The background of the page features a large, faint watermark of the Alabama A&M University logo. The logo consists of a shield with a large 'A' in the center, flanked by two crossed arrows. The shield is topped with a crest and sits on a curved base.

ALABAMA A&M UNIVERSITY

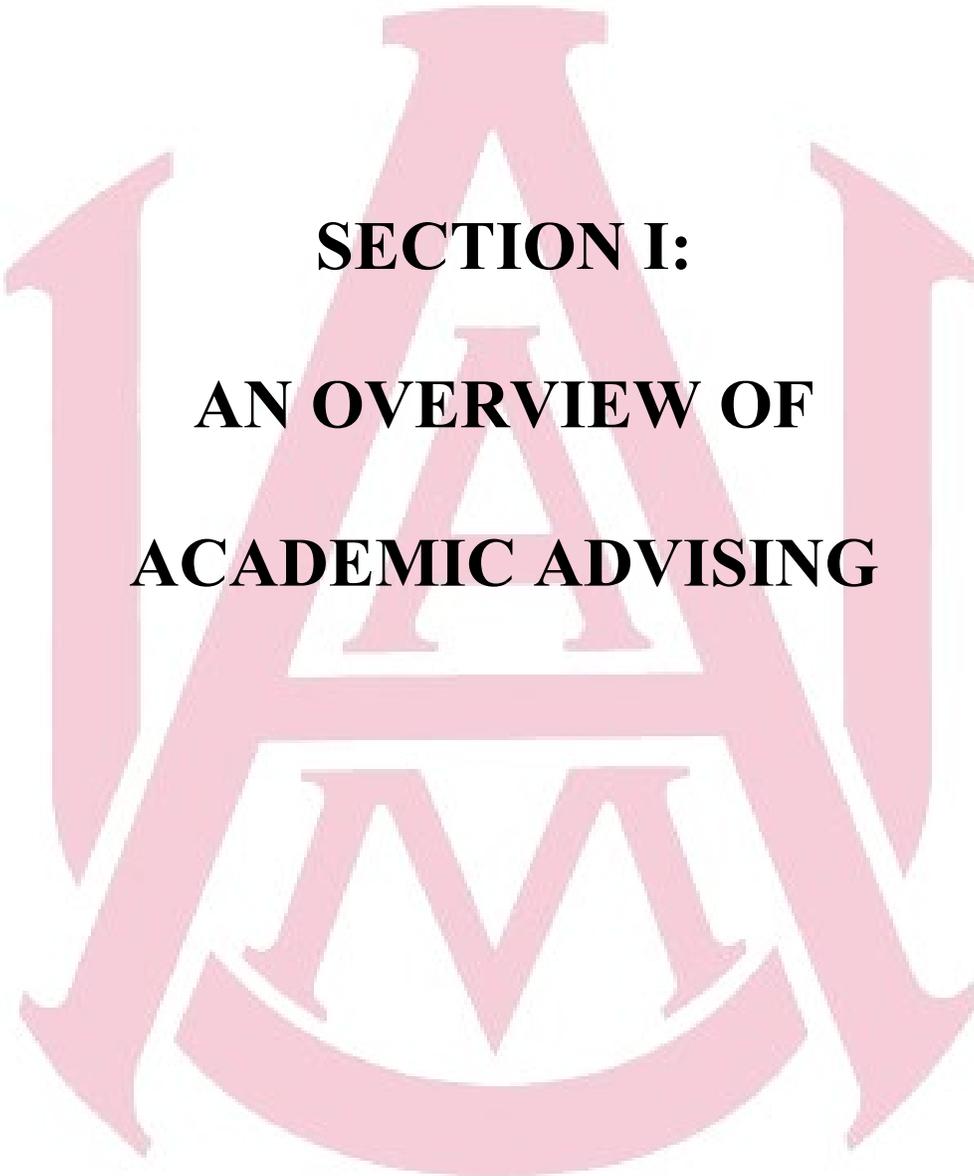
UNIVERSITY WIDE ACADEMIC ADVISING HANDBOOK

This manual is designed to provide Alabama A&M University academic advisors, faculty, and staff with the tools needed to be successful in their role as advisors. It includes both general academic advising resources as well as information specific to academic advising at Alabama A&M University.

The Academic Advising Table of Contents

Section I: An Overview of Academic Advising	4
• Academic Advising Mission Statement	5
• AAMU Academic Advising Model	5
• AAMU’s Goal of Academic Advising	5
• AAMU’s Learning Outcomes for Academic Advising	5
• Academic Organizational Description	6
○ Central Academic Advising Centers	8
• Academic Advising Flowchart	9
Section II: Roles and Responsibilities of Academic Advisors and Advisees	10
• Academic Advisors	11
• Functions of the AAMU Academic Advisor	11
• Limitations of Academic Advisors/Advisees	11
• Characteristics of an Effective Academic Advisor	12
• Additional Suggestions for Effective Academic Advising	12
• Prior to Scheduling the Conference	12
• Before a Conference	12
• During/After a Conference	13
Section III: Academic Advising Activities	14
• Schedule Planning Advisement	15
• Advising First-Year Incoming Freshman	17
○ Guidelines for Placement	17
○ First-Year Incoming Freshman with Declared Majors and Undeclared Majors	18
• Advising Continuing Students	19
○ Students with Declared Majors	19
○ Students with Undeclared Majors	19
○ Students with Minors	19
○ Academic Coursework Review	19
• Advising Transfer Students	20
○ General Guidelines	20
○ Alabama Two-Year College Transfers (STARS)	21
• Special Populations	22
○ Visiting Students	22
○ International Students	22
○ Disability Services	23
○ Student Athletes	23
○ Special Students	23
○ Students Changing Majors/Minors	24

Section IV: Academic Policies and Regulations	25
• Academic Progress	26
Requirements for Satisfactory Academic Progress	26
Academic Probation	26
Academic Suspension	26
Appeal for Reinstatement Following Suspension	26
Reinstatement	27
• Academic Appeals	27
The Academic Appeals Committee	27
Academic Appeals Procedure	27
Appeals for Reinstatement Procedures	28
• General Education Requirements	29
○ Area I: Written Composition	29
○ Area II: Humanities and Fine Arts	29
○ Area III: Natural/Physical Sciences and Mathematics	30
○ Area IV: History, Social, and Behavioral Sciences	30
○ Area V: Other Requirements	31
▪ First-Year Experience	31
▪ Health, Physical Education, and Military Science	31
• Health Science Option	31
• Physical Education Option	31
• Military Science Option	31
○ Area VI: Computer Literacy	31
• Requirements for a Minor	32
• Course Substitutions	32
• Graduation Requirements	33
○ Bulletin for Clearance	33
○ Second Degrees	33
○ Summary of General Graduation Requirements	34
Appendixes	
A Academic Advising Forms	36
B Freshmen Academy – Developmental Education Program	46



**SECTION I:
AN OVERVIEW OF
ACADEMIC ADVISING**

Academic Advising Mission Statement

Alabama A&M University's (AAMU) mission of academic advising is to assist students in using the educational programs of the university to meet their needs, enhance their abilities, and achieve personal education and career goals consistent with the University's mission. Academic advising supports the three-fold function of teaching, research, and public service. The advising process assists in providing a setting conducive to the emergence of scholars, leaders, thinkers and other contributors to society. Successful advising contributes to developing mature and self-directed students, capable of making appropriate decisions and becoming lifelong learners.

AAMU Academic Advising Model

Split Model Academic Advising Model – two-step advising process here at Alabama A&M University. Freshman students (*students who have not yet earned up to 30 credit hours*) receive advising through the Freshman Academy. Upper class students (*students who have earned more than 30 credit hours*) are advised by a faculty member within the student's academic discipline.

AAMU's Goal of Academic Advising

The goal of Alabama A&M University's Academic Advising is to assist each student in following an individualized plan through a specific curriculum, allowing each student to meet his or her personal, professional and academic goals.

AAMU's Learning Outcomes for Academic Advising

AAMU goals of academic advising were developed using the National Academic Advising Association's advising guidelines. AAMU's Learning Outcomes for Academic Advising are:

Students will:

1. Make effective decisions concerning one's degree and career goals
2. Develop an educational plan and select courses each semester to progress toward fulfilling one's goals
3. Demonstrate an understanding of Alabama A&M University's core values as expressed in its Mission Statement, its general education requirements, and one's chosen course of study
4. Utilize the resources and services on campus to assist one in achieving one's academic, personal, and career goals
5. Make use of campus resources as needed
6. Effectively utilize advising software to assist one to graduate in a timely manner based on one's educational plans.

Advising Organizational Description

Academic advising at AAMU is conducted through a split academic advising model. The split academic advising model is a two-step process here at Alabama A&M University. First year, students receive advising through the Freshman Academy until general education specific requirements have been met. After those requirements have been met, students transition to their major departments for academic advising.

Freshman Academy

The mission of the Freshman Academy is to provide freshman and freshman transfer students with the Academic Support services necessary to successfully transition into post-secondary studies and to persist towards graduation, by ensuring that they have a solid foundation in academic responsibility and college preparedness. As previously mentioned, first-year students receive advising through the Freshman Academy until general education specific requirements have been met. A student transitions to a faculty/staff member in his/her major department for academic advising when the student has achieved all of the following:

- 2.0 cumulative grade
- At least for academic advising 30 credit hours earned
- Declared a major

All first-time students with fewer than 31 hours admitted into the University must register with the Freshman Academy Academic Advising Center. The Academic Advising Center is designed to provide optimal learning experiences for freshmen and transfer students. It serves as the portal of entry for all freshmen and it provides academic and support services to help students succeed in their educational pursuit, and certifies lower-division students' completion of requirements for entrance into their major departments. The general objectives are (a) to assist pre-college and currently enrolled students in acquiring the skills and competencies necessary for success in college; (b) to assist students who have not officially declared majors in selecting courses (c) to ensure that students complete the university general education program to meet Freshman Academy exit criteria.

The Academic Advising Center is responsible for the 1) academic placement assessment of incoming students with less than 30 semester hours, 2) registration education for these students, 3) registration of students' during Student Orientation and Registration (S.O.A.R.) and 4) the administration of ORI 101& ORI 102 – First Year Experience course. Students must meet all requirements outlined in the University Bulletin described as the Freshmen Core Curriculum prior to their academic advising records being released to their academic college. Chairs and/or Program Coordinators then assign students to Faculty Advisors within the student's chosen field of study.

