

WHO SIGNS WHAT AND WHY

(Revised 6/08/2011)

FORMS (WHERE FOUND)	WHO	WHY
Intent to Graduate (Business Office)	1. Assigned Academic Advisor	Advisors are knowledgeable about curriculum requirements for their assigned major codes. They are generally familiar with their advisees' academic history.
	2. Academic Advisor's Department Head	Department heads are familiar with curriculum requirements of local colleges and universities and career/technical programs.
	3. Admissions and Records Office	Admissions and Records Office must process intent forms.
Course Waiver and Substitution (Department Office)	1. Assigned Academic Advisor	Course waivers and substitutions are granted as exceptions when warranted by student's personal academic and career goals and their previous academic experiences. Advisors are knowledgeable of their advisees' backgrounds and are able to evaluate whether circumstances merit a request for exceptions to the college's curriculum requirements.
	2. Department Head responsible for course for which waiver/substitution is requested	Input from the department responsible for the course for which a waiver or substitution is requested is required to maintain academic integrity and educational quality.
	3. VP of Learning	Centralized coordination and review is needed to ensure that practices are consistent throughout the college.
Credit Hour Overload Request (Registration Form - Admissions and Records Office)	Department Head	Students should see their assigned academic advisor; the advisor's department head will determine approval and provide signed registration form.
Waiver of Residency Requirement for Graduation (no form - send memo)	1. Assigned Academic Advisor	Advisors are familiar with individual student's job and other constraints that prevent him/her from being able to complete his/her last 20 credit hours at Pellissippi State. Send memo to VP of Learning.
	2. VP of Learning	VP is responsible for ensuring that college and TBR policies are followed.
Change of Major/ Change of Advisor (Admissions and Records Office)	1. Student	Student picks up form from Admissions and Records Office.
	2. Admissions and Records	Admissions and Records Office enters change into SIS+.
	3. Curriculum Office	Curriculum Office assigns new advisors during the 2 weeks of early registration.
Credit for Life Experience (Department Office)	1. Department Head responsible for course for which credit is requested	Input from the department responsible for the course for which the credit is requested is required to maintain academic integrity and educational quality.
	2. Faculty Committee	A committee of faculty members in the field of study for which the credit is requested reviews the documentation to determine if credit should be awarded.
	3. VP of Learning	VP approves or rejects the request. VP is responsible for ensuring that college and TBR policies are followed.
	4. Admissions and Records	If approved, Admissions and Records implements credit on the student record.
Credit by Examination (Department Office of Course)	1. Department Head responsible for course for which credit is requested	The department head verifies eligibility and returns the Credit by Exam (CBE) form to the student.
	2. Business Office	Business Office verifies regular course fee payment.
	3. Department Head	Student returns CBE form to department head and department head gives student the Authorization form to take to the Learning and Testing Center. The syllabus and exam are attached to the CBE form and forwarded to the Learning and Testing Center.
	4. VP of Learning	After the test is evaluated, the VP either grants or denies the credit and forwards the information to the Admissions and Records Office.
	5. Admissions and Records Office	If approved, Admissions and Records implements credit on the student record.
LS Drop/Withdrawal (Advising Information Webpage)	Student Assistance Center* Mary Monroe-Ellis	"Students enrolled in LS courses may drop or withdraw only under serious circumstances with the permission of the LS director. Serious circumstances may include a death in the family, long-term illness or similar instances."
Withdrawal from the College (Student Assistance Center*)	1. Student Assistance Center*	Advises student of his/her options and the consequences that may or may not necessitate withdrawal.
	2. Financial Aid	Notifies the student of any changes in his/her financial aid status due to the withdrawal. It may include financial aid probation, suspension, or repayment.
	3. Records Office	Records processes the request into the student's account.
Late Withdrawal from the College <i>LS or College Level</i> (Student Assistance Center*)	1. Student Assistance Center*	Advises student of his/her options and the consequences that may or may not necessitate withdrawal. Reviews Petition for Late Withdrawal and <i>official documentation</i> of emergency circumstances.
	2. Financial Aid	Notifies the student of any changes in his/her financial aid status due to the withdrawal. It may include financial aid probation, suspension, or repayment.
	3. VP of Learning	VP either approves or rejects the Petition for Late Withdrawal. If approved, the VP will forward to Records to process the request into the student's account.

*Or Counselor at Site Campuses