



ADVISING HANDBOOK





STUDENT SUCCESS



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Student Success Center

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www.cn.edu/studentsuccess



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ACADEMIC RESOURCES

- Peer Tutoring
- Career Development
- First Generation
- Academic Coaching
- THE STORE (Career Closet/Food Pantry)
- Online Support
- Career, Majors, Leadership Courses
- Changing/Declaring Major



ACADEMIC RESOURCES QUICK LINKS
www.cn.edu/quicklinks

ADDITIONAL CAMPUS RESOURCES

STUDENT SERVICES:

Campus Ministries	(865) 471-3537
Multicultural Services	(865) 471-2069
Recreational Services	(865) 471-3345
Residence Life	(865) 471-3049
Student Experiences	(865) 471-3392

WELLNESS CENTER:

Counseling Services	(865) 471-3350
Disability Services	(865) 471-3268
Health Services	(865) 471-3350

CAMPUS SUPPORT:

Financial Aid	(865) 471-3247
IT Helpdesk	(865) 471-3506
Office of Registrar	(865) 471-3240
Student One-Stop	(865) 471-3209
Public Safety	(865) 471-3559

(24 Hour Public Safety Call-line (865) 548-9067)

RESEARCH & WRITING SUPPORT:

Library Services	(865) 471-3335
Live Chat	cn.libguides.com/contact
The Writing Center	2 nd floor Library

Complete list of Campus Resources located on pages 51 -53 of Handbook.

An Overview of Advising at Carson-Newman University

The Carson-Newman University advising model is faculty-based. Students are assigned an advisor within their major of choice. They must meet with their advisor to discuss course scheduling for each semester. Students and advisors 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 advisor until they choose a major.

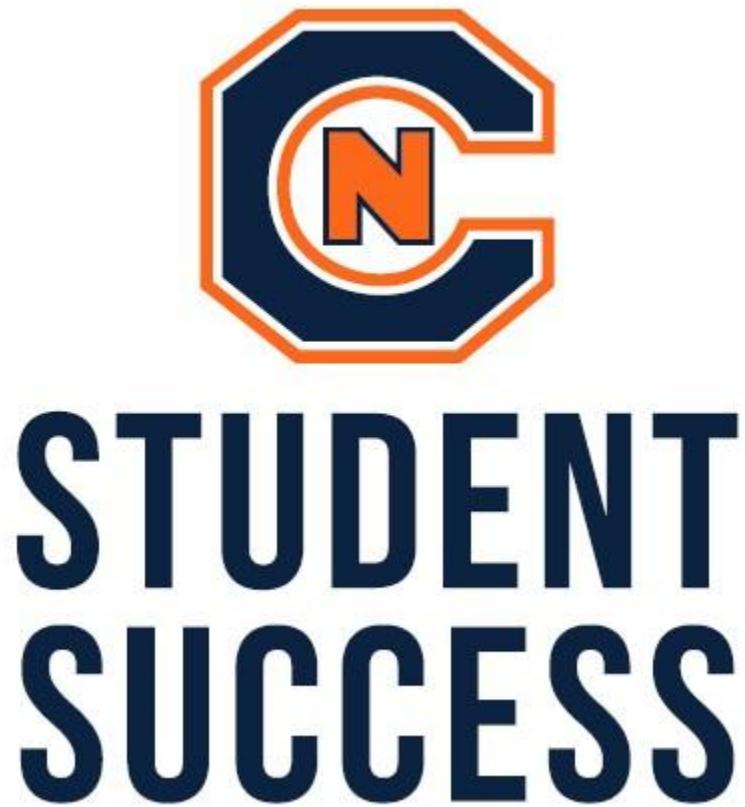
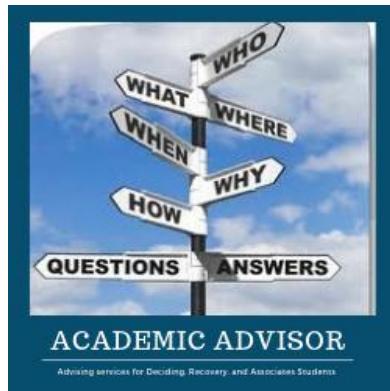


Table of Contents

General Advising Tips	5
Advising Checklist	6
The Role/Responsibilities of the Advisor	7
The Role/Responsibilities of the Advisee	8
Limitations of Advisee-Advisor Relationships	9
Academic Probation	10
Academic Suspension.....	11
ASE (Academic Skills Enhancement)	12
Common Requirements for All C-N Baccalaureate Degrees.....	14
Community Life and Worship Program (CLW).....	15
Application for Graduation	16
Program Evaluations.....	17
STEPS for running a Program Evaluation:	17
Items to verify when reviewing degree progress:.....	19
Things to note:	20
Outside institution course credits.....	21
Dual Enrollment	21
Courses Taken at Another Institution.....	21
AP & CLEP	21
State Dual Credit.....	21
SAILS Math.....	21
Incomplete Grades (I)	22
Family Educational Rights and Privacy Act.....	23
Course Program of Study (CPoS).....	25
FASAP.....	27
HOPE.....	29
Academic Eligibility for Student-Athletes	30
Student Athlete and Satisfactory Academic Progress	30
Counseling Services.....	31
How to Submit an ACE Referral	33
MyCN for Faculty	37
Creating a Schedule	38
Procedure for Advising Current Students	38

Special Curriculum (Service Learning, Honors, ROTC).....	40
Tennessee Promise.....	42
Associate Degrees	42
Associate of Science in General Studies	43
Associate of Arts in Christian Ministries.....	44
Associate of Arts in Liberal Arts.....	45
Associate of Science in Computer Science	46
Associate of Arts in Photography	47
Academic Advising of International Students	48
Career Development at the Student Success Center	50
Campus Resources	51
Additional Resources:	53
The Appendix	54
Academic Recovery Plan	55
Academic Suspension Appeal Application	56
Advising Agreement	57
Advising Sheet – Early Registration	59
Add/Drop Course	60
Authorization for Courses at another Institution	60
Change of Major/Minor Form.....	61
Liberal Arts Core Requirements.....	62
FERPA Form.....	63



General Advising Tips

- ❖ Utilize a major curriculum map and the liberal arts core checklist in unison with the student transcripts to track progress toward a degree.
- ❖ Refer to the student's Progress Report tab on MyCN for the most accurate information regarding progress toward a degree. It is helpful to create a copy every semester for advising. Custom evaluations can be obtained from the Registrar for students who have double majors, etc.
- ❖ Thoroughly complete the Advising Agreement forms with your advisees during advising in October and March. 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 to 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 she/he has trouble with registration on MyCN. Other than the list of alternates, students should not choose other course options without consulting with you.
- ❖ Maintain checklists and program evaluations 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.

ADVISING CHECKLIST					
ACTIVITY	RECOMMENDED STEPS	New Student	Transfer Student	Current Student	
Pre-Advising	Get to know advisee's name	✓	✓	✓	
	Look at early registration advising times	✓	✓		
	Schedule Advising Appointment			✓	
	Go to MyCN to review progress report & advising notes	✓	✓	✓	
	Check if transfer received Associate Degree (See-CN catalog pg. 52, Articulation Agreement)		✓		
	Check Advising Sheet for ASE*, Honors, ROTC, Sports, course requirements	✓	✓		
	Build student's schedule in MyCN using curriculum map, LA core checklist, and transcripts (if available)	✓	✓		
	Prepare Advising Agreement (including alternate classes)			✓	
During Advising	Introduce yourself and welcome student by name	✓	✓	✓	
	Confirm major and clarify career goals	✓	✓	✓	
	Review curriculum maps, LA core checklist	✓	✓	✓	
	Review HS transcripts (AP, CLEP, DE, SAILS, SDC)	✓			
	Review college transcripts		✓		
	Confirm schedule and make necessary adjustments	✓	✓		
	Advise student based on degree plan			✓	
	Address any Holds listed in top right of page			✓	
	Provide student with copy of schedule/advertised courses	✓	✓		
	Have student sign Advising Agreement. Provide copy of signed agreement to student & record in dept records			✓	
	Clarify how to communicate with advisor if a course change is needed	✓	✓	✓	
	Ask student if they have questions or concerns	✓	✓	✓	
	Click Advisement Complete box in MyCN	✓	✓	✓	
	Commend students for good grades & encourage students to use Academic Resources for courses below 2.0			✓	
	Discuss Course Drop deadline if necessary			✓	
	Review CLW requirements			✓	
After Advising	Record in MyCN Notes advising date, relevant information from meeting & acknowledgement of providing student with schedule/recommended course.**	✓	✓	✓	
	Send student a follow-up email with department contacts information	✓	✓	✓	

*ASE not required for transfer students.

**Student can view/access these notes in MyCN for future referencing.

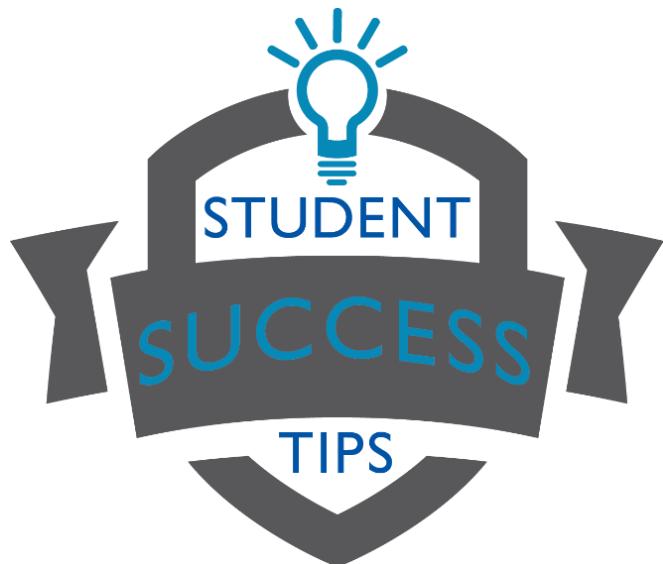
The Role/Responsibilities of the Advisor

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. Approach academic advising with a proactive and positive approach.

1. Know your advisees. Get to know your advisees' names and use them.
2. Post your office hours and keep advising appointments.
3. Prior to an advising appointment, review your notes from previous advising appointment or look up the student's information electronically.
4. Anticipate student needs and be prepared to address them. Remember that students often don't know what they don't know.
5. Create an atmosphere of openness, caring and concern.
6. Clearly define advisor/advisee responsibilities.
7. During advising meetings, show students you are listening carefully by taking notes, asking clarifying questions and maintaining eye contact.
8. Assist students in planning a program consistent with abilities and interests.
9. Help students clarify values and goals.
10. Familiarize yourself with information in the student's advising file.
11. Direct students to campus resources according to their individual needs.
12. Help students in academic difficulty recognize possible reasons for their difficulty and suggest alternative courses of action.
13. Know Carson-Newman University's academic standards, policies, and procedures in enough detail to provide students with accurate, usable information.
14. Understand and follow [FERPA](#).
15. Complete, discuss, sign, and obtain student signature on the Advising Agreement Form. Approve student for registration on MyCN.
16. Communicate important departmental and/or other information with your advisees when appropriate.
17. Inform advisees of communication preferences (email, voicemail, etc.)
18. Refer students to the appropriate campus resources and follow up on the recommendations and referrals.
19. Prior to the student leaving your office, ask them "Is there anything else that I could do to assist you? Have I answered all your questions?"

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.
7. 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:

Hours Attempted	Minimum and Cumulative GPA required
1-29	1.70
30-59	1.80
60-89	1.90
90 or above	2.00

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. Any student placed on academic probation is required to take ID-121 and pass the course with a minimum grade of C.

Failure to complete ID-121 will result in academic suspension. 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 attend a meeting with a Student Success Center staff.
- After attending the meeting with the Student Success Center, the student must meet with his/her advisor to develop an Academic Recover Plan for achieving the required level of academic success.
- 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 failure to pass ID-121 with a minimum grade of C.

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.

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:

- o Apply for readmission to the university through the Office of Admissions by completing the application for readmission,
- o Write a letter of appeal to the Suspension Review Committee, addressed to the Office of the Provost.
- o 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 are allowed to re-enroll after the suspension review process are not guaranteed eligibility for financial aid and should contact the Financial Aid Office to determine eligibility.

