

point average. Credits successfully earned, prior to the change, will be applied toward the new program.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes. For more information, log on to AGSC/STARS Home Page at: <http://stars.troyst.edu>.

AUDITING A COURSE

Registration for an audit course must be declared by the end of the registration period and may not be changed thereafter. To change the registration for a course from credit to audit, the following procedures is used:

- The student must have the approval of the instructor and the appropriate divisional administrator.
- When the request to change to audit is approved, the student must officially notify the Records Office.
- Class attendance and work requirements are the same as for students taking the course for credit. The student is not required to take the final examination.
- Students who satisfactorily complete a course for audit will be assigned the grade of AU.
- The cost for auditing a course is the same as taking it for credit.

ADDING AND DROPPING COURSES

Students may receive permission from his or her advisor to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate signatures must be secured and the "Drop/Add Form" must be returned to the Records Office before it is official.

STATUTE OF LIMITATIONS FOR COURSES

Acceptance of some courses that were taken five years or more may be recommended for approval by the appropriate departmental chairperson to the Vice President for Instructional Services.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course and receive a grade of "W" at any time during a given semester subject to the last day to withdraw to receive a "W". The deadline for withdrawals is specified in the semester schedule. ("WP" or "WF" grades will be assigned for courses(s) withdrawn after the deadline specified in the semester schedule. The Vice President must approve "exceptions" to this policy).

Withdrawal procedures must be initiated in the Records Office. The withdrawal form must be submitted to the Records Office with appropriate signatures before it is official.

Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student's responsibility to withdraw officially by completing the withdrawal form in the Records Office by the deadline date published in the semester schedule.

CREDIT BY EXAMINATION

A maximum of 20 hours of non-traditional credit may be awarded and applied toward graduation. Applicants must have their test scores sent directly to the Office of Admissions from the appropriate testing agency.

Credit By Examination - Nursing

Students who wish to enter the Nursing Education Mobility Program and seek college credit for nursing courses by examination, may write the ACT PEP Examination in Fundamentals of Nursing and Maternity Nursing. Successful completion is to receive a minimum score of 45 on each examination. Credit for the course(s) will be given and the grade recorded depends upon the score. The student may take the examination **only once**. Credits by examination will be applied toward graduation requirements. The student's record will indicate credits by examination. Quality points are computed for the grades.

CREDIT THROUGH PRIOR LEARNING ASSESSMENT

1. Credit for prior learning may be awarded only after an assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.

2. Course credits earned through prior learning shall be noted on the student's transcript as having been awarded through Prior Learning Assessment (PLA).