ENTERING THE COLLEGE

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GENERAL ADMISSIONS

PHILOSOPHY

South Georgia State College welcomes applications for admission from persons who have graduated from high school, a home-schooled program, or hold a General Equivalency Diploma (GED). Students are admitted based on high school GPA. The policy of South Georgia State College is to admit every applicant who demonstrates reasonable promise of success and who can profit from the educational programs of the College. Admission requirements vary according to the degree sought. Though placement test scores are not required for admittance, SAT, ACT, and ACCUPLACER test scores (that meet minimum requirements) may be submitted to exempt Learning Support classes.

PROCEDURES FOR ALL FIRST-TIME STUDENTS

Applicants applying for admission to a degree program at South Georgia State College must submit the following items to the Admissions Office:

1. **Admissions Application** – A completed admission application accompanied by a $20.00 non-refundable application fee. You may apply on-line at www.apply.sgsc.edu.
2. **High School Transcript** -- An official high school transcript showing a graduation date and/or official GED with passing scores or home-schooled transcript (see home-schooled section for more information). Official electronically-sent documents are preferred, but official paper documents are accepted if received by the Office of Admissions in a sealed envelope. Copies of transcripts or letters, grade reports, diplomas, or graduation lists are not considered official.
3. **SAT or ACT scores** – SAT and/or ACT scores submitted with the following minimum scores will exempt students from Learning Support placement and/or placement testing.
    - Old SAT scores (before March 2016):
        - 430 Verbal/Critical Reading for all Pathways
        - 400 Math for Non-STEM Pathways
        - 470 Math for STEM Pathways or Pathways requiring MATH 1111
    - New SAT scores (after March 2016):
        - 480 Reading & Writing for all Pathways
        - 440 Math ‘Section’ Score for Non-STEM Pathways
        - 510 Math ‘Section’ Score for STEM Pathways or Pathways requiring MATH 1111
    - ACT scores:
        - 17 English or Reading for all Pathways
        - 17 Math for Non-STEM Pathways
        - 20 Math for STEM Pathways or Pathways requiring MATH 1111
4. **ACCUPLACER scores** –AccuPlacer scores (that meet minimum requirements) may be used to exempt Learning Support requirements. Students have the option to take the AccuPlacer Reading, WritePlacer, and Quantitative Reasoning, Algebra, and Statistics (Math) to exempt Learning Support placement if acceptable SAT/ACT Scores are not provided (see “SAT or ACT scores” section above). Students may also exempt Learning Support placement in English and/or Math if they have meet High School GPA Learning Support Exemption Criteria. For English, they must meet a minimum high school GPA of 2.5; for College Algebra, they must meet a minimum high school GPA of 3.2; for other Math courses, they must meet a minimum high school GPA of 2.7 from a qualified post-secondary institution or have met the high school GPA and RHSC requirement.

    If the student chooses not to take the AccuPlacer and exemption criteria for support is not met, the default placement will be in an entry-level collegiate course with corequisite support.
5. **Immunization Form** – A completed University System of Georgia immunization form. Please see section on immunization on page 33.

6. **English Proficiency** – All prospective students whose first language or mother tongue is not English must, as part of the application procedure, submit an official report of scores attained on the Test of English as a Foreign Language (TOEFL), or submit other acceptable test scores as proof of academic English language proficiency. Contact the Office of Admissions for additional information regarding acceptable scores.
7. **Lawful Presence** – Students applying for instate tuition classification must submit evidence of lawful presence in the United States. To verify Lawful Presence, one of the following documents may be submitted:
    - An approved FAFSA form or other documentation demonstrating eligibility for federal financial aid.
    - A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is acceptable so long as it shows the raised or written seal.
    - A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
    - A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
    - A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
    - A current U.S. Passport.
    - A current (unexpired) Driver's License/ID containing the REAL ID symbol. A copy of the front and back of the card is required.
        - REAL ID acceptable symbols include the following: Gold Star, Black Star, Star cutout in gold circle, Star cutout in black circle, and Star cutout in gold grizzly bear.
        - Information about this documentation is available at https://www.sgsc.edu/afford/lawful-presence.
    - A current military ID (service member only, not dependent).
        - Document using the Confirmation of Review of Military ID Dynamic Form.
        - Copies of military IDs are NOT ACCEPTABLE.
    - A current, valid Permanent Resident Card (USCIS form I-151 or I-551)
    - An F, J, or M visa
    - Verification through the SAVE program

All materials must be submitted by the appropriate application deadline published in the Important Dates section of this catalog.