Academic Warning

A student is placed on Academic Warning when the institutional or cumulative GPA is above the minimum level determined by the total number of credit hours attempted, but below 2.0. Academic Warning students meet bi-weekly with Student Success academic advisor.

ASE (Academic Skills Enhancement)

Students with low scores on the ACT, SAT, and/or C-N Placement Exams will be required to take Basic Writing Skills and/or Basic Reading Skills and/or Intermediate Algebra. Writing and reading courses are designed to be taken during the first semester of enrollment. ASE math classes are designed to be taken during the first year of enrollment. Classes will be assigned based on individual subject ACT/SAT/Placement Exam scores. The writing and reading classes are designed to prepare students for writing compositions (essays) and to enhance student's study skills. The Intermediate Algebra class is preliminary for any 100-level math class.

Students who are required to take at least two ASE courses will be advised by the Director of the Academic Skills Enhancement Program until satisfactory completion of the courses. They will be allowed to take no more than 14 hours during the semester they are taking the ASE courses. A grade of at least a "C" is required to pass the ASE courses, and any failed ASE course must be repeated the next semester. In addition, students in this program will be required to take ID 120, Academic Strategies. This two- hour course is designed to reinforce study skills, time management skills, etc. Students in the ASE program must satisfy all the academic requirements of the University (see Academic Standing in the catalog).

Credit for academic skills enhancement courses does not satisfy any requirement for graduation from Carson- Newman University. However, academic skills enhancement credit hours and grades are used in determining athletic eligibility (first year only) and enrollment status for financial aid eligibility when required by the University to be taken.

ASE provides support for students who demonstrate the need for remediation in basic academic skills as determined by standardized test scores and C-N Placement Testing. (Test score requirements – table below) 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 030. Reading Skills, 3 hours*, Fall, Spring

Comprehension and vocabulary development, listening, note-taking, test-taking and time-management skills.

ASE 031. Basic Writing Skills, 3 hours*, Fall, Spring

Basic reviews and development of grammar, spelling, vocabulary, and composition (essay) skills and mechanics.

ASE 033. Basic Writing Skills for International Students, 3 hours*, as needed

Taught as needed for those students whose second language is English. Development of grammar, spelling and composition (essay) skills.

ASE 034. Intermediate Algebra, 3 hours*, Fall, Spring

The number system, basic operations and properties, equations and inequalities, quadratic equations, graphs, exponents and radicals, ratio, proportion, and variation.

ASE 070. Intermediate Algebra II, 2 hours*, Fall, Spring

Additional skill development in college algebra. Placement based on ACT math score.

General ASE Rules:

- First Semester ASE student schedules are built by ASE Director
- Transfers are not required to take any ASE courses
- ASE courses should be completed by end of their first year at C-N
- 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.
- **ASE courses can count towards athletic eligibility in the student's first year.

Math 120 with ASE -070 (Stretch Math with separate lab)

Math ACT 17 or 18/ New SAT 451-479 (Old SAT 410-440)
C-N Placement Test – 8 or 9
GPA (2.76 to 2.99) CLT (50-57)

ASE 034 (Second math will be Math-120 with ASE-070)

Math ACT 16 or below/ New SAT 450 and below (Old SAT 410 and below)
C-N Placement Test – 7 and below
GPA (275 or below) CLT (49 or below)

ASE 031 with English 101 (Stretch English)

English ACT 16 or below/ New SAT Evidence Based Reading/Writing 450 and below (Old SAT verbal 410 and below)
CN Placement Test- 0
GPA (275 or below) CLT (49 or below)

ASE 030

Reading ACT 16 or below/ New SAT Evidence Based Reading/ Writing 450 and below (Old SAT verbal 410-440)
C-N Placement Test – 22 and below
GPA (275 or below) CLT (49 or below)

ID 120 (Academic Strategies)

Reading ACT 17 or 18 (and/or) English 17 or 18/ New SAT 451-479
C-N Placement Test – Reading 23,24,25 and/or English – 1
GPA (2.76 to 2.99) CLT (50-57)

ASE Director: Josh Bivens ~ (865) 471-3045 ~ jbivens@cn.edu

Common Requirements for All C-N Baccalaureate Degrees

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.

1. **Application for Graduation** --An application for graduation must be submitted to the University Registrar.
2. **Liberal Arts Core**--The Liberal Arts Core is a major component of all baccalaureate degree programs. Liberal Arts Core course requirements are prescribed for each major and degree as a foundational encounter and introduction to a broad base of knowledge, Christian values and skills essential for a well-educated person.
3. **Semester hours**--Minimum 120-degree credit hours. Some degrees require additional hours. Hours earned through Academic Skills Enhancement, or the English Language Institute do **not** apply toward graduation.
4. **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.
5. **Grade point average in major or minor**--Overall C average minimum (2.00 GPA) in the major and minor. Some departments may require a higher GPA than the institutional minimum.
6. **Junior/Senior credits**--Minimum **36 semester hours** of courses numbered 300 or higher and taken at a 4- year college. A transfer course numbered 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, unless approved by the department chair.
7. **Senior (four year) college credits**--Minimum 60 semester hours (applicable to transfer students from two-year institutions).
8. **Community Life and Worship**--Minimum attendance of 10 CLWs for each semester of enrollment, except for the last semester, for traditional students at Carson-Newman University (see CLW attendance policy).
9. **Residency requirements**--Minimum 30 semester hours or 25 percent of the semester hours required for graduation, whichever is higher for baccalaureate degrees at Carson- Newman University. **Senior year in residence is required (30 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 30 hours are completed at Carson- Newman University.
10. **Majors**--Major course requirements are prescribed by each major. More than one major may be completed within a 120-hour degree. Completion of two majors under one degree does not constitute two degrees. A student who completes a BA major and a BS major must satisfy liberal arts requirements for *both* majors. Students who will earn a minimum of 150 hours and complete a BA major and a BS major may apply for two degrees. See information on requirements for two degrees. **NOTE: A maximum of 48 hours toward the major discipline (excluding art and music) is allowed for a BA degree.**
11. **Carson-Newman University credits in a major**-- Minimum 12 hours must be completed in a major at Carson-Newman University.
12. **Carson-Newman University credits in minor** -- Minimum 6 hours must be completed in the minor at Carson-Newman University.
13. **Approval of graduates**-- must be approved by the faculty and Board of Trustees.

Community Life and Worship Program ([CLW](#))

The Community Life and Worship Program provides student- focused events which integrate faith, gospel centered ministry, global missions, education, and community for students, faculty, and staff. These events will consist of chapel on Tuesday mornings and occasional Thursday mornings (Community Worship) and other specified co- curricular programming (Community Life) open to the entire campus community.

All full-time undergraduate students are required to attend ten (10) Community Life and Worship (CLW) events per semester, at least five (5) in Chapel services (Tuesday mornings at 9:30 am or select Thursday mornings at 9:30 am) and five (5) in Community Life event for a total of 70 events. Chapel credits can only be earned by attending a Tuesday or Thursday Morning Chapel service at 9:30 am. Participation in the CLW program is required for graduation from Carson- Newman.

A student may bank CLW credits by attending more than 10 events in a semester. However, Chapel credits cannot be banked each semester. Once a student attends the 5 required chapel services per semester each additional event will only count as a CLW credit. CLW event credits will not count as Chapel credit, even banked CLW event credits. Chapel credits after 5 will only be counted as CLW credits. Students must attend at least 5 chapel services each semester, excluding their final semester before graduation or upon completion of their total CLW requirement for graduation.

CLW events can be viewed on the university calendar labeled CLW or on the campus ministries page or in the Canvas course CLW 101. 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 the student has attended 10 CLWs for each semester of full- time enrollment, CLW attendance will not be required during the student's final semester of graduation as indicated on an approved degree plan. For example, students completing a four-year degree will be required to earn 10 CLW credits each semester for 7 of their 8 semesters. Students will need to complete their required number of CLW credits of no more than 70 CLW credits prior to graduation. We are a Christian University and CLW credits are part of the graduation requirements.

Visit the [Community Life and Worship catalog section](#) for a complete listing of CLW Procedures regarding:

- Warning, Probation, and Suspension Policy
- Suspension Appeals
- CLW Readmissions
- Event Policy Values
- Conduct and Dress

Application for Graduation

Application for Graduation and Degree Progress Evaluations are two separate items. Students must complete a graduation application to graduate, and applications for students open two semesters before their last semester. Students should complete the application by the following deadlines:

- December graduation: October 1
- May graduation: February 1
- August graduation: February 1

The Graduation application, a key part of your academic journey, is conveniently located under the 'Graduation Overview' tab on MyCN. As you review the degree information on the Graduation Application and the Degree Progress, remember that the Registrar's Office is here to support you. They can help ensure that your degree program, major, and minor are all correct. Any errors should be reported to them before submitting the Graduation Application.

Applications for graduation are closed once faculty have voted on the term's graduates list. The Graduation Application allows a student to confirm the spelling of their name for the diploma, participation in the commencement ceremony, military status, and diploma mailing address. Once the University Registrar has verified that all graduation requirements will be satisfied at the end of the requested term, the student's record will be processed for graduation.

It's important to remember that applications for graduation are based on when the student plans to finish all requirements rather than when they plan to attend a graduation ceremony. Commencement ceremonies are held in May and December. To be able to participate in commencement, an approved application for graduation must be on file with the Registrar's Office, and the student must be mathematically eligible to complete degree requirements at the end of the term in which they plan to participate.

If a student fails a class required for graduation during the graduation term, the student can participate in commencement if the failing grade was not due to academic dishonesty. If the student is academically dishonest and fails a course due to this cause, the student is not eligible to participate in commencement for the term and notification should be sent to the Provost and Registrar.

Undergraduate students who are graduation candidates for the summer terms may participate in the May commencement ceremony as long as the following is true:

- An approved application for graduation is on file with the University Registrar.
- The student has at most nine (9) hours remaining and will complete all degree requirements at the end of the summer semester.

All other summer graduates will participate in the December commencement. Undergraduate students graduating in December may participate in the May ceremony following their December graduation date. Students wishing to walk in May need to contact the Registrar's Office.

Program Evaluations

The student is responsible for knowing and following academic requirements, including academic and common degree requirements for graduation. Academic requirements are specified for each degree program at Carson-Newman University, and all degree requirements must be met before a student's degree is granted.

Advisors are assigned to assist students in their progress toward degree completion, program directors, and appropriate administrators will provide specific information concerning these requirements. Still, the student alone is responsible for fulfilling them.

Program evaluations can be run at any time within MyCN. It is important to ensure all degree requirements are listed accurately per the Academic Catalog for all students. If there is an error, it must be reported to the Registrar's Office immediately to fix it. Remember, if a requirement is not showing as satisfied and a course substitution has been made, the academic advisor must make that substitution request but submit the [**substitution request form**](#).

STEPS for running a Program Evaluation:

1. Run Program Evaluation (under Progress tab) in MyCN. 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 progress evaluation, please contact the Registrar's Office or complete a course substitution request, whichever is true.
 - For a course substitution the academic advisor will submit the [**substitution request form**](#), which is located on EagleNet (*Faculty and Staff Documents > General > Registrar > Faculty Forms*). The academic advisor nor the Registrar makes the decision on substitutions for liberal arts core requirements; this is requested through the department chair or dean for which the core requirement resides under. Approvals for Liberal Arts Core waiver or substitutions are very rare.
6. To plan a course for a future term in MyCN, start by clicking the '**search button**' at the top of the requirement. Then, click '**add course to plan**'. Courses listed with a note in blue that reads '[**view available sections**](#)' will show specific sections for that course in available course offerings. *Keep in mind that sections for prior years are also listed. Therefore, make

your selection wisely and pick the correct term. If the available sections are not showing, it means there are no current or future course offerings for the course selected.