The academic records from the Freshman Academy should contain the following academic advising forms (*Appendix A*) when released to the College Academic Advising Coordinators:

- Academic Advising Planning Worksheet
- Drop/Add Slips
- Correspondence with/for Student (as appropriate)

- Declaration/Change of Major
- Transient Forms (if any)

Department's Academic Advisor Assignment

It is the department's responsibility to assign an advisor to each student. Departments should promptly assign each student to an academic advisor. Students who do not have an assigned academic advisor are referred to the department chair. Requests for a change of advisor should be honored if students feel it is in their best interest to work with a different faculty and/or staff member. If a student's advisor leaves the campus or is on sabbatical, the student should promptly be assigned a new advisor.

For students with 31 hours or more, advisement takes place at the program level and Chairs and/or Program Coordinators assign students to Faculty/Staff Advisors. These Faculty Advisors assist in course selection and in the assessment of progress towards graduation. Students will get information regarding their Faculty/Staff Advisors from the Department Chairs and also the Retention Coordinators in each of the Colleges' Central Academic Advising Centers. The Department Chair's Office and the Central Academic Advising Centers will have the listing of Academic Advisors and can distribute Faculty/Staff Advisor assignments to each student.

Central Academic Advising Centers

Freshman Academy

- William H. Councill Hall 2nd Floor
- Dr. Pamela Thompson, Interim Executive Director
- Mrs. Mindi Thompson, Lead Academic Advisor

College of Agricultural, Life and Natural Sciences (CALNS)

- CASES – Center for Academic Student Engagement and Success
- Mamie Bailey – Retention Coordinator
- Location: Carver Complex South, Foyer

College of Business and Public Affairs (CBPA)

- LINQ - Center for Learning, Innovating, Networking, and Questioning
- Dr. Michael Porter – Retention Coordinator
- Location: New School of Business, Rm. 209

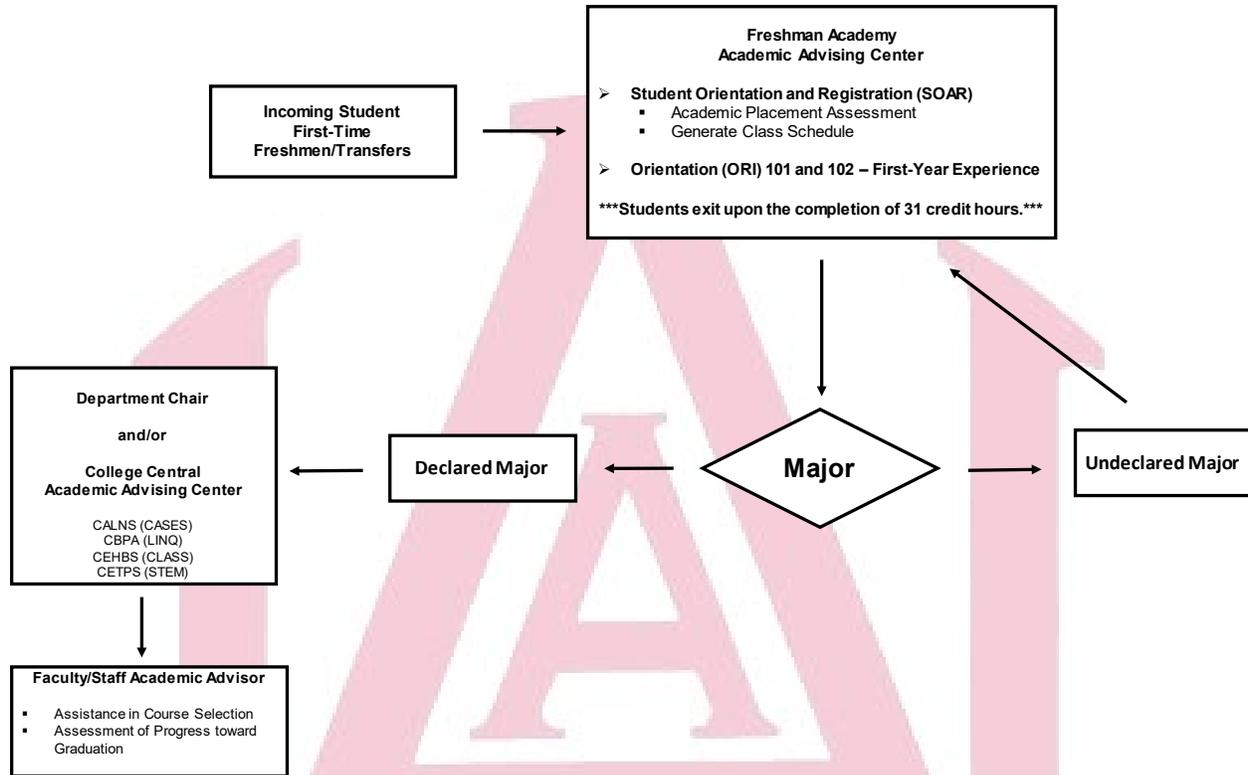
College of Education, Humanities and Behavioral Sciences (CEHBS)

- CLASS - Center for Learning, Academic Support, and Success
- Dr. Theresa Wessels – Retention Coordinator
- Location: Carver Complex North, Rm. 208

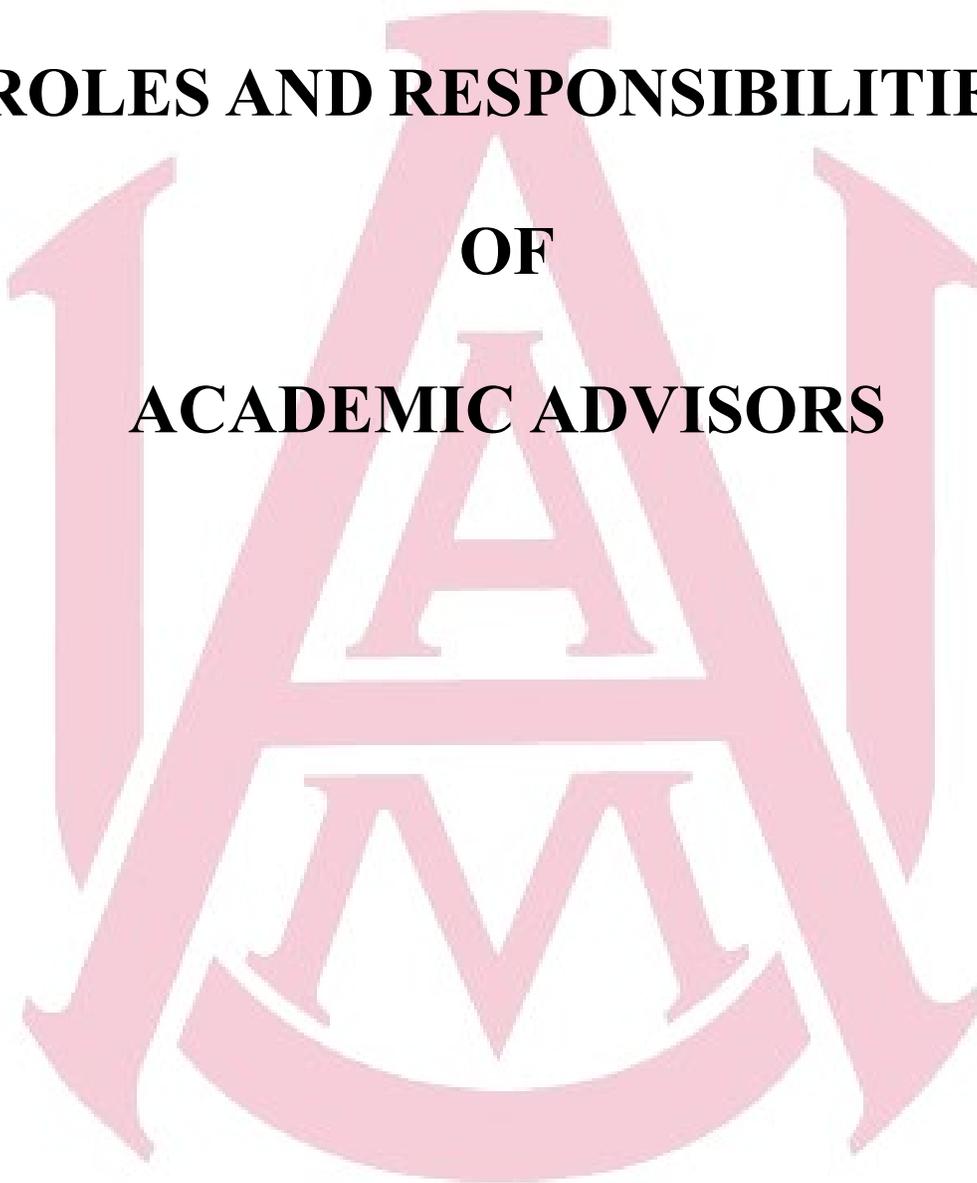
College of Engineering, Technology and Physical Sciences (CETPS)

- STEM Knowledge Center
- Dr. Vernessa Edwards – Retention Coordinator
- Location: Arthur J. Bond Engineering Hall, Foyer

UNDERGRADUATE ACADEMIC ADVISING FLOW CHART



SECTION II:
ROLES AND RESPONSIBILITIES
OF
ACADEMIC ADVISORS



Academic Advisors

Functions of AAMU Academic Advisors

Academic advisors provide educational guidance for college students. To be effective, the advisor must recognize that each student has different abilities, interests, aspirations, needs, experiences, and challenges. The academic advisor's primary responsibility is to help individual advisees plan the program of study that will satisfy university requirements and at the same time meet each student's specific needs.

Although the functions of the academic advisor vary for different students, the general advising duties are normally as follows:

1. The academic advisor explains to the student the program of general education as it relates to the major of the student, and to prepare for life pursuits generally.
2. The academic advisor helps the student examine the course offerings in his major, relate these to other possible majors, understand the graduation requirements for the curriculum leading to an appropriate degree, and assess the student's academic progress each semester.
3. The academic advisor helps the student explore the career fields for which his major provides training and obtain related vocational information.
4. The academic advisor serves as a link between the student and the administration by counseling the student on his scholastic problems (course scheduling, course adjustment, academic progress and by making the appropriate referral to other assistance agencies).