Falsification of materials submitted for admissions or any other records at South Georgia State College is grounds for dismissal and revocation of any degree, certificate, or credit earned.

Information about and application forms for the national Scholastic Assessment Test (SAT) may be obtained from high school counselors or from the College Entrance Examination Board, Box 592, Princeton, NJ 08541, or online at www.collegeboard.com. South Georgia State College's code number to be entered on the examination is 5619.

Information about and application forms for the American College Testing (ACT) program may be obtained by writing ACT, 2201 N. Dodge Street, P.O. Box 168, Iowa City, IA 52243, or online at www.actstudent.org. South Georgia State College's code number to be entered on the examination is 0862.

TRANSFER STUDENTS

South Georgia State College welcomes applications from students who wish to transfer to SGSC from other institutions. In addition to the items listed under "Procedures for All First-Time Students," transfer students must provide South Georgia State College official academic transcripts from all former schools. Failure to report previous college attendance at the time of admission is sufficient cause for cancellation of the student's enrollment and of any credit earned at South Georgia State College. Enrollment Services works individually with each transfer student to ensure the proper documents are submitted.

All academic credit attempted at previous institutions will be reviewed by the College. All degree programs at South Georgia State College require that a minimum of 25% of the credit hours toward the degree must be earned at South Georgia State College. In unusual or compelling circumstances, students may appeal to the Vice President for Academic and Student Affairs for exceptions. To be awarded an A.S.N. degree by South Georgia State College, all courses in the curriculum with an NURS prefix must be earned at South Georgia State College. Any exceptions must receive approval from the Dean of the School of Nursing.

Courses transferred for credit from other institutions must have an overall average of "C." Applicants who have completed fewer than 30 semester credit hours will be considered "first-time freshmen" and must meet the appropriate admissions requirements set forth for their intended program of study. Credit may be awarded for actual course work, training provided by the Armed Forces or services schools, or professional certification. The institution retains the right to determine the amount of credit to be awarded. Institutional procedures require that the credit awarded be validated by the credit by examination process on campus. Credit awarded must be appropriately related to a student's educational program at South Georgia State College.

Students who have official transcripts submitted by all former schools no later than the application deadline for the term in which they intend to enroll will be notified in writing prior to registration what credit was accepted for transfer. Students who have official transcripts submitted after the application deadline will be notified by the end of their first term of enrollment what credit was accepted for transfer.

An applicant will not be considered for admission unless the transcript of the college or university last attended shows that the student is eligible to return to that institution or unless the officials of the institution last attended recommend the applicant's admission and the applicant meets transfer GPA requirements. If two or more calendar years have elapsed since the applicant’s dismissal from the last college or university attended, however, South Georgia State College may, at its discretion, review the application through established procedures to determine whether or not admission should be granted. Students with uncompleted Learning Support requirements at their previous institution may be admitted only in accordance with the Learning Support policies and procedures established by the University System of Georgia and South Georgia State College.

An applicant transferring into an A.A. or A.S. degree program from an institution or program that did not require the Georgia Required High School Curriculum must submit a transcript of secondary school credits unless the applicant has earned thirty semester hours of core curriculum credit. Transfer students who have not met the Georgia Required High School Curriculum requirements and who have not completed the required number of hours may be admitted to the A.A. or A.S. programs only as limited admission students under the procedures established by the University System of Georgia and South Georgia State College. (For more information on Georgia Required High School Curriculum, see pp. 34-35.)