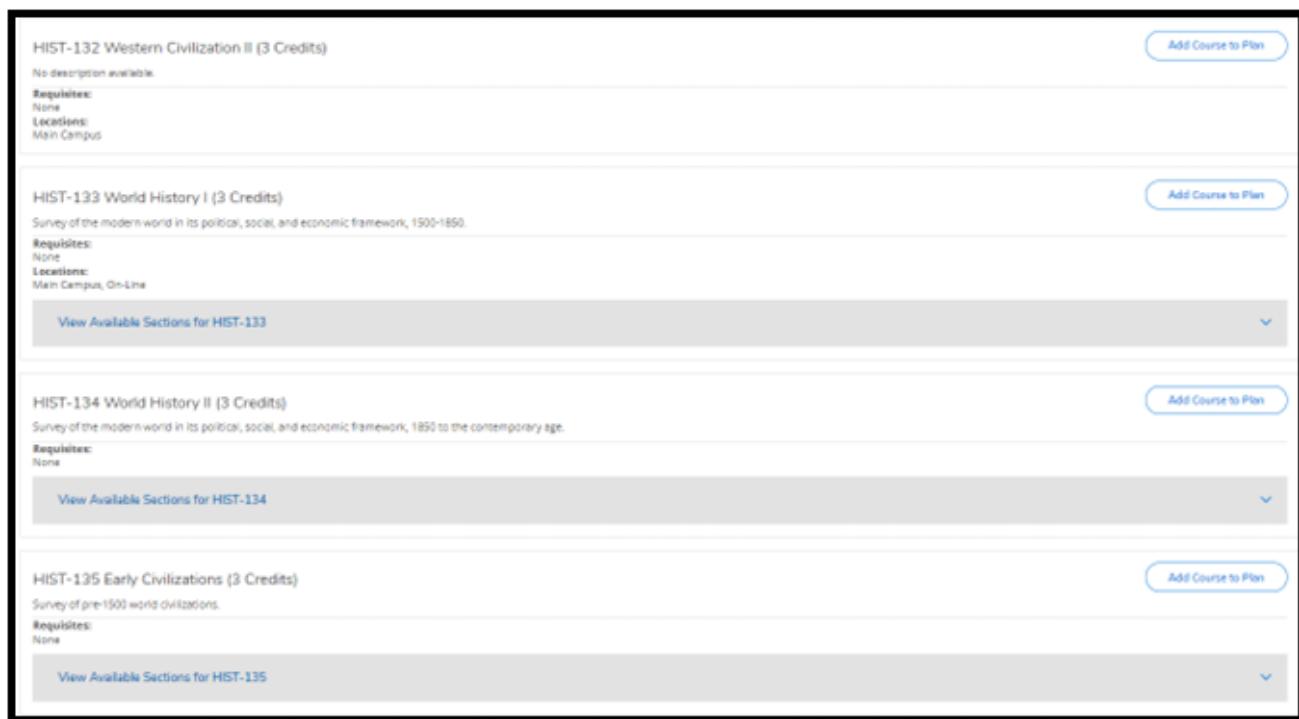
B. World History

You must take HIST-133, 134, or 135.

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started					



HIST-132 Western Civilization II (3 Credits)

No description available.

Requisites:

None

Locations:

Main Campus

[Add Course to Plan](#)

HIST-133 World History I (3 Credits)

Survey of the modern world in its political, social, and economic framework, 1500-1850.

Requisites:

None

Locations:

Main Campus, On-Line

[View Available Sections for HIST-133](#)

[Add Course to Plan](#)

HIST-134 World History II (3 Credits)

Survey of the modern world in its political, social, and economic framework, 1850 to the contemporary age.

Requisites:

None

[View Available Sections for HIST-134](#)

[Add Course to Plan](#)

HIST-135 Early Civilizations (3 Credits)

Survey of pre-1500 world civilizations.

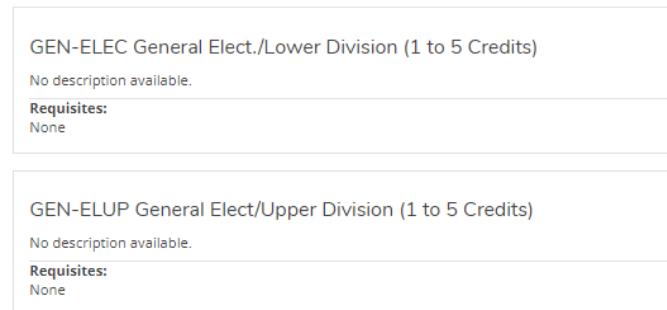
Requisites:

None

[View Available Sections for HIST-135](#)

[Add Course to Plan](#)

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 GEN-ELEC or GEN-ELUP course on the degree plan as a reminder that a course will be taken during the term chosen.



GEN-ELEC General Elect./Lower Division (1 to 5 Credits)

No description available.

Requisites:

None

[Add Course to Plan](#)

GEN-ELUP General Elect/Upper Division (1 to 5 Credits)

No description available.

Requisites:

None

[Add Course to Plan](#)

Note: The Registrar's Office is working to address discrepancies in the system data regarding access to plan courses under 'Upper Division Credit'. This process will take some time to resolve.

Items to verify when reviewing degree progress:

1. **Liberal Arts Core** --The Liberal Arts Core is a major component of all baccalaureate degree programs. Liberal Arts Core course requirements are prescribed for each major and degree as a foundational encounter and introduction to a broad base of knowledge, Christian values, and skills essential for a well-educated person.
2. **Semester hours--Minimum 120-degree credit hours.** Some degrees require additional hours. Hours earned through Academic Skills Enhancement, or the English Language Institute **do not** apply toward graduation.
3. **Cumulative Grade point average (Cumulative GPA)** -- Minimum 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 or minor**--Overall C average minimum (2.00 GPA) in the major and minor. Some departments may require a higher GPA than the institutional minimum.
5. **Junior/Senior credits**--Minimum 36 semester hours of courses numbered 300 or higher and taken at a 4-year college. A transfer course numbered 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, unless approved by the department chair.
6. **Four-year college credits**--Minimum 60 semester hours (applicable to transfer students from two-year institutions).
7. **Residency requirements**--Minimum 30 semester hours or 25 percent of the semester hours required for graduation, whichever is higher for baccalaureate degrees at Carson-Newman University.
8. **Majors**--Major course requirements are prescribed by each major. More than one major may be completed within a 120-hour degree. Completion of two majors under one degree does not constitute two degrees. A student who completes a BA major and a BS major must satisfy liberal arts requirements for both majors. Students who will earn a minimum of 150 hours and complete a BA major and a BS major may apply for two degrees. See information on requirements for two degrees. NOTE: A maximum of 48 hours toward the major discipline (excluding art and music) is allowed for a BA degree.
9. **Residency credits in a major**-- Minimum 12 hours must be completed in a major at Carson-Newman University.
10. **Residency credits in minor** -- Minimum 6 hours must be completed in the minor at Carson-Newman University.
11. **Community Life and Worship** -- A minimum attendance of 10 CLWs for each semester of enrollment, except for the last semester, for traditional students at Carson-Newman University (see CLW attendance policy). CLW will show complete on the program evaluation once Campus Ministries has entered the pass grade, stating all CLW credits have been met. Students exempt from CLW will show exemption once the Registrar receives official notice from Campus Ministries that the student has been exempt from meeting this requirement.

Things to note:

It is the **student's responsibility** to ensure the Application for Degree has been received by the Registrar. To view if a student has submitted their application for Degree, click on 'Graduation Application' tab.



The Registrar will review students based on their graduation term. A list of graduates for two terms is listed on EagleNet for faculty. The Registrar will update the list weekly to include any students who have submitted applications for those terms. The list will note if the student is approved for graduation or has any outstanding requirements. If a student lacks requirements for graduation, an email is sent to the student and advisor. All tentative course work listed on the degree audit must be completed BEFORE graduation may occur. This includes receipt of an official transcript for any work transferred to Carson-Newman that meets degree plan requirements as well as proof of purchase for AP or CLEP credit.

It is the student's responsibility to make the changes necessary to fulfill degree requirements.

After the Registrar and the graduation date have been reviewed, the program evaluation will be approved, and the student will be marked confirmed for graduation. Although the graduation application has been approved, the student is responsible for satisfying all course and GPA requirements before being cleared to graduate and receive a diploma.

If, after submitting the degree plan and obtaining approval, the student drops or withdraws from a course or changes the term of graduation, the student must notify the Registrar's Office as soon as possible. The degree plan will then be re-evaluated for approval before being confirmed for graduation.

The Advisor should review the degree plan with the student each term during advisement. This will ensure all requirements are being met and progress is being made towards graduation.

Students enrolled in both an Associates and bachelor's program are typically receiving additional funds from Financial Aid. These students must complete their associate degree by the start of the junior year, in order to maintain the scholarship eligibility along with a 2.5 GPA.

Outside institution course credits

Dual Enrollment

Students who take dual enrollment classes at another institution must request their official transcripts from the college or university. We cannot accept a notation on a high school transcript. The Registrar's office will evaluate the official transcript and give appropriate course credit. NOTE for TN residents who are HOPE scholarship recipients- dual enrollment courses taken prior to full-time enrollment at C-N are not used to calculate HOPE eligibility. Additional information regarding Dual Enrollment in Catalog link noted in this heading.

Courses Taken at Another Institution

Students who are currently enrolled at Carson-Newman University, and wish to take course work at another institution, must obtain the approval of his or her advisor and the University Registrar for the corresponding Carson-Newman course by completing the *"Authorization to Take Courses at Another Institution"* form.

The University Registrar will indicate on the course authorization form whether the student is in good standing at Carson-Newman University and has permission to take the approved course(s). Students who wish to apply for financial aid for coursework at another college should consult the Financial Aid Office.

AP & CLEP

Students who take AP or CLEP exams should have their scores sent to the Registrar's office. If it is determined that the student can receive course credit, a letter will be sent to the student with the information. The student will pay \$10 per credit hour for each course. The Registrar will then put the course on the student's C-N transcript. Additional information regarding AP and CLEP scores is found in the Catalog at the link noted in this heading.

State Dual Credit

Statewide dual credit classes are college-level courses taught at the high-school level by trained high-school teachers. Course learning objectives are developed by TN high school and college faculty to ensure alignment with post-secondary standards. All students enrolled in statewide dual credit courses take the online challenge exam, which is used to assess mastery of postsecondary-level learning objectives. Students who meet or exceed the exam 'cut score' receive college credit that can be applied to any Tennessee public postsecondary institution. Exam should be reported on the high school transcript. Students must alert the Registrar's office, so that credit can be given.

SAILS Math

The Seamless Alignment and Integrated Learning Support (SAILS) program targets students who have not achieved college math readiness benchmarks by introducing college math developmental curriculum into the high school senior year. Students take the 5-module course and then take exams over each module. Passing all 5 module exams is equivalent to making a 19 on the ACT, which exempts students from taking remedial math courses in college. The student must notify C-N if they have taken the SAILS course, and then Student Success verifies whether the student passes with an advisor at the SAILS department. Students may also mention Bridge Math, but that is not the same as SAILS. Bridge Math is a fourth-year math course focused on reinforcing core concepts from Algebra I, Geometry and Algebra II. Bridge Math is intended for students who need to review concepts before continuing their studies. Bridge students don't take exams that can then exempt them from remedial courses.

Incomplete Grades (I)

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 make arrangements 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.

The following is a partial list of records maintained in university offices and the official responsible for each:

Academic records and transcripts: Registrar

Student Judicial Records: Vice President for Student Services and the Dean of Students

Carson-Newman University defines a student as enrolled the first day the student begins attendance at the University.

For Additional information regarding Family Educational Rights and Privacy Act policies, please contact the University Registrar at 865-471-3240 or registrar@cn.edu.

Course Program of Study (CPoS)

For federal aid, TELS, Hope, TSAA, and TN Promise to pay for a course in your major, minor, or other degree requirement, it must be part of your approved Course Program of Study (CPOS) and must count in the evaluation of your approved program using the degree evaluation tool. You need to make sure all courses count when you meet with your academic advisor and plan your schedule for each semester. It is essential that your major and minor are officially declared and noted in your student record. If you have been planning to declare or change a major or minor but have not yet done so, you should consult with your academic advisor immediately to make the official declaration.

Financial aid offers are based on the assumption that undergraduate students will enroll full-time and graduate students will enroll at least half-time in eligible coursework during the fall and spring semesters. If students do not enroll full-time or half-time to meet that assumption, the Financial Aid Office will be required to adjust your aid to your enrollment status and federal cost of attendance.

