desktop or sign on through Eaglenet: www.cn.edu > Faculty & Staff> Eaglenet> ACE (under “Connections)
2. Sign in using regular username and password.
3. Click on “Launchpad” in upper left-hand corner. This screen will appear.

**You search for a student in 2 ways:**

1. Click on “Send Alert” and search for the student by name or ID # (ID # is preferred)

2. Click on “My Students” to see your class rosters. You can choose individuals or an entire class. Click on student’s name and his/her picture appear under Snapshot. Click on “Send Alert” and complete the form. Someone in the Student Success Center will receive the alert and act upon it in a timely manner.

**A times you may receive a “Feedback” request from a Student Success advisor. Please follow the link in the e-mail and complete the form. Typically, this is sent after a student has already been referred through ACE, and the Student Success advisor is collecting more information to assess whether the student is exhibiting the behavior in other classes.**
C-N Connect for Faculty

To log in:

- [www.cn.edu](http://www.cn.edu)
- Faculty and Staff
- C-N Connect Faculty
- Log in- (username: first initial last name  password: 1st time- last 6 digits of SS #, then change password)

Work with Advisees: choose term, choose student, choose from menu:

- TRAN- view student transcript. Includes all classes (C-N and transfer credit)
- SCHED- choose term to see schedule for that term
- EVAL- Evaluate student academic program. See ... for more details
- TEST- see students ACT/SAT summary
- SRCHREG- search and register for classes
- DROP- drop classes from schedule.
- STPR- gives basic student info

List of Advisees: complete list of your advisees with basic transcript info

Advisees CLW Information: number of CLW credits for each advisee

Class Roster: Choose term and course to see roster

Grading: Choose term and course. Enter LETTER grades and choose MIDTERM or FINAL. Hit SUBMIT. You can make changes on grades until deadline from registrar. After the grades have been audited by the Registrar's office, you must contact the Registrar to make any changes.

Search for Sections: look for courses in a term

Student Profile: Basic identifying information for each advisee.

Advisor Approval: MUST approve a student to self-register after advising session.
# Creating a Schedule for a New Student

**Log in to C-N Connect**

- **Work with Advisees**: choose student
- **Choose “SRCHREG”**: Search and Register
- **Click “submit”** at the bottom of the page

## Search/Register for Sections

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Level</th>
<th>Course Number</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATT - Act</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LATT - Act</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LATT - Act</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LATT - Act</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Sections Meeting After

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Title/Keyword:</th>
<th>Location</th>
<th>Instructor's Last Name</th>
</tr>
</thead>
</table>

#### SUBMIT

## Basic Registration

- **Choose term subject**
- **Click “submit”** and all courses in that subject will be listed
- **Choose the course and click on the “select” box on the left-hand side**
- **Click the back arrow and repeat the process until you have all the courses**
- **To place all the courses on the list at one time, under “action for all preferred section” choose RG-Reg. You can also add them one at a time.**
- **Dropping sections can be done in this section.**
- **ALWAYS CLICK SUBMIT to finalize the schedule.**
Advising Current Students

- The Registrar’s office will send Advising Sign-up Sheets- post them on your office door
- Students will sign up for a registration time
- Before the student arrives, look at their Program Evaluation
- During the student meeting, talk about appropriate course and complete and Advising Agreement Form
- Remind the student of the day and time he/she can register
- Discuss any outstanding holds. All holds must be cleared before the student can register
- Complete the Advisor Approval on C-N Connect (main faculty menu)
- Courses can be put in the student’s shopping cart” until his registration time comes up.

NOTE: Advising meetings should also be used as a time to talk about the student’s academic progress, future goals (graduate school, job search, internships) etc.

Registration Tips:

To search for specific days and times:

- Search & Registration Screen
- Choose Term and subject
- Sections ending after and sections ending before- choose times. Hit submit and all courses offered within that time frame will show. Can also choose days (MWF or TR).
Advising Honors Students

Students who have been accepted into the Honors program should be advised accordingly.

Students must register for an HON section (no credit hours.) This signifies that they are part of the Honors program:

- HON 001  Freshmen (fall & spring)
- HON 002  Sophomores (fall & spring)
- HON 003  Juniors (fall & spring)
- HON 004  Seniors (fall & spring)

Students must take 12 hours of team-taught Honors courses from these options:

HUM 101, HUM 102, PSC 302, PSY 318, PSY/SOC 250, REL 452, and FA 301.