RETURNING STUDENTS

Former South Georgia State College students wishing to be readmitted after a period of one year (three academic terms) must complete and submit a new application online at https://www.sgsc.edu/admissions/apply. Returning students do not have to pay an additional $20.00 application fee. Students who have attended other post-secondary institutions since last attending South Georgia State College must submit official academic transcripts from all such institutions and are subject to the guidelines detailed in the TRANSFER STUDENTS section above. Students who were placed on Academic Suspension at the end of their last period of enrollment at SGSC must appeal to the Admissions Committee for readmission. The online Academic Appeal Form can be found on the Registrar’s webpage at https://www.sgsc.edu/admissions/frequently-requested-forms. An appeal letter and any necessary supporting documentation must be uploaded to accompany the Appeal Form.

SOUTH GEORGIA STATE COLLEGE ENTRY PROGRAM AT VALDOSTA

The South Georgia State College Entry Program-Valdosta (SGSCEP-V) is a university entry program located on the campus of Valdosta State University in the University Center (Entrance 9). It allows students to complete all Learning Support classes and Georgia Required High School Curriculum deficiencies, plus core college courses, in order to enter the university as a sophomore. All core classes transfer to Valdosta State University or any University System of Georgia senior college or university. SGSCEP-V students are subject to the same admissions procedures for first-time students, transfer students, and returning students as are students applying to the Douglas or Waycross campus.

Students may apply to the program online at https://www.sgsc.edu/admissions/apply. The SGSCEP-V student body is taught by the SGSCEP-V faculty. The facilities feature Smart Classrooms and a state-of-the-art computer classroom. For more information contact the SGSCEP-V office at 912.260.4660.

TRANSFER OF CORE CURRICULUM "D" GRADES TO SOUTH GEORGIA STATE COLLEGE

By University System of Georgia policy, South Georgia State College treats "D" grades earned by transfer students in Core Curriculum courses the same as "D" grades earned by native South Georgia State College students. Therefore, a "D" earned in HIST 2112, for example, at another University System institution would be acceptable for credit at South Georgia State College with the provision that the student has an overall grade point average of 2.0 (C) on all courses transferred into South Georgia State College. South Georgia State College requires a minimum grade of "C" in all Writing, Mathematics, and Field of Study courses. All general education courses required for the Nursing programs must be passed with grades of "C" or better.

Immunization Policy

The minimum immunization requirements for all University System of Georgia colleges and universities are established by the Georgia Board of Regents (http://www.usg.edu/policymanual/section4/C334/). Specific institutions, with the concurrence of their presidents and the Chancellor, may require some immunizations not required for all new students by this policy. Institutions are also authorized to impose additional immunization requirements for students when, in the opinion of the president of the institution and with concurrence of the Chancellor and appropriate public health authorities, there is a substantial risk of exposure to other communicable diseases preventable by vaccination (BOR Minutes, 1990-91, p.114).

All entering South Georgia State College students are required to provide SGSC with documentation of the minimum immunization requirements set forth by the Board of Regents. These requirements can be found at https://www.sgsc.edu/content/userfiles/files/Immunization%20Form.pdf.

Students who are enrolled in programs of study covered under the University System of Georgia Memorandum of Understanding clinical agency affiliation agreement must meet the immunization requirements of those programs.

Failure to submit a completed Certificate of Immunization will result in a registration hold on your student record.

Legal Name Verification

In accordance with the University System of Georgia's standards for consistent identity management and to reduce the risk of fraud by impersonation, all new and new readmit students are required to verify their legal name in our system. As a result of this procedure, South Georgia State College is required to obtain a copy of the student's official government document to verify that the legal name on the student's record matches the legal name on their document before they can enroll. Failure to submit will result in a registration hold on your student record. A list of acceptable documents can be found here: https://www.sgsc.edu/admissions/legal-name-verification.

ADMISSION BY DEGREE PROGRAM

ADMISSION TO TRANSFER PROGRAMS:

ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.) DEGREES

Admission to A.A. or A.S. degree programs at South Georgia State College requires a high school diploma or GED credential.