Limitations of Academic Advisors/Advising

Academic advisors cannot be all things to all advisees because of the vast differences among students. They must recognize their limitations as advisors:

1. Do not make decisions for an advisee. The advisor can be an empathetic listener and even offer various possible options to the student's problem.
2. Do not exaggerate the native ability of an advisee. Encourage the maximum use of the ability that the student has.
3. Avoid criticism of a fellow faculty member to a student. When necessary, make a friendly approach to any colleague involved in the student's problem.
4. Do not betray a student's confidence in matters of a personal nature. Seek appropriate professional assistance in helping a student with minor personal or social adjustment problems.
5. Do not attempt to handle cases of emotional disturbances. Refer students to the appropriate professional personnel.

Characteristics of an Effective Academic Advisor

An effective academic advisor:

1. Is personally and professionally interested in being an advisor.
2. Is cognizant of the departments' program offerings and curriculum.
3. Listens constructively, attempting to hear all aspects of students' expressed problems.
4. Schedules time to adequately meet the advising needs of students assigned to him.
5. Knows departmental, school and university policies and practices in sufficient detail to provide students with accurate, usable information.
6. When appropriate, refer students to other sources of information and assistance.
7. Attempts to understand student concerns from a student's point of view.
8. Views long-range planning as well as immediate problem-solving as an essential part of effective advising.
9. Shares advising skills with working colleagues who also are actively involved with advising.
10. Actively participates in advisor-training programs, both initial and in-service.

Additional Suggestions for Effective Academic Advising

To be an effective academic advisor, the following actions are recommended:

Prior to Scheduling the Conference

1. Post and keep regularly scheduled office hours.
2. Increase your office hours during peak registration periods.
3. Understand how to use the Banner 9, Banner Self-Service, and available advising programs.
4. Know other advisors and their areas of responsibility.
5. Review current policies and study new policy or procedural changes (i.e. changing courses, withdrawal procedure, and late registration process) including appeal and grievance procedures.
6. Be familiar with the course content.
7. Be familiar with academic and resource programs and offices on campus.

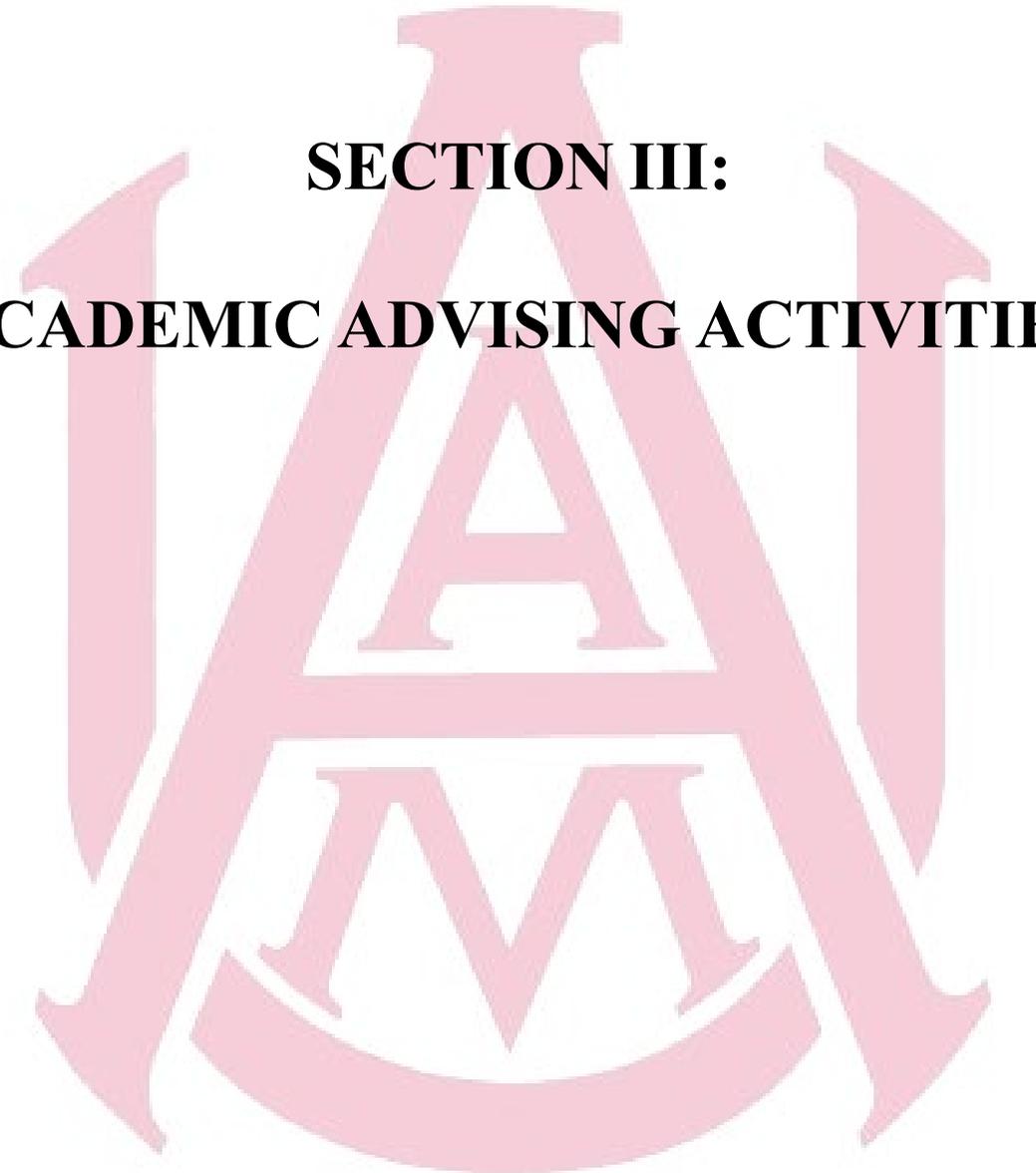
Before a Conference

1. Review the student's file. Make sure all information is current and includes up-to-date records. Know the student's academic background including scores, transfer courses, and present academic status. Read notes from previous advising meeting with the student.
2. Check grade point average Look at possible strategies to improve a student's GPA (i.e. repeating courses and tutoring). Do not recommend academic bankruptcy without having the student discuss the implications with a financial aid counselor. Have student review available courses for the semester.
3. Using an academic advising record sheet (see sample blank format in *Appendix A*); prepare an evaluation of the courses the student has taken as they apply to the particular

degree. Allocate transfer credit appropriately. Evaluations prepared in advance assure students the core curriculum, major and minor requirements are being fulfilled.

During/After a Conference

1. Have information readily available (i.e. catalogs, evaluations).
2. Establish rapport by asking questions that reflect a genuine interest in the student.
Examples: Tell me about ... activities, interests, an earlier concern.
How do you balance school, work, and social activities?
What are your goals for next semester?
3. Write up conference notes. Keeping adequate records of your conference avoids unnecessary duplication of effort. Date all actions taken and all write-ups of discussions with the student. Conference notes may include: explanations of academic difficulty, choice of major, decisions to change programs, stated educational goals and any personal information revealed to you by the student that is of relevance. Your notes should provide an accurate record of any advice or recommendations given to a student along with indications of whether or not your advice was followed.
4. It is important that you follow through with whatever you tell a student you will do for them.
5. Maintain consistency with advisees.
6. Maintain contact with advisees, particularly those having academic difficulty.



SECTION III:
ACADEMIC ADVISING ACTIVITIES

Schedule Planning Advisement

One of the most frequent reasons for students to make advising appointments is to plan their schedule of classes for the next term. The academic advisor should keep the following in mind when making recommendations for courses and schedules.

1. **Student's previous academic record:** When advising freshmen, review placement test scores, SAT/ACT scores, and dual enrollment or Advanced Placement credit.
2. **Recommended course levels:** Generally speaking, freshmen should take 100-level courses, sophomore 200-level, junior 300-level, and senior 400-level. Care should be taken to avoid recommending or approving 300 and 400-level courses for freshmen.
3. **Course prerequisites:** Courses should not be approved if the student has not taken the prerequisite. Encourage students to take courses in anticipation of meeting prerequisite needs for future semesters.
4. **Drop-add process:** Emphasize deadlines for making schedule changes and the possible consequences of dropping below 12 semester hours, the minimum full-time load.
5. **Overload policy:** Overloads are a privilege. Only students with a 3.0 GPA or higher can take overloads. Thus, most students should plan their courses each term such that they can meet their targeted graduation date without taking overloads.
6. **Value of a balanced schedule:** A good schedule combines analytical, writing, activity, reading, and lecture courses. Students with a phobia, such as a fear of numbers, should not be allowed to delay taking their math courses and courses with a heavy quantitative content until the end of their programs. They should be advised to take what for them are "difficult" courses one or two at a time.
7. **Timing registration:** Encourage students to register as early as possible. Early registration increases the chances that the student will be able to register for the course(s) he wants at the time that he/she wants them. Early registration also provides department chairs knowledge about course demand in time for to be made.
8. **Program requirements:** Make sure students understand whether the courses they have selected do or do not meet degree requirements. Students and advisors should review progress toward graduation when courses are selected for each registration period.
9. **Alternate schedule:** Have students list not only preferred courses, but also alternate courses. Students need to have options.
10. **General content of courses:** Advisors must become familiar with all general education courses and courses in your program that students usually take so that you can answer questions most likely raised by students at registration time.

11. **Course sequences:** Encourage students to take math and other sequential courses in consecutive semesters. Since these courses build on each other, success is dependent on the retention of material from previous courses. Students should be strongly advised that if they fail the first course in a sequence, it should be repeated and passed before the second course is attempted.
12. **Out-of-class obligations:** The number of courses recommended for a given term should take non-academic demands into consideration.
13. **Academic standing:** Consider whether (s) he is on probation and past academic performance in recommending courses. Remember that students on probation can only take a maximum of 12 hours.
14. **Financial aid policy:** Consider financial aid restrictions and requirements in suggesting a student's schedule of classes.
15. **Student goals:** Determine the student's goals before recommending a schedule. Is the student considering transferring to another program or institution? If so, consider whether the recommended courses will meet the requirements for the new institution or in the new program.
16. **Documentation of Advice** If a student insists on scheduling a course against your advice, document your recommendation and have the students verify that his/ her actions are contrary to your recommendation.