Remember that dropping or not attending your courses can negatively impact your eligibility for current and future aid. It is important that you discuss your Course Program of Study with your advisor when you enroll for next semester's classes. If your current coursework is not correct, work with your advisor to make the appropriate changes to your program of study. See the Financial Aid webpage on CPOS for more detailed information and contact the Financial Aid Office with questions.

Electives in the CPoS

Electives must satisfy a requirement of the student's declared major to be eligible for Title IV federal grants. Required electives are courses not necessarily related to the major but are necessary to reach the minimum credits required by the degree, certificate, or other recognized credential as specified in the CPoS. Required electives are degree pursuant. Free electives are courses that are not required by the University or the major and that are not necessary to complete the student's CPoS. Free electives are not degree pursuant.

Repeating a course

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 future attempt will figure into the grade point average.
5. All grades will be entered on the student's permanent record.

A course could be repeated one time and still be degree-pursuant if the student obtained a grade of a D or better. Additional attempts after earning a D or better are not degree pursuant. If a student fails or withdraws from a repeated course, they can take that course again until a D or better grade is earned. However, all hours attempted and earned from the courses taken are still computed in the calculation of the completion rate and maximum time frame for satisfactory academic progress for financial aid eligibility.

Eligibility Allowed

- Student is enrolled in 15 credit hours, which include repeating a 3-hour class previously taken twice with a passing grade. Because the student is enrolled in 12 credit hours with classes that are not repeats, the student's eligibility is not impacted due to the university's tuition plateau. (Note: Taking 12 credit hours is considered full-time by Federal Financial Aid policy).
- Student is enrolled in 12 credit hours, which include repeating a 3-hour class not yet passed. Since the student has never passed the course, the student's financial aid eligibility is not impacted by the repeat.

Eligibility Not Allowed

- Student is registered for 12 credit hours, which include a 3-hour class previously repeated and passed with an A, B, C, or D grade. Since the student has taken the course twice, only 9 credits will count for financial aid eligibility.
- A student is currently enrolled in 12 credit hours, which include repeating a 3-hour class previously taken with a passing grade. Student withdraws from the course within the withdraw deadline and received a W grade. The next semester the student registers for 12 credit hours and repeats the same 3-credit hour course. Only 9 credits will count for the financial aid eligibility.

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

Number of cumulative credit hours attempted	1-30	31-45	46-59	60+
Minimum cumulative GPA required	1.50	1.70	1.90	2.00

Quantitative

Number of attempted fall/spring credit hours	30	24	12	9
Number of credit hours a student must earn	20	16	8	6
67% of attempted credit hours				
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 C-N 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 C-N 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.

HOPE

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

Attempted Hours Benchmark	Renewal Cumulative TELS HOPE GPA Required
24	2.75
48	2.75
72 & 96	3.0 -OR- 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)

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

This table shows what is used to calculate the TELS GPA.

TYPE of Credit Hours on Transcript	Do credits count for TELS HOPE GPA?	Do quality points count for TELS HOPE GPA?	Do credits count in C-N University GPA?	Do quality points count for C-N University GPA?
Graded Courses	Yes	Yes	Yes	Yes
Repeats- R	Yes	Yes	Replaces- does not average	Replaces- does not average
Dual Enrolled Courses	No	No	Yes	Yes
CLEP Hours	No	No	Yes	No
W credits	Yes	No	No	No
WF credits	Yes	Yes	Yes	Yes

Official TELS HOPE GPAs will be calculated by the University and are completed at the end of every semester for every Tennessee HOPE eligible student. 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 120 semester hours, so funding ceases at 120 attempted hours.



Academic Eligibility for Student-Athletes

The 12-hour Rule:

Student-athletes must be enrolled in a minimum of 12 hours (Full Time Enrollment) each Semester to Practice and Compete (unless in their Final Semester or Graduate Students)

Drop/Add:

When a student-athlete drops a class and falls below 12 hours during the semester, they will NOT be eligible for NCAA participation and will lose all Financial Aid (including Athletic Aid)

Graduate Full Time:

Student-athletes enrolled in a Post Graduate Degree must be enrolled in 9 hours at the beginning of the Fall Semester ('A' Term + 'B' Term total).

The 24-hour Rule:

A student-athlete must earn 24 "New Hours" (repeating a 'D' grade does not count towards meeting the 24-hour rule) 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 enrolment (to maintain eligibility for the following semester).

Summer Hour Maximum:

Student-athletes can only count 6 Hours during the summer term to meet the 24 Hour Rule. Summer hours can be used to meet the 2.00 Cumulative GPA requirement.

Remedial Class Hours:

In the initial first year of enrollment, a student-athlete can count 12 Hours of Remedial hours per semester toward meeting the 24-hour rule.

GPA Requirements:

2.00 CUMULATIVE GPA 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.
- They have the option to receive credit in either fall or spring Semester, but not both.
- Only one hour of credit per year.
- Only four (4) credit hours total per career.

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 of 12 semester hours during the term of participation.
3. 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 Compliance Coordinator.

Referring students to Counseling Services **THE EARLIER THE BETTER!!!**

Some questions to ask when you are meeting with a student:

- How are you doing?
- Are you stressed? If so, how much?
- Have you heard about the Relaxation Room at Wellness Center? It's a great place to lower stress. Also, the number one reason students go talk to a counselor is stress. They can help you come up with a plan. It is okay to ask for help.
- Would you like to call and set up an appointment?

Ways to Refer Students:

- Phone calls:
“I care about you; can we call them together now?”
- Emails:
“I am worried about you; can we email them together now?”
- Walk them over:
“I’d like to walk you over to the relaxation room and introduce you to one of the counselors.”
- ACE Referral:
Submit a referral through the ACE system

You can always make an anonymous referral; we will keep your name private when we outreach the student. If not, then give student our information: Counseling Center (865) 471-3350

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 behavioral 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 (Aware.Care.Encourage.) Once a referral has been received, Student Success staff (or another appropriate department) will contact the student within 24 hours.

1. There are two ways to access ACE. Click on ACE icon on desktop or sign on through [Eaglenet](#) (link located on main page, left navigation bar.)
2. Sign in using C-N username and password.

Authentication

Login to ACE

Username:

Password:

Login

Please be aware that you are accessing information that is protected by federal privacy law. This information should not be disclosed to anyone unless they have authorization in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). At Carson-Newman, we take seriously our commitment to this federal provision. If you have any questions regarding FERPA or how it applies to your accessing this information, please contact the registrar.

Please login with the prefix of your email address, leaving off the @cn.edu.

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3. Click on “Send Alert” in upper left-hand corner. This screen will appear.

ACE - Manage Active Cases

☰ Menu  Send Alert  Quick search... Jessica S. Rickett  Settings  Administration 

Manage Active Cases

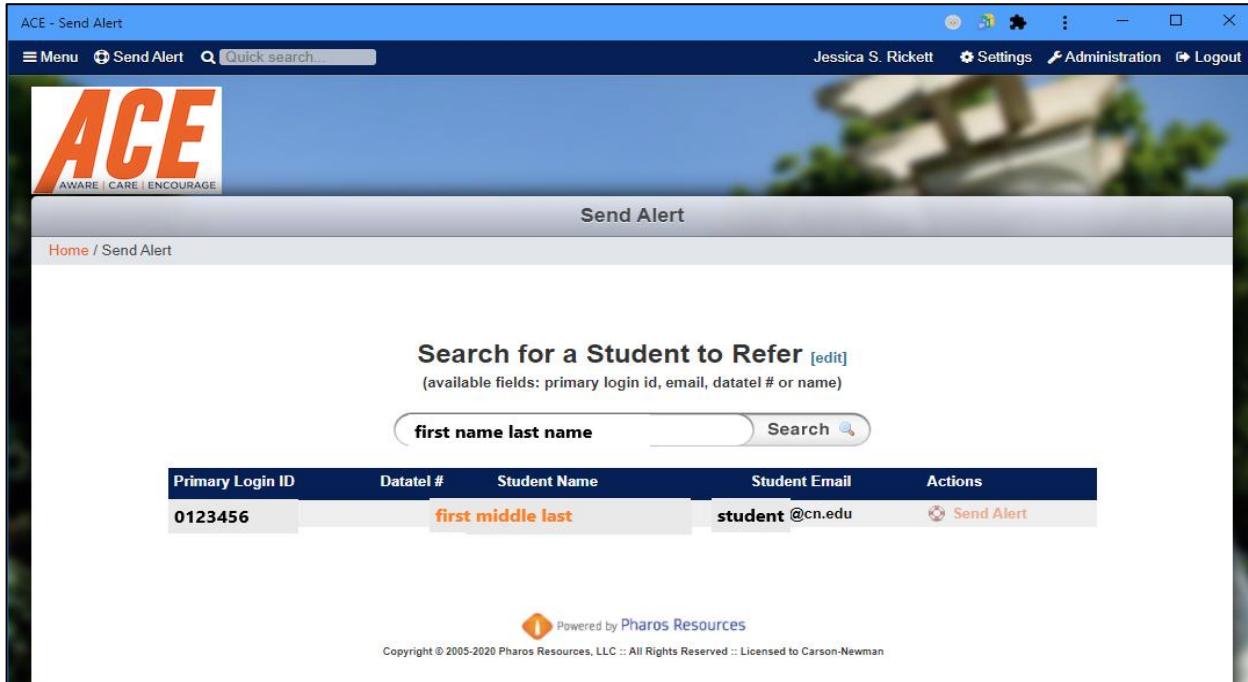
Home / Manage Active Cases

Reasons to refer a student:

- Missing class
- Failing grades
- Missing assignments
- Signs of emotional distress due to feeling overwhelmed, family issues, etc.

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)



ACE - Send Alert

☰ Menu ⚡ Send Alert ⚡ Quick search...

Jessica S. Rickett ⚡ Settings ⚡ Administration ⚡ Logout

ACE
AWARE | CARE | ENCOURAGE

Send Alert

Home / Send Alert

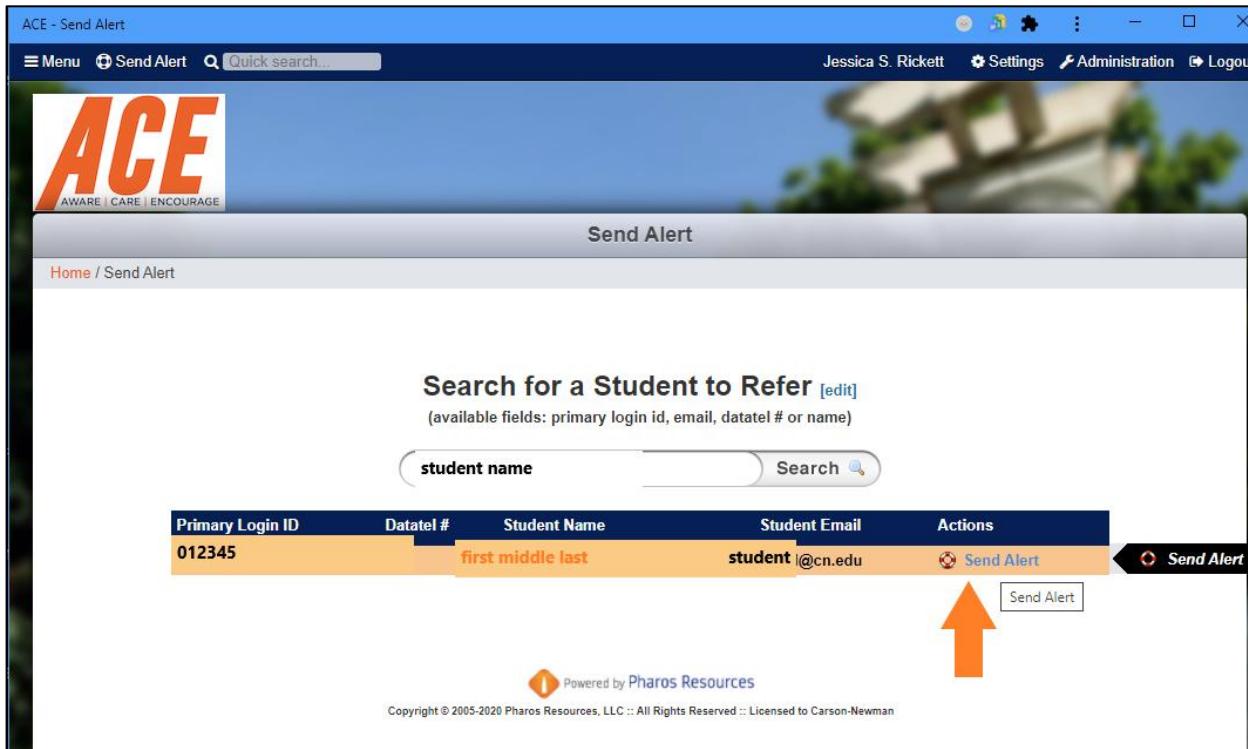
Search for a Student to Refer [edit]
(available fields: primary login id, email, datafile # or name)

first name last name Search ⚡

Primary Login ID	Datafile #	Student Name	Student Email	Actions
0123456		first middle last	student @cn.edu	<input type="button" value="Send Alert"/> ⚡

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When the student’s information is displayed, select **Send Alert**.



