



College of Education and Health Professions Graduate Studies Handbook

Academic Year 2017-2018

COEHP Graduate Studies

Frank D. Brown Hall
RiverPark Campus
1127 Broadway
Columbus, GA

College of Education and Health Professions Communications Directory

Columbus State University
4225 University Avenue
Columbus, GA 31907
www.columbusstate.edu

A complete directory of faculty and staff telephone numbers, fax numbers, and email addresses is available on the College web site.

COEHP Office of the Dean	706-507-8501
COEHP Director of Graduate Studies	706-507-8507
Department of Teacher Education	706-507-8517
Department of Counseling, Foundation, and Leadership	706-565-1450
Department Health, Physical Ed., and Exercise Science	706-507-8097
School of Nursing	706-507-8576
Admissions Office	706-507-8824
Bursar	706-507-8862
Bookstore	706-507-8790
Financial Aid	706-507-8800
Office of the Registrar	706-507-8800
Library	706-507-8670

About Graduate Policies

This handbook contains policies and relevant procedures of the Graduate School and COEHP Graduate Studies. Students are also subject to policies of their department or program, and to Columbus State University policies.

Columbus State University policies, including those on EEOC/Affirmative Action, FERPA, Title IX/Harassment, Copyright and Patents, and many other topics, may be found in the Office of Academic Affairs' policies library at <https://aa.columbusstate.edu/>.

About Changes in Graduate Policies

Generally, students are subject to the policies that are in place when they enroll or re-enroll in a graduate program. Minor changes in policy that should not affect a student's progress toward a degree may be implemented immediately if those policies are determined to be in the best interest of students and/ or the University, or if they are required by legislative or regulatory body.

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ADMINISTRATIVE STRUCTURE FOR GRADUATE STUDENT ADVISING

COEHP OFFICE OF GRADUATE STUDIES

The College of Education and Health Professions (COEHP) at Columbus State University continues to plan and implement a comprehensive array of graduate student services to assure excellence in educator preparation. The COEHP Office of Graduate Studies serves as the focal point for all graduate services to include advising in collaboration with program coordinators, department chairs, the COEHP Office of Student Advising and Field Experiences (SAFE Office), and related college/university entities. Information regarding some of the basic services provided by COEHP, related contact information and steps to admission are enumerated for your reference.

- Graduate Studies Focal Point (Provides graduate information and referral services for all COEHP graduate programs)
- Career Exploration (Helps students clarify their educational/professional objectives)
- Degree/Non-Degree Options (Determines best course of action to achieve educational/professional objectives)
- COEHP/CSU Policies and Procedures (Provides specific information, clarification and variances relating to policies and procedures)
- Admission Process (Provides information regarding the admission process and works collaboratively with the CSU Office of Admission)
- COEHP Graduate Student Orientation (Facilitates orientation programs and removes related registration “holds”)
- Collaborative Arrangements (Assists with unique special cohorts of degree and/or non-degree students, innovative graduate programs, and unique modes of delivery)
- Registration Restrictions (Facilitates registration restrictions including course restrictions, level restrictions, and program restrictions)
- Student Issues/Concerns (Assists with unique problems and concerns; provides information regarding appropriate appeal procedures; and provides referral or contact information)
- Program Advisement Support (Directs students to appropriate program coordinator and/or department chair for program specific assistance)

A great deal of information for graduate students regarding graduate studies and advising may be found on the following websites:

COEHP Graduate Studies Website:

<http://coehp.columbusstate.edu/degrees.php>

Online Orientation Website (Full Orientation):

<http://gradschool.columbusstate.edu/coehp/orientation/>

University Graduate School :<http://gradschool.columbusstate.edu/>

Graduate Academic Regulations:

<https://academics.columbusstate.edu/catalogs/current/regulations/graduate/index.php>

For additional information, contact the COEHP Office of Graduate Studies at 706-565-1450 in Frank D. Brown Hall.

OFFICE OF DISABILITY SERVICES

The Office of Disability Services coordinates the compliance of Columbus State University with the Americans with Disabilities Act (ADA) of 1990, P.L. 101-336 (July 26, 1990), as amended by P.L. 110-325 (September 25, 2008) and Section 504 of the Rehabilitation Act of 1973, not merely to achieve legality, but to foster academic potential through individualized plans tailored to the particular needs of students with disabilities. Students with documented physical, psychological, or cognitive disabilities should contact the Office of Disability Services as early as possible. It takes approximately 5 days to process a new student, which includes not only review of disability documentation, but also attending an intake meeting with the disability services professional. Scheduling the intake appointment with the Office of Disability Services is the responsibility of the student.

Board of Regents of the University System of Georgia guidelines for documenting a disability can be found at the following link:

http://www.usg.edu/academic_affairs_handbook/section3/

If you have any questions, or you need to register with the Office of Disability Services, please contact:

[Joy Norman](#), Director, Disability Services
Columbus State University
4225 University Avenue
Columbus, Georgia 31907-5645
706-507-8757
FAX: 706-507-8758
Schuster Student Success Center - Room 221

<https://youtu.be/RXM4v2dtGf8>

(CSU students discuss how their disabilities affect them in their daily lives and in the classroom.)