Advising First-Year Incoming Freshmen

Guidelines for Placement

Course placement for English, Math, and Reading are based on the students ACT or SAT sub-scores in each area. The remaining courses are selected based on the students indicated major and course availability. The placement guide is as follows:

<u>English</u>	<u>Math</u>	<u>Reading</u>
14< ENG 010	15< MTH 010	14< EDU 011
15> ENG 101	16 MTH 011	15> Reading Intensive (i.e. HIS 101/102)
	17 MTH 110 or 112 (Non-STEM)	
	17 MTH 012 (STEM)	
	18 MTH 115 (STEM)	
	19 MTH 125	

Students who are placed in the Developmental Education Program (*Appendix B*) based on their sub-scores have the option to take the Accuplacer Exam in order to test out of the course. The Placement Exam cut scores are as follows:

<u>Test Code</u>	<u>Course(s)</u>	<u>Cut Score</u>
NGRDG (Reading)	EDU 011	0-235
NGRDG	Reading Intensive	236-300
NGENG (English)	ENG 010	0-254
NGENG (English)	ENG 101	255-300
NGARI (Prep Math)	MTH 010	0-251
NGARI (Prep Math)	MTH 011 or MTH 012	252-300
NGAAF (Adv Alg & Func)	MTH 011 or MTH 012	0-232
NGAAF	MTH 110, MTH 112, or MTH 115	233-284
NGAAF	MTH 120 or MTH 125	285-300

First-Year Incoming Freshmen with Declared Majors and Undeclared Majors

Freshmen with declared majors are advised in the Freshman Academy Academic Advising Center until they earn 31 credit hours. They are placed in mathematics, reading and composition courses based on their ACT or SAT sub-scores in English, Math and Reading. Recommendations of other courses come from the courses recommended for freshmen by their major field curricula. Freshman Academy academic advisors have these curricula and use them when advising freshmen.

Students with undeclared majors are advised in Freshman Academy until they declare a major. They are placed in mathematics, reading and composition courses based on their ACT and SAT sub-scores in English, Math and Reading. Students are advised based on the Freshman Core Curriculum in the AAMU Undergraduate Bulletin.

Advising Continuing Students

Students with Declared Majors

Departments have procedures for assigning academic advisors to students who have been released from the Freshman Academy Academic Advising Center. Since the procedure for making these assignments varies from one department to another, students and faculty should contact the College Central Advising Center for the procedure being followed in a specific program.

Students with Undeclared Majors

Prior to their release from Freshman Academy, all student who have earned at least 31 credit hours should have a declared major.

Students with Minors

Students who have declared minors should be advised by a faculty advisor from their major field; however, they should contact the department chair from their minor field at the beginning of their junior year or earlier to discuss the requirements for the minor field. Academic advisors from the major field should encourage students to consult with appropriate persons from the minor field as early as possible. Minor advisors should provide specific requirements for the minor field in writing.

Academic Coursework Review

Academic advisors help students plan their schedules by monitoring students' selection of courses. It is not enough to check to see if the courses on the planned schedule are requirements for graduation. Academic advisors should begin each semester's advising session with a review of the students' progress toward graduation in line with the signed, planned degree program generated between the academic advisor and student at their first meeting. The review should always begin with courses recommended for the freshman year.

Freshman level courses not completed should be added to the recommended list of courses first. Sophomore level courses should be added next. Junior and senior level courses should be added last. Care should be taken to call to students' attention the need to take courses offered infrequently whenever they appear in the schedule. For example, if BRE 315 is offered every other year, the student should be encouraged to take that course as soon as the student has completed its prerequisites. If CFT 256 is offered every term and is not a prerequisite for a course that is offered infrequently, the student can delay taking CFT 256 in favor of courses whose availability is less certain or less frequent. In the event that a student fails a course, he/she should be advised to repeat it as soon as possible as the most effective means to improve his/her GPA.

The academic advisor and the student should always know precisely what the student has yet to take to satisfy all requirements for graduation.

Advising Transfer Students

General Guidelines

Coordinating advising for transfer students is one of the most challenging task faced by the Office of Community College Relations and Global Initiatives. Orchestrating advisement is also challenging for academic advisors and faculty advisors. During advisement, advisors must equate courses taken by transfer students at his/her previous institution(s) to courses required for graduation at Alabama A&M University. Successfully completing this task requires a thorough understanding of the general education curriculum and requirements for the students selected major.

1. Only courses from official transcripts submitted from the institution(s) listed on the AAMU transfer student application for admission will be accepted for transfer credit.
2. Official transcripts of transfer credit must be submitted to the Office of Community College Relations and Global Initiatives directly from the institution(s) where course credit was initially granted.
3. It is the responsibility of the transfer student to provide the University official transcripts of all institutions previously attended at the time of application to AAMU. The Office of Community College Relations will ensure that each transfer student applicant is aware that acceptance to the University will not be granted until all transcripts are received.
4. The Transfer Specialist in the Office of Community College Relations will do the initial assessment/articulation of transfer credits to determine if the student has meet the minimum qualifications to be accepted as AAMU transfer student. Upon acceptance, the Transfer Specialist will post all transferable courses to the University database system for ALL accepted student, constituting a record assessable to the student and the advisor. All files of accepted students are compiled and transferred to the Office of the Registrar for final articulation. All final articulations will be completed and posted to the students account no later than the end of the student's first semester at AAMU. No credit will be given for theology/religious, orientation or developmental/transitional courses. However, some courses that explore religion MAY be accepted based on the recommendation/approval of the respective department Chairperson and/or Dean. Transfer students only receive credit for courses. The GPA earned at other institutions WILL NOT transfer and is not computed in the students cumulative AAMU GPA.
5. In the event that a transfer student has questions or concerns about credits applied or not to their student record, it is the sole responsibility of the transfer student to provide the approved course descriptions of courses in question that were taken at any institution other than AAMU. Faculty advisors, with the assistance of the departmental chair will review the submitted evidence and make a recommendation to the department dean who will then make a recommendation to the Office of the Registrar that the course in question be accepted and substituted to meet the graduation requirements of the AAMU degree.
6. Only courses with grades of C or better will be accepted for transfer credit. (See discussion of STARS for an exception.)
7. Neither lower-division courses from a four-year institution nor any course from a two-year institution can be accepted as a substitute for an upper-division course at AAMU.
8. Credit by examination, AP, CLEP and Dual Enrollment in addition to military education/training evaluation, work experience and other non-collegiate sponsored

instruction, will be evaluated consistent with guideline in the University Undergraduate Bulletin and the most current AAMU Academic Policies and Procedures Manual.

9. Students can only receive credit for a course one time.
10. Grades earned as a **Visiting Student** are computed in the calculation of the student's GPA.
11. Grades earned as a **Transient Student** are treated like other transfer credits and therefore do not impact the GPA of the student. If the course grade is less than **C**, credit for the course **will not be accepted**. This also applies to Study Abroad Students and National Student Exchange Students.

Alabama Two-Year College Transfers Statewide Transfer Articulation Reporting System (STARS)

Guidelines governing the transfer of credits from Alabama Two-Year colleges to Alabama four-year institutions are governed by the 1994 ACT 94-202 that amended Section 16-5-8, Code of AL 1975. In this legislation, the Alabama Articulation and General Studies Committee (AGSC) was directed, among other things, to develop a system that facilitates the transfer of credits from Alabama two-year colleges to four-year colleges such that students from the former are better informed about expectations of the receiving institution and that the articulation process becomes more efficient. Thus, the STARS system was established and became fully operational in 1998. (A full discussion of the legislation and directives of the legislation are available on the STARS/AGSC website: www.stars.troyst.edu)

The 1994 legislation charged the AGSC with developing a state general studies curriculum for all four-year institutions and with establishing a process whereby students from two-year schools will be assured acceptance of these courses with credit toward a four-year degree. Under this program, students from Alabama two-year schools who take a prescribed two-year curriculum (60 to 64 semester credits) will be able to transfer half of the required courses needed for a baccalaureate degree at Alabama four-year institutions. There is a specific list of courses, a template, for every degree offered by all Alabama four-year institutions available on the STARS website.

In the state of Alabama there are special guidelines for assessing transfer credits from the Alabama Two-Year College System, the STARS program. The guidelines for STARS are discussed below. Generally, transfer credits are evaluated using the following guidelines. Further, the legislation dictated that students completing the prescribed curricula (templates) will be treated like native students at the four-year schools. Thus, all rules applying to AAMU freshmen and sophomores will apply to transfer students with completed STARS agreements. For example, if D grades are acceptable for courses taken at AAMU, AAMU must accept courses with D grades from students who have completed the STARS curriculum. **Note: This rule only applies to students who have a signed contract that was submitted at the time of application and that have also completed the STARS curriculum.**

Advisors should check the STARS/AGSC website for a list of the specific general studies requirements along with Area V requirements for students in each degree program. Students with signed STARS agreements are able to follow their agreement to satisfy half of their AAMU degree requirements.

Specific Student Populations

Visiting Students

A cooperative arrangement exists with the University of Alabama in Huntsville, Athens State University, John C. Calhoun State Community College, Oakwood College and Alabama A&M University, whereby a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following.

1. The student must be enrolled full-time.
2. His/her total load must not exceed the established maximum number of hours established at the home school.
3. The student must have an overall average of “C” or better.
4. The course must be unavailable at the student’s home institution at the desired time.
5. The students’ request must be approved by his/her academic advisor and other appropriate parties as specified on the *INTER-CAMPUS VISITING STUDENT FORM*.
6. Permission of appropriate personnel at the visiting institution is required and will be dependent upon availability of space for the visitor after the school’s own students are accommodated.
7. Enrollment must be completed prior to the initial meeting of the class at the visiting institution.
9. In order to participate in this program, students must complete the Inter-Campus Visiting Student Form, which may be secured from the Office of the Registrar or see *Appendix A*.
10. Grades earned as a visiting student do not replace AAMU grades in the student’s cumulative GPA.
11. AAMU policies and regulations regarding course substitutions will be applied.

International Students

The Office Community Colleges and Global Initiatives offer the following services to international students:

1. Provides orientation programs for newly arriving international students
2. Assists students in understanding existing federal, state, local, and University rules and regulations
3. Ensures that all international students are aware of the mandatory medical coverage included in the tuition for international students, in addition to supplemental insurance policies that are available for purchase via private insurance companies.
4. Offers individualized services for their academic, personal, and immigration matters

Academic and faculty advisors should not provide immigration advice or guidance to international students. Such matters are highly sensitive to state and federal regulations and could result in major infractions for the student, the advisor, the Office of Community College and Relations and Global Initiatives staff members and ultimately the University. Please refer all questions and concerns with respect to rules and regulations of the Department of Homeland

Security and/or Immigration and naturalization Services directly to the Office of Community College Relations and Global Initiatives.

Although the University requires a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) for international students from non-English speaking countries, some may have difficulty communicating, and time should be taken to assure that these students have a complete understanding of information being given to them.