ACE - Send Alert

☰ Menu ⚡ Send Alert ⚡ Quick search...

Jessica S. Rickett ⚡ Settings ⚡ Administration ⚡ Logout

ACE
AWARE | CARE | ENCOURAGE

Send Alert

Home / Send Alert

Search for a Student to Refer [edit]
(available fields: primary login id, email, datafile # or name)

student name Search ⚡

Primary Login ID	Datafile #	Student Name	Student Email	Actions
012345		first middle last	student @cn.edu	<input type="button" value="Send Alert"/> ⚡ <input type="button" value="Send Alert"/>

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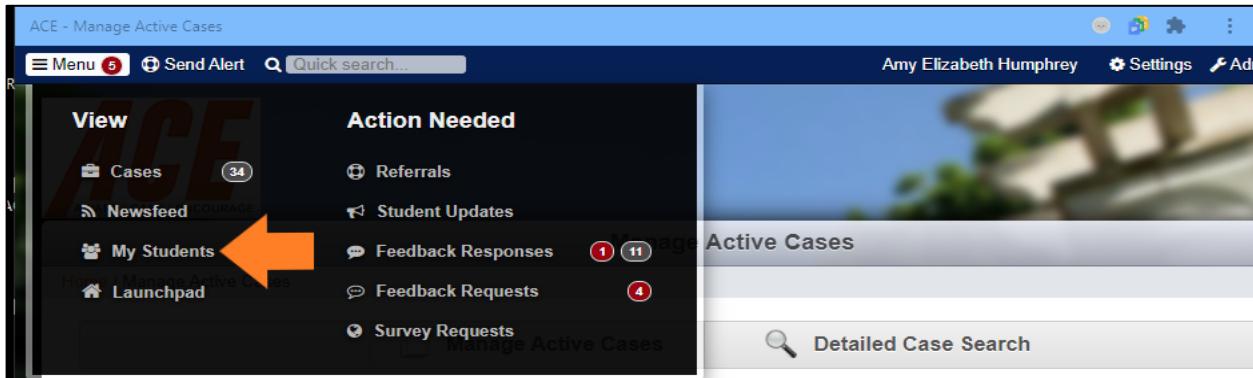
2. Click on “My Students” to see your class rosters. You can choose individuals or an entire class. Click on student’s name and his/her picture appear under Snapshot. Click on “Send Alert” and complete the form.

Sending Alerts from Class Roster

Alerts sent through class rosters can be for individual students, multiple students, or the entire class.

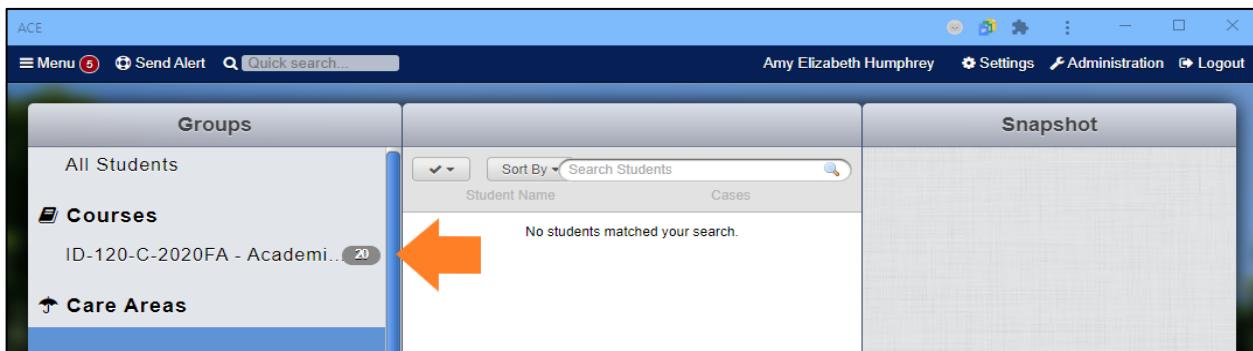
Hover over **Menu** in the top left corner.

Click on **My Students** to see your class rosters.



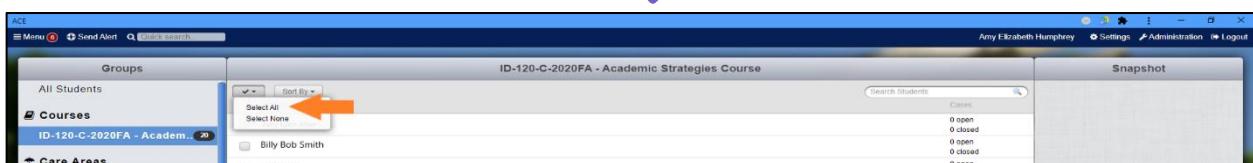
The screenshot shows the ACE software interface. In the top left, there is a 'Menu' button with a red badge showing '5'. Below it, a sidebar has 'My Students' highlighted with an orange arrow. The main area is titled 'Active Cases' and contains sections for 'Action Needed' (Referrals, Student Updates, Feedback Responses, Feedback Requests, Survey Requests) and 'Manage Active Cases' (Detailed Case Search).

Select desired course from the list of courses.



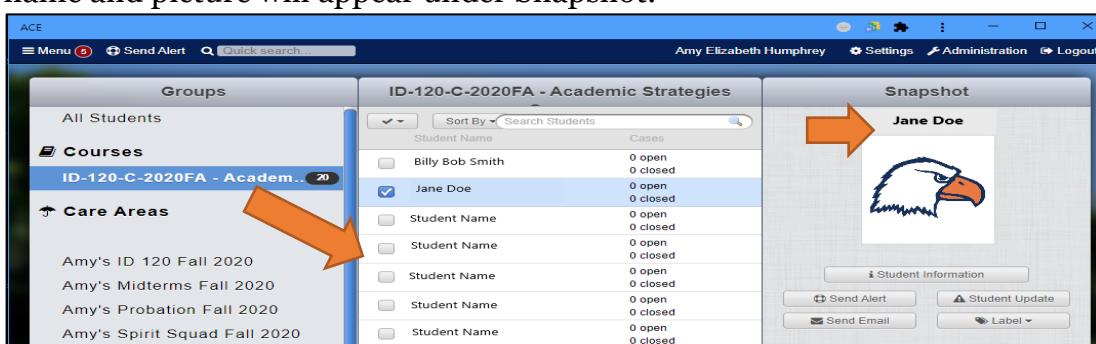
The screenshot shows the ACE software interface. The 'Courses' section in the sidebar is highlighted with an orange arrow. The main area shows a list of students for the selected course, with a message 'No students matched your search.' The 'Snapshot' section is empty.

To send an alert for an entire class select the Box.



The screenshot shows the ACE software interface for the 'ID-120-C-2020FA - Academic Strategies Course'. The 'Select All' checkbox in the student list is highlighted with an orange arrow. The 'Snapshot' section shows a student profile for 'Jane Doe'.

To select an individual student, select in the box beside the student's name. The student's name and picture will appear under Snapshot.



The screenshot shows the ACE software interface for the 'ID-120-C-2020FA - Academic Strategies Course'. The 'Jane Doe' checkbox is selected, highlighted with an orange arrow. The 'Snapshot' section shows a student profile for 'Jane Doe' with an eagle icon. Buttons for 'Send Alert', 'Send Email', and 'Label' are visible.

Select **Send Alert** and complete the form.

The screenshot shows the ACE software interface. On the left, there's a sidebar with 'Groups' (All Students, Courses, Care Areas) and a list of student names. In the center, there's a table for 'ID-120-C-2020FA - Academic Strategies' showing student names and case counts. On the right, there's a 'Snapshot' for 'Jane Doe' with a student information section. An orange arrow points to the 'Send Alert' button in the 'Student Information' section.

The **Send Alert** form will display.

The screenshot shows the 'Send Alert' form. It has sections for 'Referral and Form Notes', 'Your Information' (with a note about FERPA), and 'Jane Doe's Information'. At the bottom, there's a 'Referral Form' section with a dropdown menu. An orange arrow points to the 'Referral Form' dropdown menu, which is set to 'Referral Form - For Academic Referrals'.

Complete the **Your Information** section. If you have additional contact information for the student, then add it in the Student Information section.

Select the drop-down menu by **Referral Form** and select the reason for a referral. If academic concerns, select **Referral Form – For Academic Referrals**.

The screenshot shows the 'Send Alert' form with the 'Referral Form' dropdown menu set to 'Referral Form - For Academic Referrals'. The 'Referral Form' section also shows a note about COVID-19 Community Referral for Symptoms/Contact.

Complete the form by selecting answer boxes and providing additional information in text boxes. Once completed a preview will appear, if no changes are necessary, select **Submit**.

**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.

MyCN for Faculty

To log in:

- MyCN.cn.edu
- Log in using single sign-on username and password

Hello, Welcome to MyCN!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Course Catalog
Here you can view and search the course catalog.

Faculty
Here you can view your active classes and submit grades and waivers for students.

Tax Information
Here you can change your consent for e-delivery of tax information.

Advising
Here you can access your advisees and provide guidance & feedback on their academic planning.

Advising Tile

- **Course Plan**- plan course schedule for each semester
- **Timeline**- a comprehensive view of the semester plans
- **Progress**- this is a program evaluation
- **Course Catalog**- use this to search for classes for registration
- **Notes**- you and the student can post notes
- **Plan Archive**- use this to save the schedule you and the student agree upon
- **Test scores**- ACT/SAT, ASE placement, Foreign Language placement
- **Unofficial Transcript**- includes dual enrollment, transfer, and C-N courses
- **Transfer Summary**- lists dual enrollment or transfer courses with C-N equivalent
- **Grades**- grades for past semester are posted
- **Advisement Complete** (upper right)- click this to release advising hold (ORFA)

Faculty Tile

Class Roster: Choose term and course to see roster

Grading: Choose the section of your course you want to work with. Enter LETTER grades and choose MIDTERM or FINAL. Hit SUBMIT. If a student receives an “F” for either midterm or final, you must include submit the last date of attendance. You can make changes on grades until the deadline from Registrar. After the grades have been audited by the Registrar’s office, you must contact the Registrar to make any changes.

Creating a Schedule

This is a very brief overview of creating a schedule. For more in-depth details, please see the MyCN training videos on Canvas in the Office for Online Learning Community > Modules > C-N New Faculty Resources > MyCN training.

- Log onto MyCN
- Click on the Advising tile
- Choose the student with whom you want to work
- Choose the Progress tab to review the program evaluation
- Choose required courses in the Progress tab that show as “Red” or unplanned
- You can also click on Course Catalog to begin choosing classes
- Select the term and then the courses and sections
- Find the course you want and click “Add”
- Click on Course Plan to see the listing of classes
- To add more classes, go back to Course Catalog and choose another class
- NOTE: your student can also register for themselves. Make sure you complete the Advising form and keep a copy for your records or create the schedule with the student in your office and then archive the plan.