Freshman must take:

HUM 101- Humanities and the Cosmos I in place of LA 101 (fall)
HUM 102- Humanities and the Cosmos II in place of ENG 201 (spring)

Students must take Honors sections of ENG 101 and REL 101 & 102:

ENG 101 HR (fall) (if not already taken as a dual enrolled class)
REL 101 HR (fall or spring)
REL 102 HR (fall or spring)

Students who choose to complete an Honors Project will register for:
HON 319- Research and Writing
HON 499- Independent Honors Thesis

Please contact Dr. Andrew Smith, Director of the Honors Program, with questions.
Associate Degrees/Tennessee Promise

Associate Degrees

C-N offers three Associate Degrees: Associate of Arts in Liberal Studies, Associate of Science in General Studies, and Associate of Arts in Christian Ministries. Earning an Associate Degree is a unique way to gain a breadth of knowledge in the liberal arts leading to a two-year credential, while also earning credits that can be applied toward a four-year degree. An Associate Degree requires a minimum of 60 hours, most of which are Liberal Arts Core courses. The additional courses are either electives for a general degree or courses that will be used toward the Bachelor’s degree.

If a student chooses to graduate with an Associate Degree, he/she must complete an application for graduation. The application is available on the Registrar’s website.

Department advising guides to have been created to help students choose what courses to take while in their first two years so they will be on track to graduate with their Bachelor’s degree in two years after their Associate graduation. Follow this link to view the departmental advising guides: www.cn.edu/undergraduate/resources/student-success-center/associate-degree-programs.

Tennessee Promise

Tennessee Promise is both a scholarship and mentoring program. It provides students a last-dollar scholarship, meaning the scholarship will cover the cost of tuition and mandatory fees not covered by the Pell grant, the HOPE scholarship, or the Tennessee Student Assistance Award. However, the TN Promise scholarship for C-N (private, four-year institution) is based on the average tuition of a TBR Community College. That means the most a student can receive from TN Promise is approximately $2100 a semester. Students must apply for Tennessee Promise during their Senior year of high school.

There are several requirements a student must meet to keep the Tennessee Promise scholarship:

1. Students must attend meetings at their high school and meet with a mentor who assists them through the admissions process.
2. Students must complete and submit eight (8) hours of community service per term enrolled. Service completion deadlines: for fall- July 1st for spring- December 1st for summer- April 1st
3. Students must maintain satisfactory academic progress (2.0 GPA).

To maintain the Tennessee Promise scholarship, students MUST remain classified as an Associate Degree seeking student. They cannot officially declare a major. At C-N, if a student has an intent to pursue a four-year degree, he/she will be placed with an advisor in that area. That assures that the student is taking courses toward the AA/AS degree, as well as using major requirement courses as elective hours.

Each student will have a different situation, so please contact the Financial Aid office with questions regarding an advisee.
### General Studies toward Associate of Science

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Seminar</td>
<td>2-3</td>
<td>LA 101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hum 101 (honors students only)</td>
</tr>
<tr>
<td>Writing and Literary Studies I</td>
<td>3</td>
<td>ENG-101</td>
</tr>
<tr>
<td>Biblical Studies</td>
<td>6</td>
<td>REL 101 and REL 102</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
<td>COMM 135 or COMM 230</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH - any 100-level course, or Math 201 or Math 207</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6-8</td>
<td>BIOL-101, 102, 105, 106, 207,208</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 100, 101, 103, 104</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 100, 101, 102, 103, 104, 110, 201 202</td>
</tr>
<tr>
<td>Personal/Social Awareness</td>
<td>6</td>
<td>Choose one course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFS 206, LING 220, PSY 101, 102, 204 or 206, PSY/SOC 250 (Honors Students only) SOC 101 or 105</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CS 135, ECON 210, HIST 201, HIST 202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSC 101, 102, PHIL 101</td>
</tr>
<tr>
<td>Studies to Enhance World Perspective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing and Literary Studies II</td>
<td>3</td>
<td>ENG 201 or HUM 102 (for honors students only)</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>HIST 133, 134, 135</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
<td>ART 104, ART 210, MUS 133, TH 110, Music Ensembles (3)</td>
</tr>
<tr>
<td>Electives</td>
<td>9-15</td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>
## ASSOCIATE of ARTS in CHRISTIAN MINISTRIES

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Seminar</td>
<td>1-3</td>
<td>LA 101, LA 102 or HUM 101 (for honors students only)</td>
</tr>
<tr>
<td>Writing and Literary Studies</td>
<td>3 hours</td>
<td>ENG-101</td>
</tr>
<tr>
<td>Communication</td>
<td>3 hours</td>
<td>COMM 135 or COMM 230</td>
</tr>
<tr>
<td>Religion</td>
<td>6 hours</td>
<td>REL 101 and REL 102</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3 hours</td>
<td>MUS 133, ART 104, ART 210, TH 110 or Music Ensembles (3 credits)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6 total hours (level and courses based on placement)</td>
<td>SPAN 101/123/102/201/202, FREN 101/102/201/202, GER 101/102/201/202, HEB 201/202, GRK 201/202</td>
</tr>
<tr>
<td>World History</td>
<td>3 hours</td>
<td>HIST 133, 134, or 135</td>
</tr>
<tr>
<td>MATH</td>
<td>3 hours</td>
<td>MATH - any 100 course, 201 or 207</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6-8 hours</td>
<td>Choose two courses BIOL-101, 102, 105, 106, 207, 208, CHEM 100, 101, 103, 104, PHYS 100, 101, 102, 103, 104, 110, 201, 202</td>
</tr>
<tr>
<td>Personal/Social Awareness</td>
<td>6 hours</td>
<td>Choose one course CFS 206, LING 220, PSY 101, 102, 204 or 206, PSY/SOC 250 (Honors Students only), SOC 101, 105</td>
</tr>
<tr>
<td>Christian Ministries Core</td>
<td>15</td>
<td>REL 201 and REL 224SL REL electives (9 hours)</td>
</tr>
<tr>
<td>Electives</td>
<td>1-3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>
# ADVISING GUIDE

## Liberal Arts toward Associate of Arts

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liberal Arts Seminar</strong></td>
<td>2-3</td>
<td>LA 101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hum 101 (honors students only)</td>
</tr>
<tr>
<td><strong>Writing and Literary Studies I</strong></td>
<td>3</td>
<td>ENG-101</td>
</tr>
<tr>
<td><strong>Biblical Studies</strong></td>
<td>6</td>
<td>REL 101 and REL 102</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>3</td>
<td>COMM 135 or COMM 230</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
<td>MATH any 100-level course, or Math 201</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td>6-8</td>
<td>BIOL-101, 102, 105, 106, 207, 208</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 100, 101, 103, 104</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 100, 101, 102, 103, 104, 110, 201, 202</td>
</tr>
<tr>
<td><strong>Personal/Social Awareness</strong></td>
<td>6</td>
<td>Choose one course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFS 206, LING 220, PSY 101, 102, 204 or 206</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY/SOC 250 (Honors Students only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 101, 105</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Choose one course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CS 135, ECON 210, HIST 201, HIST 202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSC 101 or 102, PHIL 101</td>
</tr>
<tr>
<td><strong>Studies to Enhance World</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perspective**</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Writing and Literary Studies II</strong></td>
<td>3</td>
<td>ENG 201 or HUM 102 (for honors students only)</td>
</tr>
<tr>
<td><strong>World History</strong></td>
<td>3</td>
<td>HIST 133, 134, 135</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>3</td>
<td>ART 104, ART 210, MUS 133, TH 110, Music Ensembles (3)</td>
</tr>
<tr>
<td><strong>Foreign Language</strong></td>
<td>6</td>
<td>FREN 101/102/201/202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GER 101/102/201/202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPAN 101/123/102/201/202</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>3-9</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>
GPA CALCULATOR

How to Calculate Your Grade Point Average (GPA)

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

For example:

A = 4.00 grade points  
B = 3.00 grade points  
C = 2.00 grade points  
D = 1.00 grade points  
WF/F=0 grade points

P/NP (Pass/No Pass) courses are not factored in the student's GPA  
I (Incompletes) and W (Withdrawals) do not receive grade points and do not influence the GPA.