OFFICE OF STUDENT ADVISING AND FIELD EXPERIENCES (SAFE)

The mission of the Office of Student Advising and Field Experiences (SAFE) is to recruit teacher candidates and provide retention efforts that assist them in the development and implementation of their educational plans.

Goals

- Support teacher candidates in their educational plans with a comprehensive array of services from point of contact through graduation and certification
- Provide academic advising services to assist teacher candidates in completing their course requirements in a timely manner
- Offer diverse and high quality field placements and clinical practices
- Promote academic excellence in teacher candidates
- Support the College of Education and Health Profession's mission by ..."guiding individuals as they develop the proficiency, expertise, and leadership consistent with their professional roles"

For more information about the services offered by the SAFE Office, please go to <http://safe.columbusstate.edu/> or Frank D. Brown Hall, Rm. 2000.

OFFICE OF PRECEPTORSHIP, ADVISING, AND CLINICAL EXPERIENCE (PACE)

The PACE Office is the advising center for pre-nursing and nursing students who are enrolled in the Bachelor of Science in Nursing (BSN) and RN-BSN (online) programs at CSU.

The PACE office employs professional advisors with years of advising experience. The PACE office will partner with you as you complete your pre-nursing requirements, and will assist you with applying to the Nursing program.

The PACE staff are dedicated to your success. The office looks forward to the opportunity to work with you as you pursue a degree at Columbus State University.

For more information about the services offered by the PACE Office, go to <https://nursing.columbusstate.edu/bsn/advising.php#dropdown0> or Frank D. Brown Hall, Rm. 2000.

PROGRAM COORDINATORS AND ADVISORS ROLES AND RESPONSIBILITIES

- a. **Program Planning, Implementation, and Evaluation** (Program coordinators serve as the focal point for the program development and enhancement)
- b. **Student Advisement** (Provide or facilitate advisement for students in related programs)
- c. **Plans of Study** (Develop and implement plans of study for students)
- d. **Variance in Plans of Study** (Determine disposition of desired transfer credit/courses, transient courses, course substitutions, and related issues)
- e. **Exit Exams and/or Related Requirements** (Facilitate administration of program specific requirements related to degree completion/graduation)
- f. **Graduate Clearance** (Verify completion of degree requirements and perform related tasks necessary for student graduation/certification)

Contact Information: For program specific information, candidates and/or students may contact the program coordinator or department chair of their desired area of study. COEHP program coordinators/department chairs as follows:

Department of Teacher Education

- C&I-Accomplished Teaching (Online): Dr. Jennifer Brown
brown_jennifer2@columbusstate.edu
- Online Teaching Endorsement & Certificate: Dr. Paulina Kuforiji
kuforiji_paulina@columbusstate.edu
- Early Childhood Education (Post Bac/Undergrad & MAT): Ms. Pam Wetherington
wetherington_pam@columbusstate.edu
- Early Childhood Education (M.Ed. & Ed.S.): Dr. Saoussan Maarouf
maarouf_saoussan@columbusstate.edu
- Middle Grades Education: Dr. Spencer Garrard
garrard_spencer@columbusstate.edu
- Reading Endorsement: Dr. Tracey Dumas-Clark
dumasclark_tracey@columbusstate.edu
- Secondary English Language Arts: Dr. Erinn Bentley bentley_erinn@columbusstate.edu
- Secondary History: Dr. Richard Gardiner
gardiner_richard@columbusstate.edu
- Secondary Math: Dr. Deborah Gober
gober_deborah@columbusstate.edu
- Secondary Science: Dr. Deniz Peker
peker_deniz@columbusstate.edu
- Special Education (Ed.S.): Dr. Greg Blalock
blalock_gregory@columbusstate.edu

- Special Education (MAT and M.Ed.): Dr. Jeff Conklin
conklin_jeffrey@columbusstate.edu
- Special Education (Post Bac/Undergrad): Dr. Mary Beth Hendricks
hendricks_mary@columbusstate.edu
- Teacher Leadership: Dr. Jan Burcham
burcham_jan@columbusstate.edu

Department of Counseling, Foundations and Leadership

- Clinical Mental Health (MS) Dr. Michael Baltimore
baltimore_michael@columbusstate.edu
- School Counseling: Dr. Ryan Day
day_ryan@columbusstate.edu
- Educational Leadership (M.Ed., Ed.S.): Dr. Christopher Garretson
garretson_christopher@columbusstate.edu

Doctor of Education in Curriculum and Leadership

- Director of Ed.D. Program: Dr. Tom Hackett
hackett_tom@columbusstate.edu

Department of Health, Physical Education, and Exercise Science

- Exercise Science (MS): Dr. Clay Nicks
nicks_clayton@columbusstate.edu
- Health and Physical Education (M.Ed., MAT): Dr. Ellen Martin
martin_ellen@columbusstate.edu

School of Nursing

- Master of Science in Nursing (MSN): Dr. Lisa Frander
frander_elizabeth@columbusstate.edu

College of Arts and Letters (Teacher Education Programs)

- Art Education (M.Ed.)(MAT): Dr. Robert Lefler, II (Bret)
lefler_robert@columbusstate.edu
- Music Education (M.M.-Instrumental): Dr. Keith Matthews
matthews_keith@columbusstate.edu
- Music Education (M.M.-Choral): Dr. Michelle Herring
herring_michelle@columbusstate.edu
- Theater Education (M.Ed.): Dr. Brenda May Ito
may_brenda@columbusstate.edu

Admission Policies

Academic Requirements for Admission

General Requirements for Graduate School

- A baccalaureate degree from a college or university accredited by one of the regional accrediting associations.
- Application + \$50 non-refundable application fee (No fee required for CSU graduates) ([apply online](#) or [print form \(PDF\)](#))
- [Certificate of Immunization \(PDF\)](#)
- Official transcript from each college and university attended
- Test scores from the GRE, GMAT, MAT or other standardized test as [required by the individual degree program](#).
- Verification and proof of [Lawful Presence](#)

Program Requirements

Admission to Graduate Programs differs from undergraduate admission as admission decisions at the graduate level are made by the individual academic departments and requirements vary by program. Faculty in the admitting programs recommend students for admission after they have made an assessment of each prospective graduate student's potential as presented through previous academic records (undergraduate and graduate transcripts), standardized test scores, and, when relevant, letters of recommendation, the student's statement of purpose, materials indicating the applicant's ability to perform independent research in the discipline, personal interviews, student portfolios and/or past work experience. **Requirements vary from program to program, so please plan accordingly.** Find the appropriate degree page on the [graduate school site](#) for more information about the admission requirements to your particular program. You may also reference the graduate degree section of the [catalog](#) as it is the final authority on requirements for specific programs.

Admission Appeals

Policy: It is the policy of the COEHP to respond to all students who request review of the admission decisions if the student believes the admission decision was made unfairly or improperly. Appeals are made to the COEHP Graduate Council and Dean.

Procedure: Applicants who do not meet admission expectations should attempt to rectify related deficiencies. After attempting to rectify deficiencies, students with compelling evidence may appeal their admission or other academic status to the College of Education and Health Professions Graduate Council.

To file an appeal, an applicant must obtain a Petition to Appeal Form (Appendix A) located in the COEHP Office of Graduate Studies, Frank D. Brown Hall, 3124, 706-568-2301. The form should be completed, signed by the department chair from the applicant's program and submitted with materials supporting the appeal to the Director of Graduate Studies, Frank D. Brown Hall, 3124. The COEHP Graduate Council meets each month and as needed to consider appeals.

After reviewing the appeal and all of the materials presented, the COEHP Graduate Council will make a recommendation to approve or deny the appeal to the Dean of the COEHP. Once a decision is rendered, the Dean of the College of Education and Health Professions will notify the applicant by mail of the decision. The program coordinator and applicant will also be notified of the decision by email.

Classification of Students

Policy: Applicants admitted to the Graduate School and graduate programs in the COEHP will be classified as one of the following:

Regular Graduate Student: A prospective candidate for a degree whose undergraduate record and examination scores indicate a strong possibility of success in graduate study. An applicant is admitted upon the recommendation of the appropriate graduate program director.

Provisional Student: A prospective candidate for a degree who does not satisfy full admission requirements may be classified in this category under conditions specified by the appropriate graduate program director. A student initiating graduate work under this classification may continue in a degree program when the conditions specified at the time of admission have been met and the student has been reclassified. The provisional category does not apply to EdS programs or international students in F-1 status.

Transient Student: A student in good academic standing in a recognized graduate program at another institution is considered a transient student. An applicant must submit an application, application fee, an official copy of undergraduate transcripts and a statement from the registrar at the home institution certifying good academic standing. Transient students may enroll for one term, however, they also must get approval from the program coordinator to take the course. The Director of Admission will consider additional semesters on a case-by-case basis.

Audit Student: An applicant who wishes to audit courses is required to submit an application for admission, the application fee, and a transcript showing that a baccalaureate degree has been earned. Audit students must pay all regular fees. Credit will not be granted at a later time for courses in which a graduate student was registered as an audit student.

Non-Degree Student: For students who are seeking re-certification, endorsement, or professional development. Students classified as non-degree cannot use these

credits toward any degree at Columbus State University unless previously approved by the appropriate graduate program director. Non-degree students must meet degree admission requirements prior to enrolling in College of Education graduate studies.

Readmission Requirements

Policy: Former graduate students who have not maintained continuous enrollment for one to three years but who are academically eligible to continue in the degree programs in which they were most recently enrolled may be permitted to return to the degree and major they were in when they last attended Columbus State University Graduate School.

Doctoral students in good academic standing who have not met the policy for continuous enrollment and are applying for readmission to the doctoral program may be readmitted with the approvals of the Director of the Doctoral Program and the Director of Graduate Studies after re-entry or readmission to the Graduate School.

Procedure: Former students who wish to enroll in Columbus State University after an absence of one to three years must submit an application for re-entry (https://admissions.columbusstate.edu/applications/grad_app_re-entry.php) to the Admissions Office. A graduate student who has not been enrolled in a graduate program at Columbus State University for more than three years must reapply for admission and meet current admission requirements. Procedures for students academically ineligible to enroll following the completion of the last semester at Columbus State University are found under the Academic Standing heading in the Graduate Academic Regulations section <https://academics.columbusstate.edu/catalogs/current/regulations/graduate/index.php>.

Transcript Evaluation

Policy: Potential applicants to Teacher Education may request an evaluation of their transcripts before applying to a program in the COEHP. The first evaluation for a program is free; however, subsequent evaluations will be \$25 per field.

Procedure: To request an evaluation of transcripts by a program coordinator, go to <http://safe.columbusstate.edu/forms.php> and complete the *Transcript Evaluation Request* form (Appendix B). The form may be returned to the COEHP Student Advising and Field Experiences Office in Frank D. Brown Hall , Room 2000.

ACADEMIC POLICIES AND PROCEDURES

Academic Grievance Policy

Policy: It is the policy of the College of Education and Health Professions to address all grievances of an academic nature filed by enrolled graduate students. The COEHP maintains records of all student grievances and documentation of their resolution. Grievances should be addressed in a timely fashion and should be initiated within the semester/term the problem occurs or within the first ten university working days of the next semester/term.

Procedure: Grievances may be submitted to the COEHP Graduate Council after speaking with program faculty, the program coordinator, the department chair, or the director of graduate studies.

Academic Misconduct

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

Academic Standing

Policy:

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

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

Required Academic Standing. Students enrolled in a degree program must maintain a minimum graduate overall grade point average of 3.0 for the masters and specialist degrees and a 3.25 for the Doctor of Education. The overall GPA of 3.0 also applies to undergraduate courses which

are required in some graduate programs. Students must be in Good Academic Standing to be eligible for graduation and for admission to Doctoral Candidacy.

Courses earned with grades of "D" may not be used toward a graduate degree or certificate, but will be calculated in the overall grade point average. Courses with earned grades of "C" or below may not be transferred from another institution for credit toward a graduate degree or certificate. A maximum of two courses (not to exceed six semester credit hours) with a grade of "C" may apply to a master's degree. A maximum of one course (not to exceed four semester credit hours) with a grade of "C" may apply to a specialist degree in education.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department

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

Appeals

Many complaints and appeals can be resolved within the College itself. This can be done by communicating with the other individual(s) directly involved and/or his/her supervisors. CSU students, faculty, and staff are encouraged to demonstrate appropriate, effective, and respectful interpersonal communication. If issues occur, the parties involved should make a genuine effort to resolve them. However, if efforts to reach a mutually reasonable solution are unsuccessful, students and consumers are advised to proceed to initiate a complaint or appeal. The objective of this process is to resolve concerns as quickly and efficiently as possible using the appropriate protocol (example: instructor > department chair > dean > provost).

Program Readmission Appeals

Procedure for Reinstatement for the Masters and Specialist Degrees: After the mandatory period of exclusion, a student on academic exclusion must appeal to the COEHP Graduate Council for reinstatement into a program in order to continue graduate study. The petitioner will need to include the following in his or her Appeal's Packet (Appendix A): 1) Letter of statement concerning the appeal from the Coordinator of the desired program of study; 2) Letter of support or affirmation from a former college/university faculty member or advisor; 3) Letter from petitioner clearly stating the reason for the appeal and/or exception to existing academic rules and regulations; 4) Undergraduate/graduate transcripts; and 5) Signature of the Department Chair of the desired program of study. The student on Academic Exclusion is not guaranteed the opportunity to return to the University. If an appeal for reinstatement is denied at the college level, it may be appealed to the Office of the Provost.

If a student's request for reinstatement is approved by the COEHP Graduate Council and Dean of the College of Education and Health Professions, the student returns to the University on Academic Probation and is allowed to continue his or her coursework, subject to the prevailing course schedule and all provisions or conditions established by the Dean and COEHP Graduate Council.

The student being reinstated must sign a statement indicating that he or she understands the conditions under which reinstatement is occurring as, the requirements for returning to Good Academic Standing, the consequences for obtaining a term GPA lower than 3.0 (3.25 for the doctoral program), and the knowledge that students must be in Good Academic Standing to be eligible for graduation and for admission to Doctoral Candidacy.

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

1. A reinstated student who earns a term GPA of 3.0 or higher and raises his or her overall GPA to 3.0 or higher will return to Good Academic Standing.
2. A reinstated student who earns a term GPA is 3.0 or higher, but whose overall GPA remains below 3.0, will remain on Academic Probation.

3. A reinstated student who earns a term GPA below 3.0 while on Academic Probation, regardless of the overall GPA, will be academically excluded from the University.

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

Academic Appeals

There are generally three types of academic appeals. Forms appropriate for each type of appeal can be found at the respective link.

1. [Academic Grievance](#) - This process is intended to resolve academic or related differences concerning academic fairness which may arise between a student and a faculty member within a particular course during a single semester/term.
2. [Medical Withdrawal](#) - The process allows a student to request an administrative withdrawal during the current term if documented medical conditions make it impossible to continue in the courses for which he/she has registered.
3. [Academic Standards](#) - The Academic Standards Committee (ASC) reviews four types of appeals, all of which involve factors external to the contents of a particular course.
 - [Grade Appeals of WF or W](#)
 - [Grade Appeals of F to a Productive Grade \(A, B, C, etc.\)](#)
 - [Medical Withdrawal](#) (if the semester has ended and final grades have been posted)
 - [Exception Petitions](#) (issues associated with program and course requirements for degree completion)

Non-Academic Appeals

The non-academic appeal process is intended to address non-academic matters that a student might encounter. These include:

1. [Financial Aid](#)
2. [Freshman Residency Requirement](#)
3. [Parking \(PDF\)](#)(Student Handbook, p. 72)
4. [Readmission After Non-Academic Disciplinary Suspension](#)
5. [Rulings on General Non-Academic Misconduct Charges \(e.g. disorderly conduct, assault, hazing\)](#)

Forms appropriate for each type of appeal can be found at the respective link above.

Change of Major or Degree Program

Procedure: A student who has enrolled in a degree program may request a change of major and or degree by submitting the *Request to Change Major* form. The form must be approved by the department chair or graduate program coordinator. All program and Graduate School requirements must be met before final approval will be granted.

COEHP Graduate Council

The purpose of the COEHP Graduate Council is to promote graduate studies in the COEHP, evaluate requests for re-admission after exclusion, consider graduate admission appeals, and recommend graduate studies policy.

COEHP Graduate Orientation

As a graduate student in the College of Education and Health Professions (COEHP), orientation to Graduate Study is an important process toward a successful professional experience. The orientation can be found at

<http://gradschool.columbusstate.edu/coehp/orientation/welcome.php> .

Continuous Enrollment

Graduate students are expected to pursue their degrees with a minimum of interruption. Students who do not remain continuously enrolled (summers excluded) are subject to the requirements at the time of their return.

Procedure: Doctoral students in good academic standing who have not met the policy for continuous enrollment and are applying for readmission to the doctoral program may be readmitted with the approvals of the Director of the Doctoral Program and the Director of Graduate Studies without an appeal to the COEHP Graduate Council, providing the student meets all other COEHP and graduate admission requirements.

Course Eligibility

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

Columbus State University Graduate Council

The Graduate School provides a framework for supporting excellence in graduate research, scholarship, training, and mentorship in accordance with Columbus State University's mission and consistent with the mission of the Board of Regents of the University System of Georgia. The Graduate School is administered by a Graduate School Director who is assisted by a representative body, the Graduate Council. Among its other responsibilities, the Graduate Council approves new and revised graduate programs and certificates, develops policies and processes related to graduate studies, and reviews and approves faculty for teaching at the graduate level. Membership of the CSU Graduate Council and minutes from meetings can be located at <http://gradschool.columbusstate.edu/graduatecouncil.php> .

Degrees Conferred by the COEHP

Master of Arts in Teaching: Early Childhood Education; Middle Grades Education; Secondary Education: Health and Physical Education; Special Education; Art Education

Master of Education: Early Childhood Education; Middle Grades Education; Secondary Education; Health and Physical Education; Curriculum and Teaching; Teacher Leadership; Music Education; Special Education; Art Education; Theater Education; School Counseling; Educational Leadership; Educational Leadership: Higher Education

Master of Science: Clinical Mental Health Counseling; Exercise Science

Master of Science in Nursing: Nursing Education; Leadership; Informatics; Family Nurse Practitioner

Specialist in Education: Early Childhood Education; Middle Grades Education; Secondary Education; Special Education; Educational Leadership

Doctor of Education in Curriculum and Leadership: Specializations in Curriculum; Leadership; Higher Education

Dismissal

A graduate student may be dismissed from the Graduate School at any time for failure to maintain an adequate academic status or to maintain satisfactory progress.

Dropping Courses

Withdrawal from graduate course work is highly discouraged. The academic calendar provides official dates for withdrawing from a class without record or without final grades. Failure to attend classes or verbal notification to instructors does not constitute withdrawal. Students

must use ONECSU to drop a course. The date on which the student withdraws online is the official date of withdrawal recorded by the registrar.

- Any course dropped after the official schedule change period becomes part of your academic record with a grade of "W". (Exceptions will be made for evening classes meeting for the first time after the official schedule change period. Contact the Registrar's Office located in the Fine Arts Hall for exceptions).
- If the withdrawal request is submitted by the deadline to withdraw of the session, a grade of "W" is assigned unless a grade of "WF" has already been assigned by the instructor for excessive absences.
- If the withdrawal form is submitted after the deadline to withdraw from the session, a grade of "WF" is assigned.

Procedure: Drop a course or withdraw from the term using Drop/Add/Withdrawal in the Enrollment Services tab through [ONECSU](#).

Duplication of Degrees

A student holding a master's, specialist or doctoral degree may not, as a rule, become a candidate for the same degree in the same field of study.

Enrollment Status

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

<u>Number of Semester Hours Enrolled</u>	<u>Graduate Enrollment Status</u>
9 or more	Full-time
4 to 8	Half-time
Less than 4	Less than Half-time

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

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

Grade Appeals of F to a Productive Grade

Procedure: The following procedure applies to grade appeals of F to a Productive Grade (A, B, C, D) as well as to productive grade changes (for example, a C to a B) more than a year old:

- The student should ask the instructor to complete a Grade Change Form (paper) and to send it to their advisor. These Grade Change Forms (paper) are available in the Registrar's Office and in most department offices. If the instructor no longer works at CSU, the student should consult with the chair, who may sign the Change of Grade Form on behalf of the instructor.
- With an advisor's help, the student should also fill out the Grade Appeal Form [Grade Appeal Form \(DOCX\)](#). The petition will then be considered by the Academic Standards Committee.
- The appeals packet should include any documentation, including the Grade Change Form that may help the Academic Standards Committee reach a decision.
- Because appeals are scanned, the advisor should not staple the form, explanation, and documents together but should use a gem clip or binder clip to secure them.
- The student should not write on the backs of any pages or submit documentation with information on both sides of the page.
- The advisor should take the signed form and any supporting documentation to the department chair for his/her signature.
- The department chair should then take the completed Grade Change Form, the Grade Appeal Form, and supporting documentation to the Registrar, who will validate it and give it to the Chair of the Academic Standards Committee.

Grade Appeal of WF or W

Students wishing to drop a course after the last official day of the schedule change period must officially withdraw from the course through ONECSU. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of WF. A student may appeal the WF grade if documentation of non-academic hardship is provided.

Procedure:

- With the advisor's help, the student should fill out the Grade Appeal Form at https://aa.columbusstate.edu/appeals/grade_appeal_wf.php and include any documentation that may help the Academic Standards Committee reach a decision.
- Because appeals are scanned, the student should not staple the form, explanation, and documents together but should use a gem clip or binder clip to secure them.
- The student should not write on the backs of any pages or submit documentation with information on both sides of the page.

- The advisor should then send the completed form and supplemental information to the department chair, who will in turn send the appeal to the dean, who will in turn send it to the Registrar, who will in turn give it to the Chair of the Academic Standards Committee.
- The petition will then be considered by the Academic Standards Committee.
[Grade Appeal Form \(DOCX\)](#)

Grade Point Average (GPA) and Grading System

Columbus State University uses a 4.0 grade point system.

Grades Averaged in the GPA

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

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

Grades Not Averaged in the GPA

Grade Description

I Indicates that a student was doing satisfactory work but, for non-academic reasons, was unable to meet the full requirements of the course. The requirements for removing an “I” grade and the length of time for completing work (not to exceed 12 months) are left to the instructor. The student will, however, receive a copy of the written plan for completion of the course (also copied to the department chair). The instructor has the option of reporting a default grade if the work is not completed by the completion date. If no default grade is submitted the grade of I will be changed to F by the registrar.

IP Indicates that credit has not been given in a course that requires a continuation of work beyond the semester for which the student signed up for the course. The use of this grade is approved for dissertation and thesis hours, directed studies, internships, project courses, and exit examinations. This grade cannot be substituted for an “I” grade.

W Indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the W grade deadline except in cases of hardship as determined by the Academic Standards Committee. A W grade may also be awarded in the case of credit by examination courses and for excessive absence when auditing a course.

Grade Description

S Indicates that credit has been given for completion of degree requirements other than academic course work. These are limited to clinical practica, internships, and exit examinations as specified in the course descriptions section of the catalog.

U Indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. These are limited to clinical practica, internships, and exit examinations as specified in the course descriptions section of the catalog.

V Indicates that a student audited a course. Students may not change from audit to credit status or vice versa after the first week of the semester.

K Indicates that a student was given credit for a course through examination.

WM Withdrawn for military purposes/deployment.

Explanation of Grade Point Averages

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

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

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

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

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

Graduate Program GPA is computed using all program course work attempted at Columbus State University as well as courses transferred from another institution and applied to the program of study; disregards grades from earlier attempts of any repeated courses except courses that may be repeated for credit.

Exception Policy: With the approval of the college Graduate Council/Graduate Appeals Committee and the Dean, a graduate student may change majors one time and have the GPA re-set so that the GPA going forward applies only to the new program of study, i.e. the student

will be allowed to use the Graduate Program GPA rather than the overall GPA to determine both Academic Standing and Graduation.

An explanation of how to compute a GPA can be found under the Undergraduate Academic Regulations section.

Graduation Requirements

Applications for graduation should be submitted in ONECSU through the Enrollment Services Tab one semester prior to the anticipated semester of completion; the last day of classes of the prior term is the final deadline for submission. A non-refundable graduation fee of \$60 is required whether or not participating in the ceremony. Fee will be applied to the student's account during the first month of their intended graduation term and must be paid by midterm. Students participating in the graduation ceremony are required to have the appropriate graduation regalia - i.e. cap, gown and hood.

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

- Enrollment in all courses required for degree completion. Students enrolled in other institutions during the final term must submit proof of enrollment.
- Removal of all "Incomplete" grades applying towards degree requirements from their record.
- Verification of approved substitutions.
- \$60.00 graduation fee
- **3.0 graduate overall GPA (3.25 for Doctoral Students)**
- Meets all program requirements

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

Students who do not satisfy degree requirements must delete their application in ONECSU and submit a new graduation application for a future term.

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

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

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

Incompletes

A grade of incomplete (I) indicates that a student was doing satisfactory work but, for non-academic reasons, was unable to meet the full requirements of the course. The requirements for removing an “I” grade and the length of time for completing work (not to exceed 12 months) are left to the instructor. The student will, however, receive a copy of the written plan for completion of the course (also copied to the department chair). The instructor has the option of reporting a default grade if the work is not completed by the completion date. If no default grade is submitted the grade of I will be changed to F by the registrar.