Procedure for Advising Current Students

- The Academic Department Admin Assistants will e-mail Advising Sign-up Sheets- post them on your office door
- Students will sign up for an advising time
- NOTE: QR codes to Calendly are a great way for students to reserve an advising time
- Before the student arrives, go over their Program Evaluation
- During the student meeting, talk about appropriate courses and complete an Advising Agreement Form
- Remind the student of the day and time he/she can register, which can be seen on the Course Plan tab.
- Discuss any outstanding holds, which will be indicated in **red** in the top right corner of their home screen. All holds must be cleared before the student can register.
Examples- HTRS- student account hold, FASE- Financial Aid hold
- Click the Advisement Complete button to release the advising hold (ORFA). Don’t forget to do this- it can prevent a student from registering at their assigned time.
- Courses can be put in the student’s “shopping cart” until the 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.

Tips for Making a Schedule

Try to get a balance of classes on MWF and TR.

Remember that all freshmen and transfers must complete LA 101 or LA 102 during their first semester at C-N.

Generally, in season athletes need to be done with classes by 3:00 pm. If that is not possible because of a lab or another class, the coaches will need to work with the student.

It is ideal for students to have at least 15 hours in case they need to drop a class. Students need to maintain at least 12 hours to be considered full time.

SAMPLE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
English 101 (3) 9:00 am- 9:50 am	LA 101 (2) 8:00 am-8:50 am	English 101 9:00 am- 9:50 am	LA 101 8:00 am-8:50 am	English 101 9:00 am- 9:50 am
Math 120 (3) 10:00 am-10:50 am	Speech (3) 10:30- 11:45 am	Math 120 10:00 am-10:50 am	Speech 10:30- 11:45 am	Math 120 10:00 am-10:50 am
Psychology 101 (3) 1:00 pm- 1:50 pm		Psychology 101 1:00 pm- 1:50 pm		Psychology 101 1:00 pm- 1:50 pm
PE 072-Varsity Women's Golf credit (1)				
15 total credit hours				

Special Curriculum

Center for Community Engagement - BONNER & 6:8 Curriculum Information

Taken during **first year** in the Bonner Scholars and 6:8 Programs:

ID 270 – “Introduction to Biblical Servanthood” – 3 Hours. *Typically offered each Spring.*

Taken during **second year** in the Bonner Scholars and 6:8 Programs:

Course that is yet to be defined. *Typically offered each Fall.*

Taken during the **third year** in the Bonner Scholars and 6:8 Programs:

ID 470 – “Stewardship of Biblical Servanthood” – 3 Hours. *Typically offered each Spring.*

HONORS Curriculum Information

Freshman Year:

Fall – HUM 101 (3 credits-alt. to LA-101,) REL-101HR, ENG-101HR, and HON 001 (0 credit)

Spring – HUM-102 (3 credits,) REL-102HR, and HON 001 (0 credit)

(If ENG 101, REL 101, & REL 102 are completed, then disregard above listed required courses.)

Sophomore Year:

Fall – HON 002 (0 credits)

Spring – HON 219 (1 credit,) HON 002 (0 credits)

Junior Year:

Fall – HON 003 (0 credits)

Spring – HON 319 (1 credit,) HON 003 (0 credits)

Senior Year:

Fall – HON 499 (1-6 credits,) HON 004 (0 credits)

Spring – HON 004 (0 credits)

In addition to completing HUM 101 & HUM 102, Honors students must complete an additional two (2) team-taught courses to graduate. Course options include FA 301, FILM/HIST 250, HIST 320HR, HUM 302, PSY/SOC 250, PSC 302, PSY 318, & REL 452. Study Abroad also counts toward 3 credits hours of team-taught requirements.

ROTC Curriculum Information

Freshman Year:

Fall – MILS 101 (1 credit) & MILS 103 (1 credit)

Spring – *MILS 100 (3 credits), MILS 102 (1 credit), & MILS 104 (1 credit)

(*Commissioning Requirement to take MILS 100 in the Spring as well unless their major requires numerous hours and puts them in over hours; They may take this course in the Spring the following SY.)

Sophomore Year:

Fall – MILS 201 (2 credits)

Spring – MILS 202 (2 credits)

Junior Year:

Fall – MILS 301 (3 credits)

Spring – MILS 302 (3 credits)

Summer – MILS 303, Cadet Advance Camp (4 credits)

Senior Year:

Fall – MILS 401 (3 credits)

Spring – MILS 402 (3 credits)

If the student/Cadet completes all the above requirements, then they will also receive a minor in **Military Leadership**.

This is a normal ROTC Curriculum for a student who comes for the full 4 years. There are other situations (curriculum) that's a little bit different if a student comes on a little bit later.

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 for 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.

Associate Degrees

C-N offers five Associate Degrees: Associate of Arts in Liberal Studies, Associate of Science in General Studies, and Associate of Arts in Christian Ministries, Associate of Science in Computer Science (AS), Associate of Arts in Photography (AA). 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.

Associate Degrees require 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 submit an application for graduation and degree plan to the University Registrar by October 1 for fall semester graduation, February 1 for spring and summer semester graduation. The Graduation application, a key part of your academic journey, is conveniently located under the 'Graduation Overview' tab on MyCN.

Department advising guides have been created to help students choose what courses to take during their first two years, so they will be on track to graduate with their Bachelor's degree in two years after their Associate graduation. Associate Degree advising guidelines are found in the [online catalog](#) and pages 44-48 in this Handbook.

Associate of Science in General Studies

Liberal Arts Seminar	1-3	LA 101, LA 102 (transfer students) or HUM 101 (for honors students only)
Biblical Traditions	6 hours	REL 101 and REL 102
Writing and Literary Studies I	3 hours	ENG-101
Communications	3 hours	COMM 135 or COMM 230
Mathematics	3 hours	MATH - any 100 course, 201 or 207
Natural Science	6-8 hours (Choose two courses)	BIOL-101, 102, 105, 106, 207,208,303,304,380 CHEM 100, 101, 103, 104 GEOL 101 PHYS 100, 101, 102, 103, 104, 110, 201 202
Personal/Social Awareness	6 hours	Choose one course from each of the two sections below:
	Choose one course (3 hours)	CFS 206, LING 220, PSY 101, 102, 204 or 206, 318 (honors students only) PSY/SOC 250 (honors Students only), SOC 101, 105
	Choose one course (3 hours)	CS 135, ECON 204,210, FN 210 HIST 202, PHIL 101,301SL PSC 101, 102, 302(honors students only)
Writing and Literary Studies II	3 hours	ENG-201 or HUM 102 (honors students only)
World History	3 hours	HIST 133, 134, or 135
Fine Arts	3 hours	ART 104, 210, 316, 317 FILM/HIST 250 (Honors students only), FILM 310, FA 301 (Honors students only), Music Ensembles (3), MUS 133, TH 110
Electives	15-22	
TOTAL HOURS Required for Degree (minimum 60)	60	

Associate of Arts in Christian Ministries

Liberal Arts Seminar	1-3	LA 101, LA 102 (transfer students) or HUM 101 (for honors students only)
Biblical Traditions	6 hours	REL 101 and REL 102
Writing and Literary Studies I	3 hours	ENG-101
Communications	3 hours	COMM 135 or COMM 230
Mathematics	3 hours	MATH - any 100 course, 201 or 207
Natural Science	6-8 hours (Choose two courses)	BIOL-101, 102, 105, 106, 207, 208, 303, 304, 380 CHEM 100, 101, 103, 104 GEOL 101 PHYS 100, 101, 102, 103, 104, 110, 201 202
Personal/Social Awareness	6 hours	Choose one course from each of the two sections below:
	Choose one course (3 hours)	CFS 206, LING 220, PSY 101, 102, 204 or 206, 318 (honors students only) PSY/SOC 250 (honors Students only), SOC 101, 105
	Choose one course (3 hours)	CS 135, ECON 204, 210, FN 210 HIST 202, PHIL 101, 301SL PSC 101, 102, 302 (honors students only)
Writing and Literary Studies II	3 hours	ENG-201 or HUM 102 (honors students only)
World History	3 hours	HIST 133, 134, or 135
Fine Arts	3 hours	ART 104, 210, 316, 317 FILM/HIST 250 (Honors students only), FILM 310, FA 301 (Honors students only), Music Ensembles (3), MUS 133, TH 110
Foreign Language (level and courses based on placement)	6 total hours	SPAN 101/102/201/202, FREN 101/102/201/202, GER 101/102/201/202 HEB 201/202 GRK 201/202 ASL 201/202
Christian Ministries Core	15	REL 201 and REL 224SL REL electives (9 hours)
Electives	1-3	
TOTAL HOURS Required for Degree (minimum 60)	60	

Associate of Arts in Liberal Arts

Liberal Arts Seminar	1-3	LA 101, LA 102 (transfer students) or HUM 101 (for honors students only)
Biblical Traditions	6 hours	REL 101 and REL 102
Writing and Literary Studies I	3 hours	ENG-101
Communications	3 hours	COMM 135 or COMM 230
Mathematics	3 hours	MATH - any 100 course, 201 or 207
Natural Science	6-8 hours (Choose two courses)	BIOL-101, 102, 105, 106, 207, 208, 303, 304, 380 CHEM 100, 101, 103, 104 GEOL 101, PHYS 100, 101, 102, 103, 104, 110, 201
Personal/Social Awareness	6 hours	Choose one course from each of the two sections below:
	Choose one course	CFS 206, LING 220, PSY 101, 102, 204 or 206, 318 (honors students only) PSY/SOC 250 (honors Students only), SOC 101, 105
	Choose one course	CS 135, ECON 204, 210, FN 210 HIST 202, PHIL 101, 301SL PSC 101, 102, 302 (honors students only)
Writing and Literary Studies II	3 hours	ENG-201 or HUM 102 (honors students only)
World History	3 hours	HIST 133, 134, or 135
Fine Arts	3 hours	ART 104, 210, 316, 317 FILM/HIST 250 (Honors students only), FILM 310, FA 301 (Honors students only), Music Ensembles (3), MUS 133, TH 110
Foreign Language (level and courses based on placement)	6 total hours	SPAN 101/123/102/201/202, FREN 101/ 102/201/202, GER 101/102/201/202 HEB 201/202 GRK 201/202 ASL 210/202
Electives	9-16 hours	
TOTAL HOURS Required for Degree	Minimum 60	

Associate of Science in Computer Science

Liberal Arts Seminar	1-3	LA 101, LA 102 (transfer students) or HUM 101 (for honors students only)
Biblical Traditions	6 hours	REL 101 and REL 102
Writing and Literary Studies I	3 hours	ENG-101
Communications	3 hours	COMM 135 or COMM 230
Mathematics	3 hours	MATH 201
Natural Science	6-8 hours (Choose two courses)	BIOL-101, 102, 105, 106, 207, 208, 303, 304, 380 CHEM 100, 101, 103, 104 GEOL 101, PHYS 100, 101, 102, 103, 104, 110, 201
Personal/Social Awareness	6 hours	Choose one course from each of the two sections below:
	Choose one course (3 hours)	CFS 206, LING 220, PSY 101, 102, 204 or 206, 318 (honors students only) PSY/SOC 250 (honors Students only), SOC 101, 105
	(3 hours)	ECON 210
Writing and Literary Studies II	3 hours	ENG-201 or HUM 102 (honors students only)
World History	3 hours	HIST 133, 134, or 135
Fine Arts	3 hours	ART 104, 210, 316, 317 FILM/HIST 250 (Honors students only), FILM 310, FA 301 (Honors students only), Music Ensembles (3), MUS 133, TH 110
Computer Science Core	12 hours	CSC 107, 207, 210, BAD 215
Electives	8-10	
TOTAL HOURS Required for Degree	Minimum 60	

Associate of Arts in Photography

Liberal Arts Seminar	1-3	LA 101, LA 102 (transfer students) or HUM 101 (for honors students only)
Biblical Traditions	6 hours	REL 101 and REL 102
Writing and Literary Studies I	3 hours	ENG-101
Communications	3 hours	COMM 135 or COMM 230
Mathematics	3 hours	MATH - any 100 course, 201 or 207
Natural Science	6-8 hours (Choose two courses)	BIOL-101, 102, 105, 106, 207,208,303,304,380 CHEM 100, 101, 103, 104 GEOL 101 PHYS 100, 101, 102, 103, 104, 110, 201 202
Personal/Social Awareness	6 hours	Choose one course from each of the two sections below:
	Choose one course	CFS 206, LING 220, PSY 101, 102, 204 or 206, 318 (honors students only) PSY/SOC 250 (honors Students only), SOC 101, 105
	Choose one course	CS 135, ECON 204,210, FN 210 HIST 202, PHIL 101,301SL PSC 101, 102, 302(honors students only)
Writing and Literary Studies II	3 hours	ENG-201 or HUM 102 (honors students only)
World History	3 hours	HIST 133, 134, or 135
Fine Arts	3 hours	ART 104
Photography Core	17 hours	ART 121, 204, 224, 234, 264, 284
Electives	5 hours	
TOTAL HOURS Required for Degree	Minimum 60	

Academic Advising of International Students

The F-1 Student Visa allows one to enter the United States as a full-time student at an accredited college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in a language training program. The student must be enrolled in a program or course of study that culminates in a degree, diploma, or certificate and the school must be authorized by the U.S. government to accept international students.