Board of Regents policy requires that the diploma should be from a high school accredited by a regional accrediting association, the Georgia Accrediting Commission, or from a public school regulated by a school system and state department of education. Students who have a DOE High School Certificate (also called a Certificate of Performance) or a Special Education Diploma are not considered to be high school graduates. A GED would be required. A GED is acceptable only if the student's high school class has graduated. There are no exceptions to the requirement that a freshman have either a high school diploma or the GED.

Students enrolling in A.A. or A.S. programs must have completed the 17 units of the Georgia Required High School Curriculum (RHSC, as defined by the Georgia Department of Education). Regardless of the diploma earned in high school and accepted for admission, each student will be evaluated to determine satisfactory completion of the 17 units of the RHSC.

A minimum high school grade point average (HSGPA) is required as follows:

Georgia Required High School Curriculum: Each student will be evaluated to determine satisfactory completion of the 17 units of the RHSC. Students with the RHSC must have a 2.0 HSGPA calculated based on the grades in the 17 units of the RHSC.

All Others: Students who have not completed the RHSC must have a 2.0 HSPGA calculated based on the grades in the appropriate RHSC units.

Students who enter without a Georgia RHSC diploma (for example, students with a TC diploma, students from private high schools or other states, students with a Georgia DOE General Diploma, and home-schooled students) must be evaluated for RHSC completion and must take addition courses as necessary, following USG policy.

Students who have not completed the Georgia RHSC courses requirements or who do not have the minimum HSGPA requirement, but show other evidence of ability to succeed, may be granted admission through Limited Admission. Candidates for Limited Admission are evaluated on a case- by-case basis, and there is no explicit or implicit guarantee of admission through this route.

Students who have SAT or ACT scores may exempt placement testing if they meet the following requirements:

- Old SAT scores (before March 2016):
  - 430 Verbal/Critical Reading for all Pathways
  - 400 Math for Non-STEM Pathways
  - 470 Math for STEM Pathways or Pathways requiring MATH 1111
- New SAT scores (after March 2016):
  - 480 Reading & Writing for all Pathways
  - 440 Math 'Section' Score for Non-STEM Pathways
  - 510 Math 'Section' Score for STEM Pathways or Pathways requiring MATH 1111
- ACT scores:
  - 17 English or Reading for all Pathways
  - 17 Math for Non-STEM Pathways
  - 20 Math for STEM Pathways or Pathways requiring MATH 1111

Applicants who have a RHSC deficiency* are admissible only as Limited Admission students. The College reserves the right to deny admission to these students if space is not available.

Applicants who have a HSGPA below the required minimums (2.0 for RHSC, 2.2 for all others) will be denied admission with the ability to appeal to South Georgia State College.

*The Georgia Required High School Curriculum does not apply to students who have been out of high school at least five years and whose high school class graduated at least five years ago.

The 17 specified University System RHSC courses are:

MATHEMATICS – 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, and Geometry, and an additional mathematics course that has these courses as prerequisites. For students who graduate from a Georgia public high school in 2012 or later, the 4 units of mathematics must include a mathematics I, II, III, and a fourth unit of approved mathematics.

ENGLISH – 4 units that have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.

SCIENCE – 4 units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Beginning in 2012, students must have one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.

SOCIAL SCIENCE – 3 units of social science, with at least one course focusing on United States studies and one course focusing on world studies.

FOREIGN LANGUAGE – 2 units in the same foreign language emphasizing speaking, listening, reading, and writing. Two units of American Sign Language may be used to satisfy this requirement.

Applicants who are denied admission must make written appeal to the Admissions Committee if they wish to be reconsidered.

ADMISSIONS APPEALS

Some students may have circumstances that require an appeal of Admissions. These circumstances may include low high school GPA, Academic Suspension/Dismissal from previous college, or Academic Suspension from SGSC. A student in this position should complete and submit an Admissions Appeal Form to the Office of Admissions. Forms can be found on the Admissions webpage at http://www.sgsc.edu/becoming-a-hawk/admissions.cms. Appeal forms must be accompanied by an appeal letter and any necessary supporting documentation.

LEARNING SUPPORT POLICIES

Learning support policies established by the Board of Regents for all System institutions require placement in learning support courses for students who have academic deficiencies in English, and/or math for those programs of study which have learning support prerequisites. AccuPlacer examinations in English and math can be administered for placement determination.

Students must enroll each semester in required learning support co-requisite courses. While completing these required courses, they may enroll in regular credit courses that do not have learning support prerequisites or learning support co-requisites.

University System of Georgia policies require completion of all learning support course work prior to the accumulation of thirty (30) semester hours of credit. Students failing to do so will be restricted to enrollment in learning support co-requisite courses until all requirements are met.

Students are permitted unlimited attempts in ENGL 0999 and the applicable MATH co-requisite course.

OTHER ADMISSIONS CATEGORIES

DUAL ENROLLMENT

Dual Enrollment gives academically talented high school students the opportunity to earn college credit before graduating from high school. In some cases, the high school student may be able to be dually enrolled—earning high school and college credit at the same time. The cost of tuition and fees may be covered by Dual Enrollment, a program funded through the high school's Full Time Equivalency (FTE) funding.

The following eligibility requirements have been established:

- Rising Sophomores (who meet the Sophomore specific requirements), Juniors, and Seniors
- Minimum high school academic GPA of 3.0
- Eligible SAT, ACT, COMPASS, or ACCUPLACER test scores (see table of SGSC Dual Enrollment Eligible Test Scores below)

SGSC Dual Enrollment Eligible Test Scores		
Test	**Required for Acceptance**	**Required for Math 1111**
Old SAT (before 3/2016)	Critical Reading - 430 Math - 400	Critical Reading - 430 Math - 470
New SAT (3/2016 or after)	Reading & Writing - 480 Math - 440	Reading & Writing - 480 Math - 510
ACT	English or Reading - 17 Math - 17	English or Reading - 17 Math - 20
Classic AccuPlacer (before 1/28/2019)	Reading Comprehension - 63 WritePlacer - 4 Elementary Algebra – 67*	Reading Comprehension - 63 WritePlacer - 4 Elementary Algebra – 79*
Next-Generation AccuPlacer (1/28/2019 or after)	Reading – 237 WritePlacer – 4 Quantitative Reasoning, Algebra & Statistics – 258	Reading – 237 WritePlacer – 4 Quantitative Reasoning, Algebra & Statistics – 266

* An Algebra score of 79 is required for students who need MATH 1111 (College Algebra) for the Honors Track or if their intended program of study requires College Algebra. An Algebra score of 67 is required *only* if the student does not need College Algebra for the Honors Track and their intended program of study only requires MATH 1001 (Quantitative Reasoning), MATH 1101 (Mathematical Modeling), or MATH 1401 (Statistics).

- On track towards the completion of the Required High School Curriculum (RHSC) requirements and high school graduation.

The Dual Enrollment program provides financial assistance to high school students who take advantage of the opportunity to earn college credit as they simultaneously meet their high school graduation requirements. Dual Enrollment pays for tuition for the Fall, Spring, and Summer Semesters.

Additional information regarding these programs may be obtained by contacting the Office of Admissions.

HOME-SCHOOLED STUDENTS AND GRADUATES OF NON-ACCREDITED HIGH SCHOOLS

Admission requirements include submission of:

- An application for enrollment
- A one-time $20.00 enrollment fee
- Evidence of completion of 17 units of University System of Georgia's Required High School Curriculum (RHSC). Applicants must submit a portfolio or a completed home-schooled packet (provided by the Office of Admissions) for evaluation. The packet consists of a Curriculum Evaluation Form, RHSC Course Description Worksheet, an Affidavit of Completion, and must also include a transcript of all high school courses completed. The portfolio must contain evidence of the student's work, a statement signed by the home-school principal or administrator (usually the parent) attesting that the student has met the requirements for graduation from that home-school, and a transcript of all high school courses completed with a date of graduation.
- An immunization record, completed by a health care professional
- Lawful Presence
- SAT, ACT, or AccuPlacer scores (that meet minimum requirements) may be used to exempt Learning Support requirements.
    - Learning Support courses can be exempted if the following requirements are met:

Test	Required for Acceptance	Required for Math 1111
Old SAT (before 3/2016)	Critical Reading - 430 Math - 400	Critical Reading - 430 Math - 470
New SAT (3/2016 or after)	Reading & Writing - 480 Math - 440	Reading & Writing - 480 Math - 510
ACT	English or Reading - 17 Math - 17	English or Reading - 17 Math - 20
Classic AccuPlacer (before 1/28/2019)	Reading Comprehension - 63 WritPplacer - 4 Elementary Algebra – 67*	Reading Comprehension - 63 WritePlacer - 4 Elementary Algebra – 79*
Next-Generation AccuPlacer (1/28/2019 or later)	Reading – 237 WritePlacer – 4 Quantitative Reasoning, Algebra & Statistics – 258	Reading – 237 WritePlacer – 4 Quantitative Reasoning, Algebra & Statistics – 266

ACADEMIC RENEWAL

South Georgia State College students who have been readmitted or reinstated after a period of absence of three (3) calendar years or longer are eligible to apply for academic renewal.

Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows South Georgia State College degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn a degree at South Georgia State College.

Students who have already earned a bachelor's degree are not eligible for Academic Renewal. Students who have earned an associate degree may be eligible for Academic Renewal if they are now seeking a bachelor's degree—but only coursework completed after the award of their associate degree will be considered for renewal. Students pursuing a second associate degree are not eligible for

Academic Renewal. A student's GPA must be below 2.5 to be considered for Academic Renewal.

Academic renewal in no way affects a student's eligibility for financial aid or transfer to another college. Students must apply for academic renewal within one year of re-entering South Georgia State College. Academic renewal may be granted only once.

All degree programs at South Georgia State College require that a minimum of 25% of the credit hours toward the degree must be earned at South Georgia State College. This residency requirement must be satisfied by coursework completed after the period of approved Academic Renewal.

Transfer credit for coursework taken during the Minimum Period of Absence shall be granted in accordance with the prevailing USG and institutional policies and procedures regarding the award of transfer credit.

For additional information, students should contact the Registrar's Office.

TRANSIENT STUDENTS

A student who has taken work in a college or university may apply for the privilege of taking courses at SGSC on a transient basis by presenting a letter of recommendation from the registrar of the institution that he/she last attended. This letter must indicate the courses the transient student is approved to register for at South Georgia State College. Such letters should be directed to the Registrar. The transient student is required to complete an application online at https://www.sgsc.edu/admissions/apply and pay the non-refundable application fee.

ADMISSION OF NON-DEGREE SEEKING STUDENTS

A. South Georgia State College permits students to enroll as non-degree students for a maximum of 18 semester credit hours (including institutional credit). Students may not enroll in any course for which there is a learning support prerequisite unless they have been screened for and have exempted the relevant learning support course.

B. The College permits students who have earned the baccalaureate degree from an institution accredited by an accrediting organization that is recognized by the Council for Higher Education Accreditation or by the U.S. Department of Education or both to enroll as non-degree students in courses with no limitation on the number of hours or undergraduate credits these students can earn.

PERSONS 62 YEARS OF AGE OR OLDER

Residents of the State of Georgia who are sixty-two years of age or older at the time of registration may enroll as regular or auditing students in courses offered for resident credit on a space available basis without payment of fees, except for supplies and lab fees. Interested residents must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility. If enrolling for credit, residents must meet all System and institution undergraduate admission requirements. Residents must also meet all System, institution, and legislated degree requirements such as history and constitution instruction or exams if they are degree-seeking students.

AUDIT STUDENTS

Students who submit evidence of graduation from an accredited high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as auditors. Students registered as auditors shall be required to pay the regular fees for enrollment.

INTERNATIONAL STUDENTS

In addition to the normal admissions rules and procedures, special regulations related to visa status, fiscal responsibilities, and language competencies govern the admission and attendance of international students at the College. All prospective students who are not citizens of the United States or resident aliens must possess one of the following: an immigrant resident visa, a resident refugee visa, or a foreign passport which bears a visa assigning the student to South Georgia State College. Persons with visas that reflect any status other than these three cannot enroll at the College.