Disability Services

Alabama A&M University is committed to providing equal access to all educational programs and ensuring compliance with applicable laws, including Section 504 of the Rehabilitation Act of 1973, and the applicable titles of the Americans with Disabilities Act (ADA) of 1990 for qualified students with disabilities. If you are a student who has been diagnosed with a disability and would like to request reasonable accommodations, please contact the office of disability services, formerly known as special student services by email (disabilityservices@aamu.edu); phone (256-372-4263) or you may visit the office – which is located in Carver Complex South, Room 106.

Guidelines from the Association on Higher Education and Disability (AHEAD), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the admission and academic standards of Alabama A&M University are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment that substantially limits a major life activity. Having a history of impairment, or being perceived as having impairment may also qualify one as an individual with a disability. It is the student's responsibility to disclose his/her needs and provide appropriate documentation to the Director of Disability Services.

If you are a student who thinks or believes that you may have a disability that has not been diagnosed, please visit our webpage to review the criteria for documenting a disability. The web address is

<https://www.aamu.edu/about/administrative-offices/veterans-affairs-disability-services/disability-services/index.html>.

Student Athletes

First time student athletes must follow all rules and regulations related to academic performance required by other students at the University. They are assigned academic advisors based on their status upon entry to the university. The Academic Enhancement Coordinator is responsible for monitoring the academic progress of athletes. The Coordinator assists in the registration process in coordination with academic advisors to assure compliance with NCAA rules regarding academic progress.

Special Students

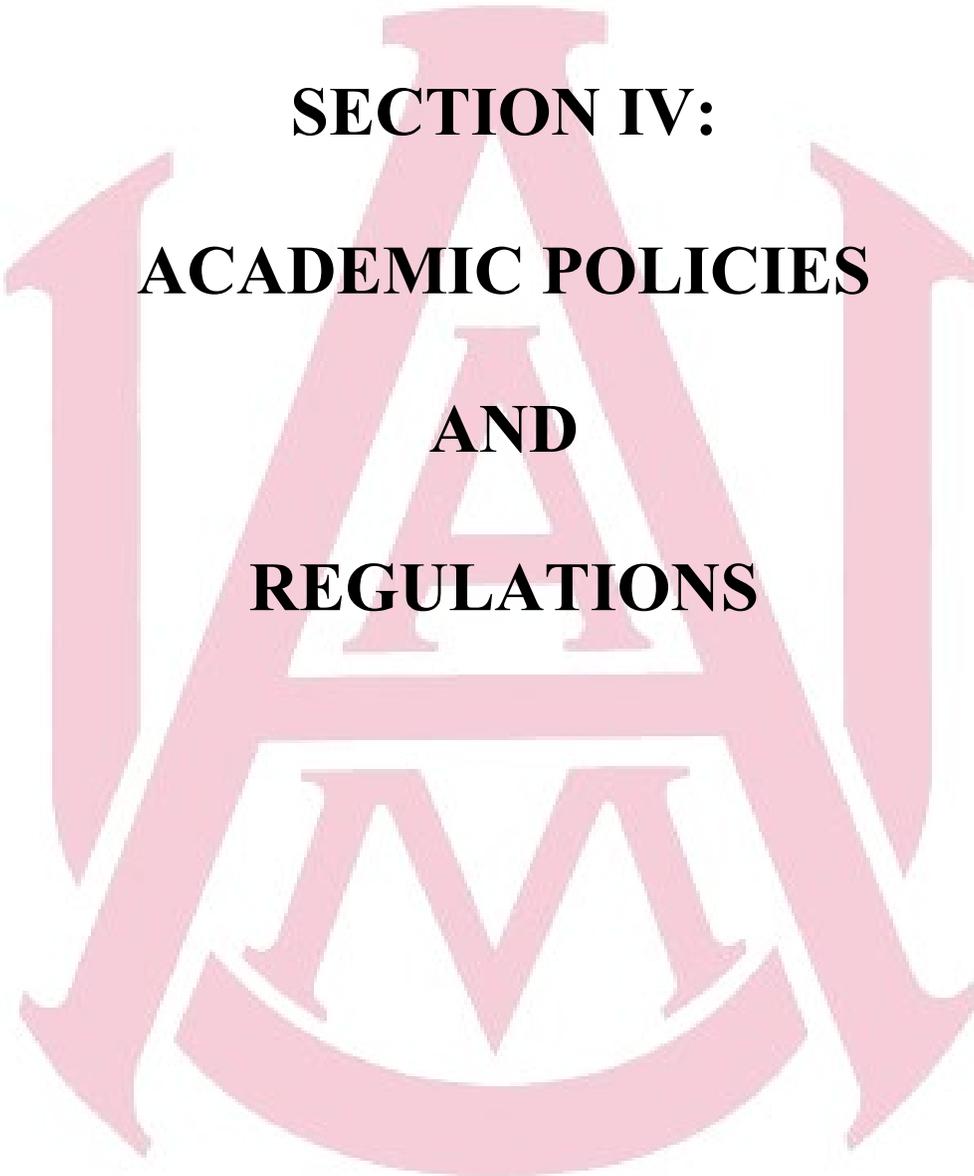
Persons who wish to pursue certain courses without pursuing a degree may apply for admission as special students. Special students must apply for admission each term. A student may take a maximum of 12 hours as a special student. Students seeking teacher certification may exceed the

12-hour limit as directed by the Alabama Department of Education. To enter a degree program, a Special Student must meet all requirements for being admitted as regular degree students.

Students Changing Majors/Minors

Students who wish to change their respective major or minor must complete an Application for Change of Major Form (see *Appendix A*). The academic advisor, department chairperson and the dean of the college in which the student is currently enrolled must sign the form. The completed form should be signed by the dean of the college of the new major/minor and submitted to the Registrar's Office.





**SECTION IV:
ACADEMIC POLICIES
AND
REGULATIONS**

Academic Progress

Requirements for Satisfactory Academic Progress

A student at AAMU is expected to make positive academic progress towards a degree. An undergraduate student is said to be making satisfactory academic progress and thus is in academic good standing when his/her cumulative grade point average is 2.00 or above.

<u>Classification</u>	<u>Cumulative GPA</u>
Freshman	1.50
Sophomore	1.75
Junior	2.00
Senior	2.00

Students whose cumulative GPA falls below the required minimum must increase their cumulative GPA to the required minimum within two semesters. During the two-semester grace period, the student is required to earn the minimum GPA for his/her level. Further, during the two-semester grace period, the student's record will be stamped "Academic Probation."

Academic Probation

A student will be placed on academic probation when his/her cumulative grade point average fails to meet the standard for satisfactory academic progress described above. Students who are placed on academic probation will have to raise their cumulative GPA to that required for satisfactory academic progress to end probation. To avoid academic suspension, a student on probation must earn a GPA within the required period equal to or above the level required for satisfactory academic progress. During the period of academic probation, students will be allowed to enroll in a maximum of 12 semester hours. Students on probation who register for more than 12 credit hours will not retain credit for hours above 12. No student on academic probation may hold office in any campus organization, participate in any organized non-class off-campus trip, or officially represent AAMU. This regulation does not apply to participation in activities conducted completely on campus. Participation in such activities, however, may be required to be very limited in scope. A student on academic probation may be ineligible to receive financial aid, and could be required to repay aid that was previously awarded. Questions related to financial aid should be directed to the Office of Financial Aid.

Academic Suspension

A student who has been placed on academic probation and fails to acquire the minimum GPA for satisfactory academic progress within the required period will automatically be suspended. Academic suspension will result in the loss of one semester of matriculation. A student under suspension may not obtain credit toward a degree in courses pursued at another institution. Academic suspension may be followed by readmission on academic probation.

A student is declared on indefinite suspension and will not be granted permission for readmission to the University if the student has:

1. Completed two semesters on academic probation and failed to raise his/her grade point average to the required minimum.

2. Remained out of the University for one semester and is readmitted on probation or has been readmitted on appeal without staying out one semester, and is subsequently suspended.
3. As an example:

Semester 1	Academic Probation Warning
Semester 2	Academic Probation
Semester 3	Continued Probation
Semester 4	Suspension
Semester 5	Return on Probation
Semester 6	Indefinite Suspension

Appeal for Reinstatement Following Suspension

A student on academic suspension is required to remain out of the University for one regular semester and may apply for consideration of readmission after the lapse of one semester.

Appeals for reinstatement from academic suspension are available only for students who can provide documentation that has affected their academic status. A student may appeal for academic reinstatement after suspension only once during the student's academic career at Alabama A&M University.

Reinstatement

A student who can document extenuating circumstances that have affected his/her academic performance can appeal for consideration of continued enrollment. The appeal must be completed within the time frame listed in the letter of suspension.

Academic Appeals

The Academic Appeals Committee

The Academic Appeals Committee serves as a review and recommending body on matters of academic appeals filed by students and sets forth recommendations regarding issues against students that have been filed by faculty members. The actions reviewed by the committee include appeals regarding probation, suspension, and academic violations by students or grievances filed against faculty members by students. The Academic Appeals Committee consists of one faculty member from each undergraduate school, and one representative each from the Freshman Academy, the Student Government Association, and the Faculty Senate, all of whom are appointed by the Provost and Vice President for Academic Affairs and Research. The committee meets twice a semester, once during the week of registration and once during the second week following mid-term. Other meetings are scheduled on an as-needed basis.

Academic Appeals Procedure

The academic appeal is a formal procedure designed to provide students with an option to address academic issues and concerns such as unfair grading, poor instruction, unfair treatment, etc. Students and faculty members are encouraged to handle issues of academic concern through informal discussion with the appropriate individual (student, faculty, academic advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

1. Appeals must originate from the student in written form and must be processed through the department chair, dean of the school, and to the Office of Academic Affairs, in that order.
2. The appeal may be concluded at any level, with the consent of the applicant student, with a copy of the decision forwarded to the Office of Academic Affairs.
3. If the appeal reaches the Office of Academic Affairs without resolution, the request will be sent to the Academic Appeals Committee.
4. The Academic Appeals Committee shall complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, and (3) acquisition and review of pertinent data, or other means as deemed appropriate by the Committee.
5. The Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations will be forwarded to the Provost and Vice President for Academic Affairs and Research for final disposition.