Advising Basics

- F-1 students MUST be enrolled full-time (see hours listed below).
- F-1 students are REQUIRED to have a declared major.
- F-1 students can only take ONE online course (3 credit hours) per semester towards their full course of study.
- If an F-1 student only needs one course to complete their program of study, the course CANNOT be online or distance learning. The last course in the final semester must be face-to-face.
- F-1 students must be enrolled in an ON-CAMPUS program with a specific educational objective.
- F-1 students must be authorized by a DSO for any work/internship.
- Campus DSOs must report all changes regarding the student to the Department of Homeland Security (DHS).

Full Time Enrollment

What is Full-time Enrollment for International Students?

- Undergraduate: 12 hours per semester
- Graduate: 9 hours per semester

Can International Students Ever Register Below Full-time?

Students must always be full-time as outlined above. Under certain circumstances, F-1 students may receive authorization for a Reduced Course Load (RCL), which gives them permission to enroll below full-time and still maintain valid immigration status. The school's DSO must approve the RCL in SEVIS before the reduction in course load takes place, so any reduction should be discussed in advance with their DSO. It is the recommendation of the Department of Homeland Security that students always contact their DSO prior to dropping any class.

Do International Students Need to Enroll Full-time in the Summer?

Enrollment is usually not required during the summer semester; however, students must be enrolled full-time in summer if the one of the following conditions apply:

- Summer is the first semester of the degree program
- Summer is the semester in which the student will graduate and/or complete degree requirements
- Student took the previous fall or current spring semester off

Online Courses

Can International Students Take Online Courses?

- F-1 students can only count ONE online class toward their full course load of study.
- If a student only needs one course to complete their program of study, the course CANNOT be online or distance learning.

Can International Students Pursue Online Degree Programs?

- According to U.S. immigration regulations, F-1 students cannot pursue online degrees.
- International students in other visa categories (i.e. H-4, L2) are exempt from this restriction.

Changing Programs

What if an International Student Changes Major or Degree Level – Does the Student Need to Do Anything?

Yes, students need their immigration documents to reflect their current degree program and level of study. If a student changes majors or degree level, they must see their DSO to update their information.

Working On or Off Campus

Can International Students Work On-campus?

F-1 students pursuing a full course of study may work on campus for up to 20 hours per week while classes are in session. When classes are not in session, they may work more than 20 hours. All F-1 students wanting to work must have authorization provided by their campus DSO.

Can International Students Work Off-campus?

Working without authorization is an immigration status violation that can make the student subject to falling out of status. Before accepting or engaging in any kind of employment, students should consult their campus DSO.

Designated School Official

What is the role of a campus Designated School Official (DSO)?

Designated School Officials (DSOs) are campus employees that are responsible for updating and maintaining international student records in SEVIS and advising international students on how to stay in compliance with their visa requirements. Carson-Newman's Office of International Admissions assists international students in obtaining the F-1 visa and maintaining their visa status throughout their time at C-N. The PDSO (Principal DSO) and other campus DSOs are authorized by the Department of Homeland Security (DHS) to create Certificates of Eligibility (I-20 form) on behalf of Carson-Newman University.

How are Designated School Officials (DSO) informed of changes with an F1 International Student?

F-1 international students are responsible for updating their DSO of changes, including changes to the number of credit hours taken, address, financial support, major/program, and other updates. F-1 students are required to come into the Office of International Admissions each semester enrolled at C-N to register their SEVIS record and update the DSO of any changes.

Sources:

<https://studyintheestates.dhs.gov/>

<https://www.jsums.edu/global/faq-for-academic-advisors-advising-international-students/>

Career Development at the Student Success Center

The Career Development Center 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:



job hunting & career management solutions

- a job search and career management system designed to help job seekers successfully navigate the published and hidden job market to find career opportunities



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



- LinkedIn connects the world's professionals to make them more productive and successful.

HIRE AN EAGLE

Job Board dedicated to employers seeking to hire a Carson-Newman student or alumni. Visit [Hire An Eagle](#) today!

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



Facebook

@cnstudentsuccess
@cnstudentsuccess



Instagram

@cncareerdevelopment
@cncareerdevelopment

Career Development 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 Director of Career Development, Mark Workman at mworkman@cn.edu or 865.471.4483.

Campus Resources

Campus Ministries-CLW

Campus Ministries House
(865) 471-3537

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

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

Carson-Newman University seeks to provide reasonable accommodations to "otherwise qualified" students. Accommodations are determined on a 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

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)

Butler Hall- 2nd floor

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 Butler Help Desk is manned from 8:00-4:30 each day, and assistance is also available in the Library in the evenings from 4:30- 8:00.

Library Services

Stephen-Burnett Memorial Library

(865) 471-3534

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

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

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 One-Stop

Fite Administration Building

Contact: Main Number (865) 471-3209

Student One-Stop 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.

Student Services

Maddox Student Activity Center

Contact: Main Number (865) 471-3235

The Division of Student Services 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 Services division: Counseling Services, Health Services, Disability Services, Student Experiences, Dean of Students, Intramural & Recreational Services, Dept. of Public Safety, Student Activities, Multicultural Services, and Residence Life. Hours: 8:00 am-4:30 pm

Student Success Center

Library- 2nd Floor

(865) 471-3567

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

Additional Resources:

GPA Calculator

<http://www.back2college.com/gpa.htm>

<https://gpacalculator.net/college-gpa-calculator/>

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

the **Appendix**

Academic Recovery Plan

Determining Your Destination Academic Recovery Plan Carson-Newman University

This plan is to be completed in conjunction with your Academic Advisor and a Student Success staff member.

Name _____ Student ID# _____

Local Address/C-N Box # _____

Cell # _____ Preferred e-mail _____

Academic Advisor Name _____ Major _____

TO BE COMPLETED WITH YOUR ACADEMIC ADVISOR:

- Must take ID-121 The Academic Success Seminar, 1 hour (Unless the class was passed with at C or better)
- Name of class(es) that need to be repeated this semester:

- Schedule for meetings with Advisor Bi-Weekly Day/Time _____
- Schedule meeting with Student Success Advisor weekly Day/Time _____

Action Steps for Academic Success as discussed with your Academic Advisor.

1. _____
2. _____
3. _____

I understand that I must achieve a minimum GPA as stated under "Academic Standing" in the University Catalog. I will abide by the stipulations set forth by the University in order to achieve academic and personal success. I understand that failure to meet the above requirements or not passing ID-121 may result in my suspension.

Student Signature _____ Date _____

Academic Advisor Signature _____ Date _____

Student Success Staff Signature _____ Date _____

Updated 7.23.20 *jsr*

Academic Suspension Appeal Application

Carson-Newman University Academic Suspension Appeal Application

Overview

Academic Suspension is the end result of a pattern of unsatisfactory academic performance, even after being warned of the necessity of improved performance. In submitting this appeal application, you are requesting an exception to the university's suspension policy. Therefore, this appeal must be accompanied by a personal statement explaining your academic performance in the past and your plan for future success. Additional supporting documentation may also be required.

Appeal criteria

Circumstances that may warrant an exception to the suspension policy are listed below. Check any that apply to you.

- A. Personal or family emergency
- B. Serious medical difficulty
- C. Serious psychological difficulty
- D. Issues pertaining to a recently diagnosed disability or other disability related extenuating circumstances.
- E. A change of grade that will result in a semester grade point average of 2.0 or a cumulative grade point average that is above the minimum grade point average for academic probation (see information in College Catalog under "Academic Standing.") A change of the final course grade may occur only in case of mathematical or clerical error, removal of an incomplete, or as the result of a successful grade appeal.
- F. Completion of an incomplete grade which will result in a grade that will either allow you to be continued on academic probation or will take you off of academic probation.

Personal Statement: Submit a typed, signed personal statement addressing the following statements:

- What extraordinary circumstances contributed to your poor academic performance?
- Given your recent struggles, what is your plan of action, should you be allowed to return to C-N?

Required Documentation (if reasons A, B, C, or D are checked): Please supply supporting documentation on letterhead from professionals (physicians, counselors, C-N faculty/staff) who have assisted you in your attempt to overcome challenging circumstances. Required documentation also includes official reports (death notices, police reports, physician's medical notes, etc.)

Name _____ C-N Student ID _____

Cell Phone (____) ____-_____ E-mail address _____

By signing and dating below:

- I acknowledge that all information I have provided is true and correct.
- I grant permission for the Suspension Review Committee to request and review any documents or information on file by sources I have revealed in my appeal or by sources that submit a statement of support.
- I understand that furnishing false information to the university with the intent to deceive is considered a violation of the Code of Conduct as outlined in the C-N Student Handbook.

This application is not considered complete until all required documentation and required student statements have been received.

*Signature

Date

Semester Suspended	Applying to be reinstated for	Application due by
Fall 2016 or Spring 2017	Fall 2017	July 14, 2017

Submit all materials by the deadline to: Carson-Newman Provost Office
C-N Box 71989 Jefferson City, TN 37760 Phone (865) 471-3219 Fax (865) 471-3502 email:provostoffice@cn.edu

Due to the possible time delay with regular mail, we urge you to submit the completed and personally signed application and personal statement via email, fax, in person, or by overnight delivery.

***Electronic signatures will not be accepted.**

ADVISING AGREEMENT – PAGE 1

The following page contains the **Advising Agreement Form**.

Information for Advisors:

- Complete a form every semester for each advisee during the advising session prior to granting permission for self-registration.
- Identify and list courses (and alternatives) the student needs for the upcoming semester. (*Should include any summer courses when advising during spring semester for the upcoming fall semester.*) Providing a selection of courses will assist the student should any classes be closed at his/her registration time.
- Include on the form any pertinent advising notes or comments from the session such as information discussed, suggestions provided, etc.
- Sign and date the form and have the student sign it as well.
- Provide a copy to the student and maintain a copy in the student's advising file.
- Remember to clear the student for self-registration once courses are determined and the form is signed.
 - *To clear the student for self-registration, click the “Advisement Complete” button located on the top right of the student advising page in MyCN.*
- When you clear students, inform them of their first available registration date/time which is included to the right of each student's name. Any holds will be listed here as well.

Questions?

Contact the **Student Success Center** at **471-3567** or the **Registrar's Office** at **471-3240** for assistance.

ADVISING AGREEMENT – PAGE 2

Carson-Newman University Advising Agreement Form

Student Name _____ ID # _____

Advisor Name _____

Recommended Course selection for _____ Semester _____ Year

Alternative Courses:

Total Hours Credit

Comments/notes:

3

The student signature on this form represents the discussion between advisor and student. The student is ultimately responsible to enroll in classes that fulfill graduation requirements. Should the student elect to enroll in any classes other than those on this form, it is the student's responsibility to inform the advisor.