Independence of Graduate Degrees

A graduate student who has completed the requirements for a graduate degree may not then use those same credits toward a second degree.

Repetition of Courses

Students repeating a course for which credit has already been earned either at Columbus State University or by transfer of credits from another institution forfeit the previous credit in that course (except in the case of courses that may be repeated for credit). The student's final grade in the course will be the one made on repetition (even if the grade in the previous course is higher). **No more than two courses** may be repeated and **for no more than one time each**. Only courses with grades C or below may be repeated. After earning a graduate degree at Columbus State University, a student will forfeit credit earned for courses taken as repeats after graduation (except in the case of courses that may be repeated for credit).

Residence Requirement

Policy: A minimum of 75 percent of the graduate credit hours required for a master's degree must be taken at Columbus State University. For the specialist degree, the minimum residence requirement is 20 graduate credit hours taken at Columbus State University. For the Ed.D. in Curriculum and Leadership, students are required to complete 48 hours in residence, to include 15 hours of research and 9 hours toward the dissertation. Asynchronous (online) and distance learning courses administered through Columbus State University constitute courses taken in residence.

SmarterMeasure

Students taking online courses are required to complete the SmarterMeasure assessment. SmarterMeasure, Readiness for Education At a Distance Indicator is a web-based, diagnostic tool that gives students immediate feedback about their strengths and weaknesses as they relate to online learning. The SmarterMeasure assessment measures five areas of readiness:

- Individual Attributes,
- Learning Styles,
- On-Screen Reading Speed and Comprehension,
- Typing Speed and Accuracy, and
- Technical Competency Skills.

The assessment takes about 25-30 minutes to complete, although anyone taking the assessment does have the ability to log out and resume at a later date if he or she is unable to complete it the first time through.

Procedure:

To login use the following information:

Username: csuready

Password: cougars

Please include your CSU e-mail address: last name_first name@columbusstate.edu.

[Take the SmarterMeasure Assessment Test](http://columbusstate.readi.info/) <http://columbusstate.readi.info/>

Study Loads

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

Syllabus

Policy: A syllabus will be prepared for every graduate class and made available to students. The syllabus should give the course expectations, including topical outline of the course, grading and attendance policies.

Time Limits

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

TK20

Tk20 is a repository for university data that are collected for various purposes; such as, demonstrating the quality of our academic programs, improving teaching and learning, and compiling data for national, state, and local reporting.

If your program requires you to purchase a subscription to Tk20, you may use your account for secure online storage of academic work and to create digital documents such as electronic portfolios or reflective journals which can be shared with prospective employers or other audiences. You can purchase your Tk20 account online at <https://columbusstate.tk20.com>. Use the “Purchase your account” link to purchase Tk20 online or use the “Register your account” link to register Tk20 if you purchased it from the university bookstore.

If you have already purchased a five year LiveText account and it is still active, please contact your instructor to discuss other options that may be available for you to gain access to Tk20.

Transcripts

The academic transcript includes all undergraduate and graduate credit courses taken at CSU. You may request a copy of your academic transcript via the Integrated Student Information System (ISIS) by logging into ONECSU at <http://cougarnet.columbusstate.edu>.

You may submit a request in writing to the Office of the Registrar, Columbus State University, 4225 University Avenue, Columbus, GA 31907.

Written requests MUST contain your signature. For transcripts requested via ISIS, the validation of your password is your signature. Written requests for transcripts should contain the following information:

- Current name
- Previous names which may have been used when attending CSU
- Social Security number and/or CSU Student ID number
- Mailing address
- Dates of attendance/graduation
- Information as to where you want the transcript sent (name of company/institution and address)
- Your signature (FERPA guidelines prohibit release of a transcript without the student's signed permission)
- Other information which may be helpful -- telephone number where you can be reached and/or e-mail address, date of birth, etc.

[Printable transcript request form \(PDF\)](#)

Please allow two (2) business days for processing, except during peak periods when processing may take longer. A maximum of ten (10) transcripts per day will be issued.

Transcripts will not be released for students who have a financial obligation to CSU.

Additional information concerning release of academic transcripts and compliance with regulations under the Family Educational Rights and Privacy Act of 1974 as amended, is published in the [CSU Student Handbook \(PDF\)](#) .

Electronic transcripts may be requested through <https://iwantmytranscript.com/columbusstate>

Transfer Credit

Policy: A maximum of nine semester hours of credit, taken as a graduate student at an accredited graduate school, may apply toward a master's degree provided the credit was earned not more than seven years prior to the date of completion of the degree. A maximum of six semester hours of credit transferred from an accredited graduate school may apply toward an EdS program. A maximum of 12 semester hours taken at an accredited institution may be applied toward the Ed.D. in Curriculum and Leadership. Credit hours completed at CSU must include 15 hours of research and 9 hours toward the dissertation. Grades of "C" or below will not be accepted as transfer credit.

Withdrawals

Course withdrawals. Students who wish to drop a course after the official schedule change period has ended must officially withdraw from the course. Students must withdraw through [ONECSU](#) using the Enrollment Services Tab.

A student charged with academic dishonesty may not withdraw from a course in which the alleged offense occurred unless the charge has been overturned through the appeals process. The CSU Office of Judicial Affairs may be consulted for more information about filing an appeal. Students that have been reported to the registrar as excessively absent will not be permitted to withdraw from the course.

A grade of WF will be assigned when the student withdraws online past the published deadline, or when the student submits a roll correction form after the deadline. A student may appeal the assignment of a WF grade by submitting the Grade Appeal Form to the office of the registrar once all appropriate signatures and substantiating documentation have been obtained. The appeal will then be forwarded to the Academic Standards Committee for review. The Committee will notify the student of the decision rendered. Refer to <http://registration.columbusstate.edu> for specific dates and additional information regarding course withdrawal.

Absence for Military Duty. Military Reservists who are called to active duty or active duty military personnel who receive change-of-station orders or deployment orders during an academic semester may officially withdraw from the university with a full refund of matriculation fees upon providing a copy of the official orders. Those who have completed

sufficient work may be awarded a grade and credit or an I (Incomplete) grade. Military withdrawals are not granted for TDY assignments.

Excessive Absence Policy. Anytime during the semester when a student exceeds the total number of hours of absences allowed, an instructor may drop the student for excessive absences with a grade of WF. Students may regain admittance to a course only by permission of the instructor and the dean of the college offering the course. A student auditing a course who fails to meet class participation and assignment requirements or who exceeds the total number of allowed absences may be dropped from the course by the instructor and assigned a grade of W.

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

APPENDICES



APPENDIX A
PETITION FOR APPEAL
COLLEGE OF EDUCATION AND HEALTH PROFESSIONS
GRADUATE COUNCIL

DIRECTIONS:

Refer to the on-line CSU Catalog (www.columbusstate.edu) to secure the most current information regarding university (CSU) and program (COEHP) specific admission requirements (academic rules/regulations). If you have an admission deficiency, you should first make efforts to correct the deficiency. Admissions appeals will then be considered if a student retains a minimal deficiency in one requirement that may be compensated by strengths in the remaining admission requirements if the deficiency is not a requirement mandated by a related accrediting, licensing, certifying or governing entity.

PETITION DOCUMENTS:

- Letter of statement concerning the appeal from the Coordinator of the desired program of study (under separate cover);
Letter of support or affirmation from a former college/university faculty member or advisor;
Letter from petitioner clearly stating the reason for the appeal and/or exception to existing academic rules and regulations;
Undergraduate/graduate transcripts; and
Signature of the Department Chair of the desired program of study (Teacher Education, Counseling, Foundations, and Leadership, or Health, Physical Education and Exercise Science.)

COVER INFORMATION/SIGNATURES:

Petitioner's Name:
Mailing Address:
Email:
Telephone Numbers: (W) (H)
Student Identification Number (SIN#):
GRE Scores Q: V: Writing Assessment:
Undergraduate GPA: Graduate GPA:
Desired program of Study/Degree:

Required information is complete and correct:

Petitioner's Signature Date

Appeal documents are complete:

RETURNED COMPLETED APPLICATION TO:
Director of Graduate Studies
Graduate Council Chair
Frank D. Brown Hall, 3124
Columbus State University
4225 University Avenue
Columbus, GA 31907

Department Chair's Signature Date _____



APPENDIX B
Columbus State University
Office of COEHP Student Advising and Field Experiences
Frank D. Brown Hall, Rm. 2000
4225 University Avenue
Columbus, GA 31907-5645

Transcript Evaluation Request
(1st Evaluation Free, Second and thereafter \$25 per Field)
Note: No Refunds

(Print)
Name _____ SSN _____

Address _____ Home Phone _____

_____ Cell Phone _____

E-mail Address _____

(Initial statements)

_____ If accepted into this program, I understand that all field/lab experiences and internship program experiences must take place within the CSU service area. This service area includes the following counties/districts:

Georgia

Chattahoochee, Fort Benning, Harris, Marion, Meriwether, Muscogee, Stewart, Talbot, Taylor, Troup, and Upson

Alabama

Lee and Russell

_____ Teacher candidates must have field experience in the different grade levels in which they are seeking certification. Because of this, various field experiences will take place in alternate classrooms and/or schools. For methods and internship coursework, teacher candidate will be allowed to remain in their classrooms in order to meet course requirements, if the different grade level requirement has been met.

My signature below indicated that I fully understand the above information.

Signature

Date

I would like my transcripts to be evaluated for ____ Certification Only ____ Certification plus Master of Arts in Teaching (MAT) in the following field(s):

____ Art Education

____ Music Education

____ Early Childhood

____ Secondary Education

____ Foreign Language (**Check one**)
Chemistry, Earth Science,

(List **one** subject area: Biology,

____ French

Mathematics, English, or History)

____ Spanish

_____ Health and Physical Education

_____ Theatre Education

_____ Middle Grades

_____ Special Education

(List **two** required concentrations: Language Arts, Math, Science, or Social Studies)

Program Coordinator suggestions/comments:

Program Coordinator Signature

Date

Date Received _____

For office use only:

Receipt# _____