Appeals for Reinstatement

Procedures:

1. Appeals must be submitted in writing to the Academic Appeals Committee no later than the dates listed below for each term:

July 1	Fall Semester
January 1	Spring Semester
June 1	Summer Session(s)

2. Appeal letters must be typed (no hand-written requests) and should include the following:
 - a. Term for re-admittance (Fall, Spring, Summer)
 - b. Student I.D. Number
 - c. Return address to receive response to your request
 - d. Brief and clearly stated explanation of extenuating factors leading to the current status
 - e. Plan of action
 - f. Signature of Academic Advisor
3. Letters should be submitted to the following address:

Academic Appeals Committee
Office of Academic Affairs
P.O. Box 287
108 Patton Building
Normal, Alabama 35762

General Education Requirements

The general education program, as described, is the foundation of all undergraduate degree programs and is required of all students. Schools and departments may require additional or more specific course work for their programs. The program below should be completed during the first two years of all baccalaureate degree programs.

Area I: Written Composition

A grade of *C* or better is required in each of the following courses:

ENG 101/101H	Composition I
ENG 101E	Composition I w/Lab
ENG 102/102H	Composition II

Area II: Humanities and Fine Arts

Requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in the fine arts (performance courses excluded), 3 hours of literature, and the remaining semester hours from the humanities and/or fine arts. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies (courses which explore religions only; courses in religion are not acceptable), speech, foreign languages, art, music, theater, and dance.

All students, except teacher education majors, must complete a six-semester-hour sequence either in literature *or* in history. Teacher education majors must complete six semester hours in history (not necessarily a sequence) *and* a six-semester-hour sequence in literature.

Below is the list of AAMU courses that will satisfy this requirement.

Fine Arts

ART 101	Art Appreciation
MUS 101	Music Appreciation
ART 220	History of Art I
ART 221	History of Art II
COMM 101	Theater Appreciation

Literature

ENG 201	Survey of English Literature I
ENG 202	Survey of English Literature II
ENG 203/H	World Literatures I/Honors
ENG 204	World Literature II/Honors
ENG 207	Survey of American Literature I
ENG 208	Survey of American Literature II

Other Humanities

FRE 101	Elementary French I	SPA 101	Elementary Spanish I
FRE 102	Elementary French II	SPA 102	Elementary Spanish II
FRE 201	Intermediate French I	SPA 201	Intermediate Spanish I
FRE 202	Intermediate French II	SPA 202	Intermediate Spanish II
ENG 205	General Speech	PHL 201	Introduction to Philosophy
		PHL 203	Logic & Philosophy of Science
		PHL 206	Ethics

Area III: Natural/Physical Sciences and Mathematics

Requirements include at least 11 semester hours with at least 3 semester hours in mathematics at the pre-calculus algebra level or higher and at least 8 semester hours in the natural sciences, which must include laboratory experiences in conjunction with the courses. Below is the list of AAMU courses that satisfy this requirement.

Mathematics

MTH 110	Finite Mathematics	MTH 125	Calculus I
MTH 112	Pre-Calculus Algebra	MTH 126	Calculus II
MTH 112E	Pre-Calculus Algebra w/Lab	MTH 227	Calculus III
MTH 113	Pre-Calculus Trigonometry	MTH 237	Linear Algebra
MTH 115	Pre-Calculus Alg. & Trig.	MTH 238	Applied Differential Equation
MTH 120	Calculus and Its Applications		

Natural/Physical Sciences

BIO 101/101L	General Biology I, Lab I	PHY 101/101L	Physical Science I, Lab I
BIO 101H	General Biology I & Lab Honors	PHY 102/102L	Physical Science II, Lab II
BIO 102/102L	General Biology II, Lab II	PHY 201	General Physics I w/Trig I
BIO 103/103L	Principles of Biology I, Lab I	PHY 202	General Physics II w/Trig II
BIO 104/104L	Principles of Biology II, Lab II	PHY 213	General Physics w/ Cal I
BIO 203/203L	General Botany I, Lab I	PHY 214	General Physics w/ Cal II
BIO 204/204L	General Botany II, Lab II	PHY 220/221L	Intro to Astronomy/Lab
CHE 101/101L	General Chemistry I, Lab I		
CHE 101/101LH	General Chemistry I, Lab I Honors		
CHE 102/102L	General Chemistry II, Lab II		
CHE 101/101LH	General Chemistry II, Lab II Honors		
CHE 111/111L	Applied Chemistry I, Lab I		
CHE 112/112L	Applied Chemistry II, Lab II		
CHE 251/251L	Organic Chemistry I, Lab I		

MTH 010, MTH 011 and MTH 012 cannot be used to meet the general education requirement. These courses, as well as any others which are at a level lower than pre-calculus algebra, may be taken by students who desire or need additional skill development in mathematics prior to enrollment in higher level mathematics courses.

Area IV: History, Social, and Behavioral Sciences

Requirements include semester hours with at least 3 hours in history, 3 hours in economics, and 6 semester hours from other disciplines in the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, history, psychology, and sociology. Below is a list of courses that can be used to meet this requirement.

Economics History

ECO 200	Basic Economics	HIS 101	World History I
ECO 231	Principles of Macroeconomics	HIS 101E	World History I Enriched
ECO 232	Principles of Microeconomics	HIS 101H	World History I Honors
		HIS 102	World History II

HIS 102H	World History II Honors
HIS 201	American History I
HIS 202	American Histories II

Other Social Sciences

GEO 213	Principles of Geography	PSY 201	General Psychology
GEO 214	World Regional Geography	PSY 211	Child Growth & Dev
PSC 201	Intro to Political Science	SOC 201	Introduction to Sociology
UPL 103	Community and You	SOC 210	Social Problems
		SOC 212	Marriage and the Family

Area V: Other Requirements

Requirements are two (2) hours of First Year Experience, and two (2) hours of Health, Physical Education or Military Science.

First Year Experience The following course is required for all students who enter AAMU with fewer than 31 semester hours of college credit: ORI 101 & 102, The First Year Experience

Health, Physical Education, and Military Science The following options are available for fulfilling AAMU’s two-semester credit hour requirement in health, physical education, *or* military science:

Health Science Option Select *one* of the following two-semester credit hour courses: (*Teacher education majors must take HED 101)

FAS 101	Food and Survival of Man
HED 101	Personal and Community Health
NHM 103	Nutrition Today

Physical Education Option Select any two of the following one-semester credit hour courses.

PED 102	Fitness for Life
PED 107	Gymnastics
PED 111	Tennis
PED 114	Aerobics/Weight Training
PED 132	Beginning Swimming/Aquatic Education
PED 133	Intermediate Swimming
PED 137	Golf

Military Science Option This two-semester credit hour option is available to all majors.

Area VI: Computer Literacy

All students are required to achieve computer literacy through discipline-based instruction within their major field(s) of study or one of the following courses:

AGB 199	Computers in Agriculture
CMG 225	Computers Applied for Construction
CS 101	Fundamentals of Computer and Information Systems
CS 102	Introduction to Programming
CS 104	Introduction to Computers and Ethics
EE 109	Engineering Computing
EGC 104	Computer Programming
FED 215	Instructional Technology
INT 206	Computer Applied in Technology Management
ME 104	Engineering Programming I
MIS 213	Computer Applications in Business
NRE 199	Technology in Agriculture and Biological Sciences
TBC 102	Micro-computing Skills for Technology

Requirements for a Minor

AAMU's requirement for a minor is 18 credit hours. The requirements for each minor are listed in the school/department sections of the *AAMU Bulletin*.

Course Substitutions

The following procedures and standards apply to requests for course substitutions to meet requirements for graduation:

1. Courses recommended for substitution credit must be comparable to those listed in the AAMU Bulletin in terms of level, content and competency requirements as indicated by course descriptions.
2. Lower-level (100-200) courses cannot be substituted for upper-level (300-400) courses.
3. Upper-level college courses from two-year colleges will not be accepted for credit towards upper-level degree requirements at AAMU.
4. Technical subject requirements cannot be substituted for general education requirements (i.e., electronics for physical science).
5. Courses designated as fulfilling core curriculum requirements in one category cannot be substituted with courses from another category (i.e., speech for history; math for art, etc.).
6. Course substitutions for graduating seniors should be completed by April 1st for May graduates; July 1st for July graduates; and November 1st for December graduates (see form in *Appendix A*).
7. The student's past academic program shall be evaluated, his/her new or continuing program shall be planned, and recommendations for substitutions as deemed appropriate shall be made during the student's first semester in the program.
8. Recommendations for substitutions must be dated, signed by authorized departmental personnel and/or the dean, and forwarded to the Office of the Registrar.

Graduation Requirements

Baccalaureate degrees are awarded by authority of the Board of Trustees based upon recommendation of the deans of each school to the candidates who have met the requirements established for the particular degree. The student must also meet AAMU's scholastic regulations.

Degrees are awarded only to students who are in good standing and who have met their obligations to AAMU. Students are referred to the detailed statements of the various schools and departments for additional specific requirements. Each degree must meet the minimum requirement of 120 credit hours.

To be eligible for a bachelor's degree, a student must have a cumulative GPA of 2.0 or higher and satisfy all requirements of his/her major and minor areas of specialization.

Individual program requirements are listed in the school/department sections of the *AAMU Bulletin*. The General Education Requirements are listed below.

Undergraduate degree programs consist of: (1) General Education Requirements—courses required for all undergraduate programs at AAMU; (2) School Requirements—courses required for all undergraduate programs in a particular school, e.g. the school of business; (3) Major Requirements—courses required for undergraduates pursuing a particular major, e.g., urban planning; and (4) Free Electives—any non-required course offered at AAMU or approved for transfer credit

Bulletin for Clearance

A student applying for graduation will be processed using the AAMU Bulletin in effect at the date of the student's initial entry into AAMU. However, if the initial period of enrollment is interrupted for two or more years, the student must follow the AAMU Bulletin in use at the time of re-entry. Students may move forward to a more recent AAMU Bulletin with the permission of their advisors. Students must meet all requirements, both general education and major field of study, in the Bulletin being followed. All other changes require the approval of the Academic Standards and Curriculum Committee.

Second Degrees

AAMU does not normally award a student a second baccalaureate from the school in which the first degree was earned, even if the student completes more than one program leading to a degree. A student who has received one baccalaureate degree may receive a second one from another school (or from the same school) upon:

1. Meeting all requirements for both degrees and,
2. Presenting for the second degree at least 30 credit hours in addition to those presented for the first degree.

The second degree will be awarded in a subsequent semester from the first.

With the approval and recommendation of the faculty, students may qualify for a second baccalaureate upon completion of the first degree if they fulfill general education requirements in effect at the time of admission for the second degree.

Students who earned their first baccalaureate from another institution must meet the requirements for a new major as specified by the major department, and must earn a minimum of thirty (30) semester units in residence at Alabama A&M University following the date of the first degree.