Advising Sheet – Early Registration



Location _____

ADVISING SHEET - Early Registration

ID #: _____

NAME: _____

Associates Degree / Intended 4-year Program _____

Bachelor Degree / Academic Program _____

Honors
ROTC
Athlete

ASE # _____

Prospect Status _____

ACT	
Composite	
English	
Math	
Reading	
Science	

New SAT	Below 450; up to 479	3/2016 Forward
Composite		
Math		
EB Read/Writing		

MATH ACT 17 or 18

New SAT 451-479 (Old SAT 410-440)

C-N PLACEMENT TEST - 8 or 9

C-N Placement Test

Math	
Reading	
Writing	

MATH ACT 16 or below

New SAT 450 and below (Old SAT 410 and below)

C-N PLACEMENT TEST - 7 and below

ASE 034 _____ * (Second Math will be MATH-120 with ASE-070)

ENGLISH ACT 16 or below

New SAT Evidence Based Reading/Writing 450 and below (Old SAT verbal 410 and below)

C-N PLACEMENT TEST - 0

ASE 031 with ENGLISH 101 (Stretch English)

READING ACT 16 or below

New SAT Evidence Based Reading/Writing 450 and below (Old SAT verbal 410-440)

C-N PLACEMENT TEST - 22 and below

ASE 030

READING ACT 17 or 18 (and/or) ENGLISH ACT 17 or 18

New SAT 451-479

C-N PLACEMENT TEST - READING 23-24-25 and/or ENGLISH 1

ID 120 (Academic Strategies)

DE, AP, SAILS, SDC, CLEP

Please confirm specific Dual Enrollment, AP, SAILS, SDC, CLEP Class details with the student.

Add/Drop Course

[Online Link to Form](#) (Hard copy no longer available)

Authorization for Courses at another Institution

[Online Link to Form](#) (below)

CARSON-NEWMAN UNIVERSITY

Jefferson City, Tennessee 37760
865-471-3240

AUTHORIZATION TO TAKE COURSES AT ANOTHER INSTITUTION

ID # _____ Phone# _____ - _____ - _____ Email _____ @ _____

Student Name _____ CN Box # _____
Last Name _____ First _____ MI _____

Student Address _____
P.O./Street _____ City _____ State _____ Zip _____

Institution Name _____ Fax # _____ - _____ - _____

Institution Address _____ Course during _____ / _____
P.O./Street _____ Semester _____ Year _____

City _____ State _____ Zip _____

NOTE: Student is responsible for having a transcript of course/s sent to Carson-Newman University/ Registrar's Office upon completion. No transfer credit can be applied until transcript has been received.

Major: _____ Student Signature _____

**** Course Description/s must be attached ****

OTHER INSTITUTION COURSE/S		C-N EQUIVALENT COURSE		
NUMBER & TITLE	CREDIT HOURS <input type="checkbox"/> Qtr. <input type="checkbox"/> Sem.	SUBJECT	COURSE NO.	DEPT. COORDINATOR APPROVAL/SIGNATURE

APPROVALS: * *(Dept. Coordinator & Advisor signatures must be obtained prior to Registrar's signature)*

Advisor _____ Date _____
Signature _____

Registrar _____ Date _____
Signature _____

This certifies the above named student is currently enrolled in
good standing.

* Courses previously attempted at CN must be repeated at CN in order to remove the previous attempt from GPA calculation.

* Permission to take the above courses does not waive residency requirements at CN or any of the other common requirements for a degree (see catalog)

* Course numbered 100 or 200 level which transfer to CN as 300/400 level do not count toward the 36 Jr./Sr. hour requirement. Credit will not be accepted in transfer if the total number of hours taken during a term (from all institutions) exceeds the maximum course load permitted by Carson-Newman University, as specified in the current university catalog.

Change of Major/Minor Form

[**Online Link to Form**](#) (Hard copy no longer available)

Liberal Arts Core Requirements

[Online Link to Form](#) (below)

Carson-Newman University (Fall 2025/Spring 2026)

Student _____

All classes below are 3 hours each and offered both semesters unless otherwise noted.

Liberal Arts Core Requirements for all students with all majors

□ An Introduction to the Liberal Arts, 1 Course Required (Fall Semester)

LA 101 C-N & the Liberal Arts (2 hours) required/Freshmen **OR**
 LA 102TR C-N & the Liberal Arts for Transfers (3hr) [transfers with 45 hours+] **OR**
 HUM 101 Humanity and the Cosmos I, (Honors Students only)

ASE - Academic Skills Enhancement Courses (min. C to pass)

ASE 000 Reading Skills ASE 001 Basic Writing Skills

Students who qualify for ASE 001 must also take ENG 109 concurrently.

ID120 Academic Strategies (2 credit) (Ac 27 or 28 Reading and/or English)

ASE 070 + Math 220ST (must be taken together)

Math 220ST + ASE 070 must be taken after completion of ASE004 Interim Algebra I
ASE credits only count toward athletic eligibility during the FRESHMAN year only!
ASE credits do not count toward degree or graduation requirements.

□ Studies in Bible and Theology, 6 hours total

BTS 101 Introduction to the Old Testament **OR** BTS 102 Introduction to the New Testament

□ Studies in Communications, 6 hours total

ENG 101 Writing and Literary Studies (minimum coverage is required or must repeat)
 COMM 195 Speech Fundamentals **OR** COMM 230 Interpersonal Communications

□ Studies to Enhance a World Perspective, 12 hours total

ENG 201 Writing and Literary Studies II **OR** HUM 102 Humanity & the Cosmos II (Honors students only)
 ENG 301 Writing and Literary Studies III

3 Hours History: HIST 133 World History I (1500-1850) **OR** HIST 134 World History II (1850-present) **OR** HIST 135 Early Civilizations (pre-1500)

3 Hours Fine Arts:

FILM 310 Introduction to the Art of Film
 FILM/HIST 250 International Cinema (Honors students only)
 ART 104 Photography I (6 studio hours, 3 hours credit), (fee-\$150 & must provide their own 35 mm SLR camera)
 ART 210 Art Appreciation (On-Line Only)
 ART 316 Art History Survey I
 ART 317 Art History Survey II
 MUS 133 Appreciation of Music
 TH 110 Introduction to Theatre
 FA 301 Form and Expression in the Contemporary Arts (Honors Students only)
 Music Ensembles (Acapella-1, Men's Chorus-1, Women's Singers-1, Symphonic Winds-2, Redemption Singers-1/2, Jazz Band-1/2, Brass-1/2; 3 hours will meet fine arts requirements)

□ Studies in Mathematics and Science (all include lab.) 3 hrs. Math + 6 hrs. Science = 9 hours total

3 hours from:

MATH 105 Basic Concepts I (Elem/Ed/Majors)
 MATH 106 Basic Concepts II (Elem/Ed/Majors)
 MATH 120 Intro to College Mathematics
 MATH 125 Pre-Calculus (4 hrs.)

MATH 151 Calculus I

MATH 152 Calculus II

MATH 201 Statistical Concepts and Methods

MATH 207 Discrete Mathematics

6 hours from:

BIOL 101 Human Biology (Non-Science majors)
 BIOL 102 Environmental Science (Non-Science Majors)
 BIOL 105 General Biology I (4 hrs.)
 BIOL 106 General Biology II (4 hrs.)
 BIOL 207 Human Anat. & Phys. I (4 hrs.) *
 BIOL 208 Human Anat. & Phys. II (4 hrs.) *
 BIOL 303 Soil & Geologic Science
 BIOL 304 Field Botany
 BIOL 380 Zoology (Non-Science majors)
 CHEM 100 Chemistry in Society (Non-Science majors) Online only
 CHEM 101 Introductory Chemistry (4 hrs.)

CHEM 103 General Chemistry I (4 hrs.)

CHEM 104 General Chemistry II (4 hrs.) (CHEM103 pre-req)

PHYS 100 Physics in Everyday Life

PHYS 101 Physics of Musical Sound

PHYS 102 Basic Physics and Astronomy

PHYS 103 General Physics I (4 hrs.) (Math120 pre-req)

PHYS 104 General Physics II (4 hrs.) (PHYS103 pre-req)

PHYS 110 Elementary Astronomy (Non-Science majors)

PHYS 201 Prin. of Physics I (4 hrs.) (Math151pre-req)

PHYS 202 Prin. of Physics II (4 hrs.) (Phys201pre-req)

GEOL 101 Introduction to Physical Geology I

□ Studies in Personal/Social Awareness, 6 hours total

3 hours from:

ECON 204 Economic Concepts
 ECON 210 Principles of Microeconomics
 PHIL 101 Introduction to Philosophy
 PHIL 301SL Christian Ethics
 CS 135 Personal & Family Mgt.

FN 210 Basic Nutrition

HIST 202 U. S. History II (1887 – present)

PSC 101 Introduction to Civil Rights and Liberties

PSC 102 American Government and Politics

PSC 302 Faith, Freedom & the Individual (Honors Students only)

3 hours from:

CFS 206 Human Development thru the Lifespan
 PSY/SDC 250 Society & the Individual (Honors)
 PSY 101 Introduction to Behavioral Science
 PSY 102 Understanding Human Behavior
 PSY 204 Psychology of Childhood/Adolescence

PSY 206 Human Development thru the Lifespan

PSY 318 Humanity & the Biospheres (Honors Students only)

SDC 101 Introduction to Sociology

SDC 105 Social Problems

LING 220 Introduction to Linguistics

***CLASSES WITH ASTERISK MUST HAVE PRIOR APPROVAL BY PROFESSOR**

□ Foreign Language Requirement for B.A. Degrees Only, 6 hours (2 courses) Spanish, German, French, Greek, Hebrew, or ASL (American Sign Language)

6 hours of the 120 or 220 credit to be determined by each B.A. Dept or Department. It is not required for the B.S., B.M., and B.B.S. degrees unless specifically required by the degree department. Students who have taken a language in high school must take a placement exam (for English/ESL students) to determine the appropriate course. If placement is successful, additional instruction may be required. The psychology department allows 1 **maximum** of two different languages.

Source: [7/25/24](#) in T01 in the Student Success Center

FERPA Form

Carson-Newman University Student Consent to Disclosure

I, _____, direct Carson-Newman University to disclose to the person(s) named otherwise confidential information which pertains to me which is indicated by a check in the box or boxes below, including by mail to the address indicated. I consent to the disclosure being mailed to the person at the address shown, or to disclosure to the person by phone, or to the person in a meeting between University officials and the person.

Person(s) to whom disclosure may be made:

1. _____ Name	Telephone number _____ Email _____
Address, City, State, Zip	
2. _____ Name	Telephone number _____ Email _____
Address, City, State, Zip	
3. _____ Name	Telephone number _____ Email _____
Address, City, State, Zip	

If the mailing address or telephone number of the person indicated above changes, I understand it is my responsibility to advise the University in writing by completion of a new Consent to Disclosure form and filing in the Office of the Registrar.

Please check which of the following categories of information may be disclosed:

<input type="checkbox"/> Grades	<input type="checkbox"/> Academic progress, and course and degree requirements
<input type="checkbox"/> Disciplinary charges and actions	<input type="checkbox"/> Physical, mental health and safety concerns
<input type="checkbox"/> Class attendance and completion of assignments	
<input type="checkbox"/> Billing and Account information	
<input type="checkbox"/> Financial Assistance and financial awards, including institutional, federal and state aid	
<input type="checkbox"/> Other, Please indicate below information concerning: _____	

I designate the following access code which I will provide to the above person or persons so that they may identify themselves in telephone conversations with University officials. I consent to disclosure by the University to anyone who represents himself or herself to be one of the above persons and who evidences knowledge of the access code.

Access Code (Two letters followed by two numbers) _____ / _____ I understand that I may revoke this consent at any time in writing in the Office of the Registrar. I understand that the University has a legal right to make certain disclosures which are exceptions to my general right of confidentiality and my right to consent to disclosures. (Family Educational Rights and Privacy Act policy).

This consent shall remain in effect until revoked by me and provided hereafter. I understand that upon graduation with an undergraduate degree, that should I re-enroll for an advanced degree, that I must complete an updated form to allow continued permission for others to access to my information. I also understand that should I take a break in enrollment for longer than one semester, that a new consent to disclose form must be completed.

***** SIGNATURE MUST BE WITNESSED AND VERIFIED BY CARSON-NEWMAN STAFF *****
FAXED OR MAILED FORMS ARE NOT ACCEPTED

Student Signature _____	I.D. Number _____	Date of Consent _____
Staff Signature / Carson-Newman University _____	Department _____	Date Verified _____

TO REVOKE SIGN BELOW

This consent is revoked this _____ day of _____, _____. Student Signature _____

NOTES: