Policies and Procedures Review Questions

1. What are the student’s rights and responsibilities?
2. What are the four (4) steps involved in the registration and enrollment process?
3. How are students classified (determined by credit hours)?
4. What are the requirements for full-time status?
5. What are the regulations regarding transfer/students (maximum credit hours a student may transfer into CAU, evaluation of transfer credit, etc.)?
6. What are the regulations regarding transient procedures and the guidelines for transient courses taken in nontraditional scheduling patterns?
8. What is concurrent enrollment? What is joint enrollment? What is the Exchange Program? What is the Study Abroad Program? What are the requirements to participate in these programs?
9. What are the Cross Registration policies in the AUC? University Center of Georgia (ARCHE)?
10. What are the four requirements to take an overload?
11. What is the CAU course numbering system?
12. What is the University’s class attendance policy? (initial class attendance, continuing class attendance, stopped attendance, official class excuses)
13. What are the differences between independent study and directed study courses? Maximum number of credit hours a student may earn.
14. What is the procedure for auditing a course?
15. What are the procedures for dropping, adding or withdrawing from individual courses? What is the procedure for substituting core / major courses?
16. Students may earn credit by examination through 3 programs. Name the programs and explain each one. Describe the two University credit by examination opportunities.
17. What is the Declaration of Major Policy?
18. What are the requirements for the major, concentration, minor, core and a double major?
19. How do you change a major?
20. Describe the CAU grading system (A, B, C, D, F, WU, AU, GPA, I, missing, grading scale, etc.). What is an “I” grade and the reasons for awarding an “I” and removing an “I”?
21. What is the Academic Forgiveness Policy?
22. What is the Change of Grade Policy?
23. What is Satisfactory Academic Progress (qualitative and quantitative requirements)?
24. What is the policy regarding academic accommodations for students with disabilities?
25. Under what conditions can a student be administratively withdrawn from the University?
26. What is the procedure for withdrawing from the University? What is the Leave of Absence Policy?
27. What is the statute of limitations? What is the University’s policy regarding Expiration of Credits?
28. What is the University’s policy regarding acceptance of the Associate degree?
29. What are the general requirements for graduation (minimum number of hours, residency requirements, major / core requirements, applying for graduation)?
30. How does a student verify enrollment?
31. How does a student request reasonable academic accommodations?
32. What are the requirements for college honors (Dean’s List, Honor Roll, Graduation Honors)?
33. What is the Procedure for appealing academic decisions and academic policy?
34. What is the University’s policy regarding Academic Honesty? List some of the more common violations of this policy.