<table>
<thead>
<tr>
<th>Example Student Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Biology Lab</td>
</tr>
<tr>
<td>English 101</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td><strong>10 Total Credit Hours Attempted</strong></td>
</tr>
</tbody>
</table>

To get the example student’s GPA, the total grade points are divided by the total credit hours attempted.

<table>
<thead>
<tr>
<th>Total Grade Points</th>
<th>divided by</th>
<th>21</th>
<th>10</th>
<th>= 2.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credit Hours Attempted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can total your current semester courses and credits with our online GPA Calculator (above).
To calculate AP or Honors courses: When taking AP (advanced placement) or honors courses, grade points are generally weighted. For example, a half point (.50) is added for honors courses, and a whole point (1.0) is added for AP courses (A then equals 4.50 for an Honors class, or 5.00 for an Advanced Placement class). As schools may differ when assigning point value, contact your college for their grading system.)

To calculate your cumulative G.P.A., total the credit hours and then the grade points from all semesters. Divide the total grade points by the total credit hours. You can also use this online tool.

If you want to raise your GPA, an additional calculator helps you determine how many credit hours and what grade average you will need to raise your current GPA.

**GPA CALCULATOR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 133</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>REL 101</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>LA 101</td>
<td>2</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>MATH 120</td>
<td>3 (Total Hours=14)</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>MUS 133</td>
<td>3 (Total Hours=14)</td>
<td>A</td>
<td>12 (Total QPS=44)</td>
</tr>
</tbody>
</table>

44 QPs/14 Credit Hours = **GPA 3.14**
The Office of Career Services provides a variety of online resources. These can be found at www.cn.edu/careerservices and include guides and tips for major and career exploration, resume and cover letter writing, interviewing, job search, and graduate school preparation and selection.

Among other useful resources, students and alumni can utilize these services at no cost:

- **careershift**
  - a job search and career management system designed to assist you in your career development.

- **Focus²**
  - a self-paced, interactive online major and career exploration and planning program.

- **handshake**
  - the ultimate recruiting platform and professional network for college students, Handshake is designed to transform the recruiting experience for students, recruiters, and career centers.

Career Services can also be found online at these social media platforms:

<table>
<thead>
<tr>
<th>Facebook</th>
<th>Twitter</th>
<th>Instagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>@encareerservices</td>
<td>@careerservices</td>
<td>@cncareerservices</td>
</tr>
</tbody>
</table>

Career Services also provides access to the online personality assessment for the Myers-Briggs Type Indicator (MBTI) and the results can then be interpreted by a certified practitioner on staff.

For questions or individual appointments, please contact Coordinator of Career Services Brent McLemore at bmclemore@cn.edu or 865.471.4483.
C-N Campus Resources

Campus Ministries-CLW
Campus Ministries House
Contact: Main Number (865) 471-3537
   Nenette Measels, Director of Campus Ministries (865) 471-3437
   Chad Morris, Associate Director of Campus Ministries (865) 471-3536
All full-time undergraduate students are required to attend at least ten (10) Community Life and Worship (CLW) events per semester for a total of seven (7) semesters. A student may bank CLW credits by attending more than 10 events in a semester. Participation in the CLW program is required for graduation from Carson-Newman.

Counseling Services
Kathleen Manley Wellness Center
865-471-3350
Contacts: Jennifer Catlett LCSW, Director of Counseling Services
   Shannon Tuell LCSW, Counselor
Counseling services provides free, confidential counseling for currently enrolled C-N students. Appointments are available Monday-Friday 8:00-3:30, and after hours by appointment.

Disability Services
Kathleen Manley Wellness Center
(865) 471-3268
Contact: David Humphrey, Coordinator for Students with Disabilities and Case Manager
Carson-Newman University seeks to provide reasonable accommodations to "otherwise qualified" students. Accommodations are determined on case-by-case basis and in accordance with their specific disability. Instructors must include the following information (however you wish to word it) on each class syllabus.

*Any student with a special documented disability (sight, hearing, language, mobility, etc.) which may affect class activities should contact David Humphrey, Coordinator for Students with Disabilities and Case Manager at (865) 471-3268 or dhumphrey@cn.edu. His office is in the Kathleen Manley Wellness Center.*

Financial Aid
Butler Hall
Contact: Main Number- (865) 471-3247    financialaid@cn.edu
Financial Assistance assists students and their families in receiving the maximum amount of financial assistance for which they qualify under state, federal and C-N programs. Counselors are available to speak with students regarding financial aid concerns. Walk-in appointments are available Monday-Friday 8:00-4:00.
**Health Services**  
Kathleen Manley Wellness Center  
(865) 471-3350  
Contact: Kim Sexton, RN, BSN, University Nurse, Health Services Director

The health clinic director oversees the health clinic and works closely with a family nurse practitioner (FNP) to provide daily convenient appointments or telephone triage services. The health clinic medical director (MD) is available to the RN and FNP for consultation and has clinic hours one day a week for student visits. There is no cost for visits with the RN, FNP, or MD. Diagnostic studies and medications needed will be paid for by the student. The Wellness Center is open from 8:00-4:30, with the last walk-in clinic appointment taken at 3:30. If urgent medical care is needed by residential students after hours, students should contact the security officer on duty by calling 865-548-9067 or call 911.

**IT (Information Technology)**  
Fite Administration Building  
Contact: Help Desk (865) 471-3506

IT Services provides campus-wide support in all aspects of computer technology. IT staff are available to assist all students, faculty and staff. The Fite Help Desk is manned from 8:00-4:30 each day, and assistance also is available in the Library in the evenings.

**Library Services**  
Stephen-Burnett Memorial Library  
(865) 471-3534  
Contact: Bruce Kocour- Dean of Library Services, 471-3336

The Stephens-Burnett Memorial Library provides services, resources, and facilities to support excellence in teaching, learning, and research for the University community. The library offers thousands of online & print resources, in addition to reference and instructions librarians who are available to assist students with research. Hours: Monday-Thursday, 7:45 a.m. – midnight, Friday-7:45 a.m. – 7:00 p.m., Saturday, 10:00 a.m. – 5:00 p.m., Sunday, 2:00 p.m. – midnight.

**Registrar**  
Fite Administration Building  
Contacts: Main Office (865)- 471-3240  
Sheryl Gray- Registrar: (865) 471-3250

The Registrar’s office provides the following services: dropping/adding classes, catalog updates, transcript evaluation, grades, degree audits, degree plan approval, Veteran enrollment certification, graduation (diplomas, caps & gowns) enrollment verification, release of transcripts, student FERPA information, classroom assignments, etc. Hours 8:00 am-4:30 pm, Monday-Friday.
**Residence Life**  
Maddox Student Activity Center  
865-471-3049  
Contact: Garret Meggs- Director of Residence Life

The Residence Life office strives to provide a safe and comfortable living environment, while playing an essential role in the co-curricular education of students.

**Student Affairs**  
Maddox Student Activity Center  
Contact: Main Number (865) 471-3235

The Division of Student Affairs encompasses student life outside the classroom. As a foundation for student growth and development, Student Affairs provides leadership for a well-balanced co-curricular program. The following departments are part of the Student Affairs division: Campus Ministries, Counseling Services, Health Services, Disability Services, Student Success, Dean of Students, Intramural & Recreational Services, Dept. of Public Safety, Student Activities, First Year & Conference Services, and Residence Life. Hours: 8:00 am-4:30 pm

**Student Success Center**  
Library- 2nd Floor  
(865) 471-3567

Contacts:  Gloria Walker- Co-Director  
Amy Humphrey- Co-Director  
Brent McLemore- Coordinator of Career Services

The Student Success staff provides support to students through tutoring, academic advising, career services, athletic study hall, and one-on-one support. The Writing Center, staffed through the English Dept., is also housed in the Student Success Center. Hours: Monday-Friday 8:00 am-4:30 pm.

**Treasurer’s Office**  
Fite Administration Building  
Contact:  Main Number (865) 471-3209

The Treasurer's Office is charged with the responsibility of accurately posting charges and payments to student accounts. The staff strives to assist students in understanding their accounts and identifying issues that may need to be addressed. Hours: 8:00-4:30 Monday-Friday.
Additional Resources

GPA Calculator
http://www.back2college.com/gpa.htm

NACADA- National Academic Advising Association
The Global Community for Academic Advising
www.nacada.ksu.edu/

NACE- National Association of Colleges and Employers
http://www.naceweb.org/

NCAA Divisions II Athletic Eligibility
http://www.ncaa.org/division-ii-path-graduation
the Appendix