Students who completed their baccalaureate program at Alabama A&M may qualify for a bachelor's degree in a semester subsequent to the first if they complete requirements for a major in a different academic field as specified by the department and earn a minimum of thirty (30) semester units in residence beyond the requirements for the first degree. Students may not have two degrees awarded in the same semester.

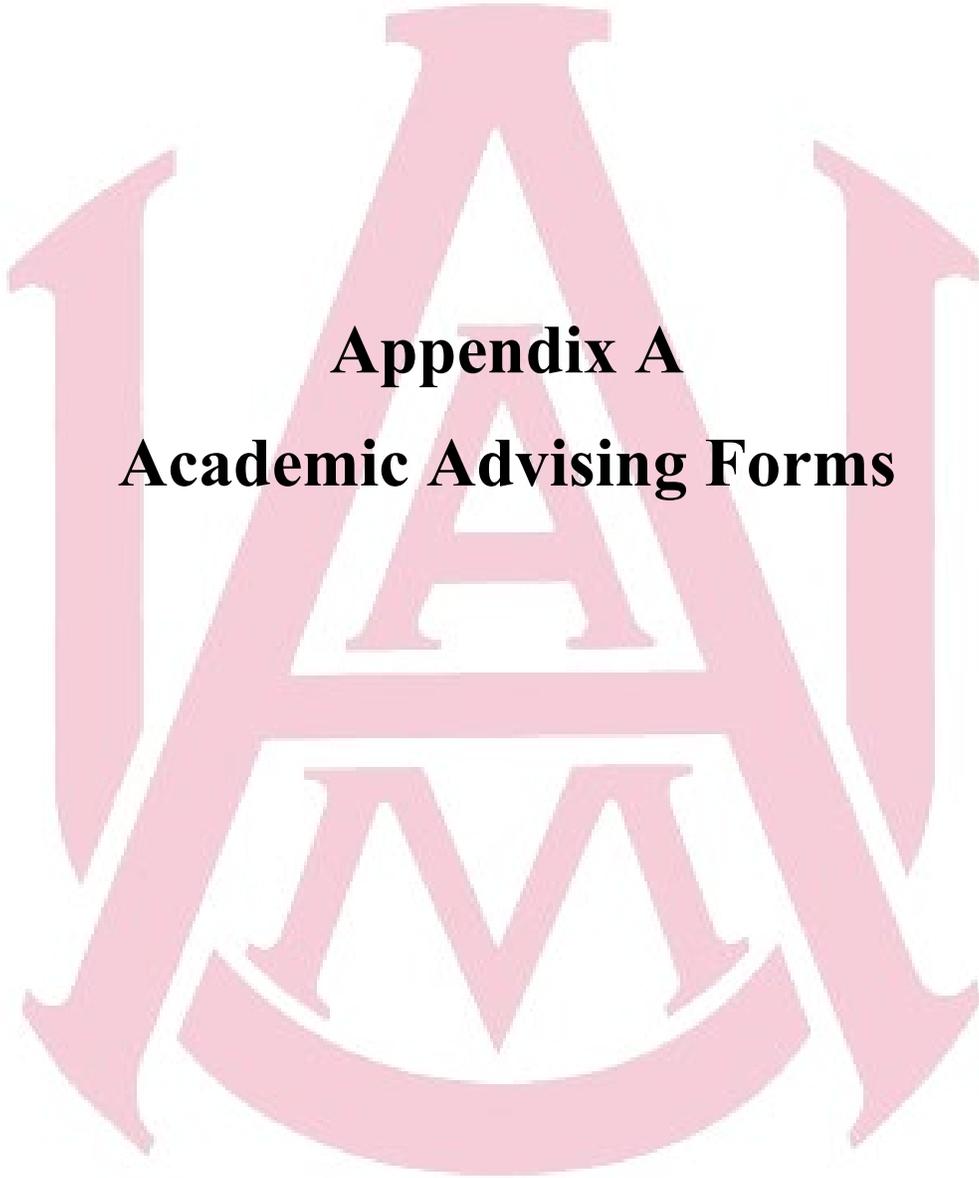
The thirty (30) semester units in residence must include twenty-four (24) units in upper division courses, six (6) units in general education, and at least fifteen (15) units in the second academic major whether the first baccalaureate was earned at Alabama A&M or elsewhere.

Units included in a second baccalaureate program may not be applied to a graduate degree. Candidates for second baccalaureates are eligible for the Dean's List or other semester academic honors according to the same criteria as candidates for first degrees.

Summary of General Graduation Requirements

To become eligible for graduation from AAMU, a candidate must satisfy the following:

1. Complete satisfactorily a curriculum in the school in which he/she is enrolled, including any special requirements established by the school and approved by the Academic Standards and Curriculum Committee.
2. Pass all parts
3. Achieve a minimum cumulative GPA of "C" or 2.00, and the minimum GPA specified for the major school or program as indicated in the programs sections of the *AAMU Bulletin*.
4. The student must have earned a minimum of 30 credit hours and the last 30 credit hours must be taken at AAMU. Students desiring to transfer credits in the final 30 hours must get permission from the school offering the program and the Office of Academic Affairs in advance.
5. Earn at least one-half the courses in his/her major sequence at AAMU, and present for graduation no more than 25 semester hours of work completed through correspondence courses. All correspondence courses must be from regionally accredited institutions.



Appendix A
Academic Advising Forms

**Alabama A&M University
Academic Advising Center
Academic Planning Worksheet**

Alternate Advising PIN # _____

Name: _____

Banner ID: _____

Major/Minor: _____

Phone #: _____

AAMU Email: _____@bulldogs.aamu.edu

1st Sem./Yr Enrolled: F__ SP__ SU__ (ex. F 15)

Undergraduate Bulletin in Effect: _____

Current Schedule _____

Advised Schedule _____

Course # (ex. 101)	Course Title (ex. Composition I)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Course # (ex. 102)	Course Title (ex. Composition II)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Responsibility Statement

While Alabama A&M University will endeavor to provide timely and accurate advisement, each student is held responsible for reading, understanding and meeting the requirements regarding graduation as set forth in the catalog (AAMU Undergraduate Bulletin). Such requirements include general University requirements as well as those specified by each program.

Student _____

Date: _____

Advisor _____

Date: _____

Revised 11/13



Office of the Registrar
 Alabama A&M University
 204 Patton Building
 Normal, AL 35762
 256-372-5254

Undergraduate Major/Minor/Concentration Declaration and Change Form

Date: _____

Name: _____
Last First MI Banner No. _____

Current classification: _____ Email Address: _____

Current major: _____ New major: _____

Concentration: _____ Concentration: _____

Current minor: _____ New minor: _____

Signed: _____
Student Date

APPROVED:

Advisor's Printed Name Advisor's Signature Date

Department Chairperson's Printed Name Department Chairperson's Signature Date





Office of the Registrar
Alabama A&M University
204 Patton Building
Normal, AL 35762
256-372-5254

Inter-Campus Visiting Student Form

Date: _____

Name: _____ Banner No. _____
Last First MI

Athens State University Oakwood University University of Alabama in Huntsville

Classification: _____ GPA: _____ Date of Birth: _____

Are you a candidate for graduation this semester/term? yes no Phone: _____

Address: _____
Route, POB, or Number/Street City State Zip

Email Address (required): _____

Visiting Institution Course:

Ref. No.	Course Abbreviation, Number, Title	Credits	Instructor	Day / Time

AAMU Equivalent Course: _____
Course Abbreviation, Number, Title

Semester/Quarter for which permission is being granted: _____
Semester & Year

This student will be enrolled in _____ semester hours at AAMU for the semester/term he/she is requesting to visit.

Student	Date	Advisor	Date
Department Chairperson	Date	Dean of School	Date
		Vice President, Academic Affairs	Date

Eligibility Requirements

- Must be a full-time student. The course credit hours at the host institution plus AAMU hours will determine this status.
- Must have at least a 2.0 GPA.
- Visiting students are limited to one course/semester unless the second is a required lab.
- The student must meet all prerequisites of the host institution.
- The course must not be available at the home institution at the requested time.
- Visiting students are not permitted to enroll in web-based (online) courses. If you choose an on-line course; you cannot enroll as a Visiting Student.
- Forms should be returned to the Registrar's Office no later than the first day of registration at the host institution.
- Students will be enrolled in the requested course at the host institution after the students from the home school are accommodated. Visiting students have last priority to classes. We cannot determine your enrollment at the Visiting School until they determine they have space for you, usually at the end of the registration period.
- If you choose to drop this course or decide not to attend, you must process a Drop Form through AAMU in the Registrar's Office. If you do not officially drop the course, you will be billed for the course along with receiving a grade of 'F' for the course. **THIS COURSE SHOULD BE DROPPED IN-OFFICE; DO NOT DROP ON-LINE.**

Rev. 07/2015



Office of the Registrar
 Alabama A&M University
 204 Patton Building
 Normal, AL 35762
 256-372-5254

Transcript Request Form

Date: _____

*Name: _____ Banner No. _____
Last First MI

*Please provide the name you had while at AAMU as a student.

Address: _____
Route, POB, or Number/Street City State Zip

Day Phone: _____ Date of Birth: _____

Copies requested: _____ Dates of Attendance: _____ to _____
 Copies are \$5.00 each mm/yyyy mm/yyyy

Please check all that apply to you:

- Process now
- End of current semester
- I have transfer/transient credits from another school
- After degree is posted

Purpose of Transcript (REQUIRED): _____

Please Note: Official transcripts are not issued for personal use.

Send official transcript(s) to:

- 1. _____
- 2. _____
- _____
- _____
- _____
- _____

The Registrar's Office has my permission to send this transcript to the above individual or organization.

Student's Signature(REQUIRED): _____ Date: _____

- Ordinarily, transcripts are issued within 3-5 business days of receipt of request. However, during peak times of the year (Jan, May, Aug) the time period is 14-20 days.
- No faxed requests are accepted.
- Applicant is responsible for providing the complete mailing address and making sure that it is legible.
- Transcripts are not issued to/for students who have past/current balances at the University.

*****For Office Use Only*****
 Check here for pick-up
 Pick-up Date: _____



Office of the Registrar
 Alabama A&M University
 204 Patton Building
 Normal, AL 35762
 256-372-5254

Undergraduate Transient Student Form

Date: _____

Name: _____ Banner No. _____
Last First MI

Address: _____
Route, POB, or Number/Street City State Zip

Classification: _____ Major: _____ Phone: _____

This form certifies that the above student is in good standing at Alabama Agricultural and Mechanical University and has been given permission to register for the course(s) below as a transient student at:

 Name of the Institution

 Institution's Complete Address

Alabama A & M University Equivalent			Other Institution's Course(s) to be Taken		
Dept/No.	Course Title	Hrs	Dept/No.	Course Title	Hrs

A "Course Description" of each course listed above from the other Institution must be printed and returned with this form along with a printed "Degree Audit" from Degree Works listing the course/courses.

Semester/Quarter for which permission is being granted: _____
Semester & Year

- It is the responsibility of the student to complete all requirements specified by the above institution as a transient student and to see that the credit is transferred back to Alabama A&M University as soon as it is completed.
- Credit for the course(s) will be accepted in partial fulfillment of degree requirements at Alabama A&M University provide a grade of 'D' or better is earned.
- The University will NOT accept any credits earned at any institution of higher education during a period of Academic Probation/ Academic Suspension. Students within their final 30 hours must also obtain approval from the Vice President of Academic Affairs.
- Criteria for approval includes current enrollment at AAMU and a cumulative GPA of at least 2.00.
- It is the responsibility of the student to return the completed form with a printed course description of each course from the other Institution to the Office of the Registrar located in Room 204, Patton Hall BEFORE attending the transient school.
- The total number of hours taken at another institution and/or AAMU cannot exceed the maximum allowed during the same enrollment term at AAMU – 19 credit hours for Fall and Spring semesters, 10 credit hours for Summer sessions.

 Student Date

 Advisor Date

 Department Chairperson Date

 Vice President, Academic Affairs
 Required for Seniors Only Date

Rev. 8/2017



Office of the Registrar
 Alabama A&M University
 204 Patton Building
 Normal, AL 35762
 256-372-5254

Undergraduate Request for Course Overload Form

Date: _____

Name: _____ Banner No. _____
Last First MI

Semester of course overload: _____ Total hours requested as an overload: _____
Semester & Year

Total hours student will be enrolled with overload: _____

Please Note: Hours above 21 must be approved in Academic Affairs.

Cumulative grade point average: _____ Graduation Semester: _____

(Permission for an overload is restricted to students with a Cumulative GPA of 3.0 or above.)

Justification: _____

Student Signature (REQUIRED): _____ Date: _____

APPROVALS:

Advisor's Name (Print/Type): _____ Date: _____

Advisor's Signature: _____ Date: _____

Registrar's Signature : _____ Date: _____



Office of the Registrar
 Alabama A&M University
 204 Patton Building
 Normal, AL 35762
 256-372-5254

Record Correction Form

Date: _____

Name: _____ Banner No. _____
Last First MI

Address: _____
Route, POB, or Number/Street City State Zip

Day phone: _____ Date of birth: _____
mm dd yyyy

REPEATED COURSE(S): List all the courses that you have repeated. Indicate the semester in which you first took the class and the second time you took the class, along with the grade that was earned each time. The lowest grade will not be calculated in your GPA, but will remain on your record. Please do not submit this form until you have completed the course.

Course Abbreviation, Number, Title	First Time		Second Time	
	Grade	Semester	Grade	Semester

OTHER (This section is for problems with your record):

Student Signature (REQUIRED): _____ Date: _____



Alabama A&M University

Authorization to Release

AUTHORIZATION TO DISCLOSE ACADEMIC-FINANCIAL-DISCIPLINARY

Student's Name: _____

Student's Banner#: _____

.....

I, _____, authorize Alabama A&M University to disclose any and all information from my records to:

_____, _____
(Relationship)

_____, _____
(Relationship)

Student's Signature

Date

The completed form must be returned to the AAMU Office of the Registrar located in 204 Patton Hall by the student with a pictured ID. Please Note: The Office of the Registrar will "ONLY" honor information requests that are made in person with a picture ID by the person/s listed above by the student.



Alabama A&M University

Non-Authorization to Release

Student's Name: _____

Student's Banner#: _____

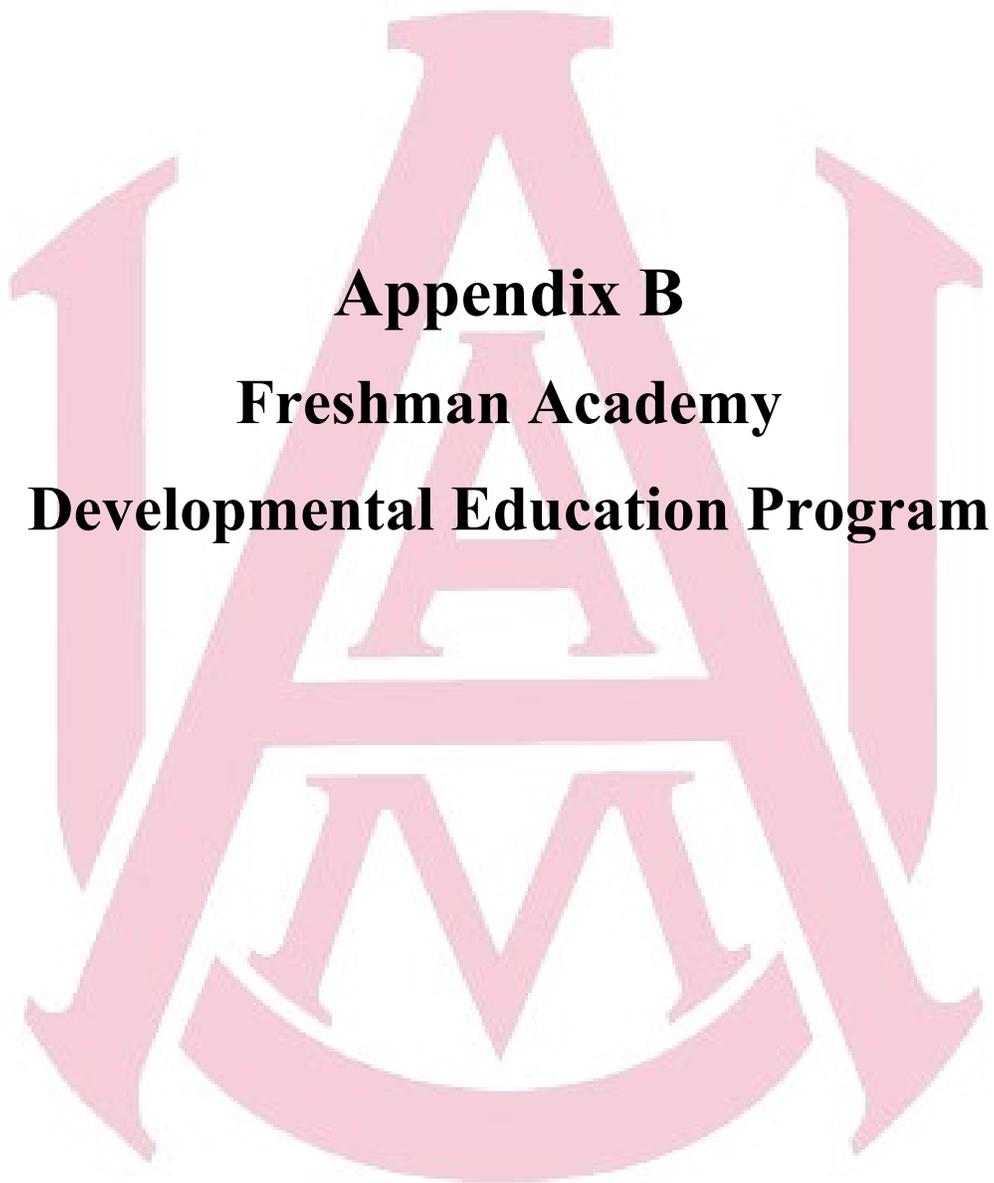
.....

I, _____, do not authorize Alabama A&M University to disclose any information from my records.

Student's Signature

Date

The completed form must be returned to the AAMU Registrar's Office located in 204 Patton Hall by the student with a pictured ID.



Appendix B
Freshman Academy
Developmental Education Program

Freshman Academy

Developmental Education Program

The Developmental Education Program is designed to assist “academically challenged” freshmen to increase their proficiencies in three areas: English, mathematics, and reading. Placement in each of the developmental courses is determined by criteria set by the responsible department. Freshmen whose placement scores fall below the requisite levels are required to register for the appropriate developmental course(s). Students remain in the program(s) until they achieve specified competency levels. Grades earned in these courses will be computed into a student’s grade point average, but credit earned cannot be applied toward the completion of degree programs.

EDU 011 College Reading This is a corrective course of individualized reading instruction designed to improve student’s basic reading, study, and cognitive skills, which are essential to success at the college level. Freshmen who have an ACT/SAT sub score of 14 or lower are required to enroll in this one semester course.

ENG 010 Developmental English This course presents functional aid in preparing freshmen to enter Composition I. Those who do not complete the course must re-enroll in it during the next semester in which they are enrolled at AAMU. It stresses fundamentals of the English language with practical use in writing. Students who pass Developmental English may proceed to Composition I. Those who do not complete the course must re-enroll in it during the next semester in which they are enrolled at AAMU.

MTH 010 Developmental Mathematics Topics covered include a brief review of arithmetic concepts; units of measure; basic geometry concepts; word-problem solving; and introductory algebra, including operations with integers, rational numbers, simplifying and evaluating algebraic expressions, and solving simple linear equations. Freshmen who have an ACT/SAT sub score of 15 or lower are required to enroll in this one semester course.

MTH 011 Fundamentals of Mathematics Topics covered include graphing and linear systems, exponents and polynomials, factoring, rational expressions, roots and radicals, solving quadratic equations, compound inequalities, linear inequalities in two variables, variation, functions, and pertinent application problems. Credit hours for this course may not be counted toward any degree requirement. However, the grade for this course is calculated in the cumulative GPA. Freshmen who have an ACT/SAT Sub score of 16 are required to enroll in this one semester course.

MTH 012 Intermediate Algebra Topics covered include exponents, roots and radicals, polynomial and rational expressions, functions and graphing, transformations of functions, quadratic and inverse functions, and linear and non-linear systems of equations. Credit hours for this course may not be counted toward any degree requirement.

Note: MTH 012 is an intensive intermediate algebra course designed for students in science programs, technology, engineering and mathematics (STEM) degree where MTH 125, Calculus I, is the initial course in their curriculum. This course is designed to prepare students for MTH 115. Freshmen who have an ACT/SAT sub score of 18 are required to enroll in this one semester course.