Under federal law, foreign nationals are not normally eligible for federal financial assistance funds administered by the College, nor are they normally permitted to seek or accept employment in the United States. Since it is obligatory to pay all College fees at the beginning of each semester, the circumstances regarding financial assistance and employment mean that foreign nationals must make provisions to meet all of their financial obligations prior to arrival in the United States.

The transfer of funds from foreign banks to the United States usually takes several weeks; therefore, students must start the transfer process early enough to ensure that their money is at South Georgia State College in time to register. Students' local banks should be able to provide specific timetables. Foreign students are expected to pay cash or have money sent directly to the business office at South Georgia State College prior to registration. If money is sent to the business office, the College will deduct the appropriate fees and costs of books, housing, and food before any money is released to the student.

All non-citizens who are admitted to the College must purchase the health and accident insurance made available to all South Georgia State College students or show proof of comparable insurance. All students admitted to the College who acquire and operate a motor vehicle should purchase sufficient liability insurance to satisfy the requirements of Georgia state law. Both the health insurance and liability insurance must be maintained during the student's entire period of attendance at the College.

All prospective students whose first language or mother tongue is not English must, as part of the application procedure, have forwarded to the Director of Admissions an official report of scores attained on the Test of English as a Foreign Language (TOEFL), or other acceptable test scores as proof of academic English language proficiency. A minimum TOEFL score of 4.0 (including Home Edition & My Best) or 70 if taken prior to 2026 is required for admission. Testing information is available from the Educational Testing Service at https://www.ets.org/toefl. Contact the Office of Admissions for additional information regarding other test scores that may be accepted. In addition, applicants must have the equivalent of a U.S. high school diploma with the equivalent of a 2.0 minimum grade point average on a 4.0 scale on all academic work.

Any student who has attended a post-secondary institution outside the United States must submit official transcripts from each institution attended. In addition, the student must also provide South Georgia State College with an English translation of the transcripts and an evaluation of the transcripts done by an official evaluation service. Contact the Admissions Office for recommended foreign credential evaluators. The evaluators charge a fee for their services.

ACCOMMODATIONS FOR LEARNING DISABILITIES AND/OR PHYSICAL DISABILITIES

The Office of Disability Services (ODS), a division of Student Success, is committed to providing an equal educational opportunity for all qualified students with disabilities.

All students with a documented disability or students that suspect they have a disability are strongly encouraged to register with the ODS at the time of making application. **Students must self-identify in order to pursue academic accommodations**. System accommodations require approval from the Regents Center for Learning Disorders. Upon approval, students are responsible for requesting the Disability Services Coordinator’s assistance in working with the faculty to devise reasonable classroom accommodations based on the recommendations from RCLD. Accommodations and services comply with Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, and the policies

of the Board of Regents of the University System of Georgia. Students with questions and/or needs relating to disability services may contact the Disability Services Coordinator by phone at 912-260-4435 or in the office on the Douglas Campus in Room 118, Powell Hall.

ADMISSION TO THE BACHELOR OF SCIENCE: ELEMENTARY/SPECIAL EDUCATION PROGRAM (ELE/SPED)

Admissions Requirements

- Georgia Education Ethics Assessment (ETHICS GACE 360) Certificate
- Minimum cumulative GPA of 2.50
    - Completion of 60 semester credit hours that are applicable to program degree plan of study
        - Field of Study must be completed with a grade of C or better
- **Students must be issued a Pre-Service Certificate by PSC for full program admittance (The required paperwork will be completed during the admissions process)**

Our program admissions office also requires that applicants:

- Submit a signed and notarized Verification of Lawful Presence (VLP) affidavit form (must include clear copy of acceptable ID)
- Register with the Georgia Professional Standards Commission and secure your MyPSC account

Special Note for Transfer Students

Transfer students wishing to apply to the SGSC Teacher Education Program must first apply for admission to SGSC. Please note that admission to SGSC does not automatically guarantee admission to the Teacher Education Program.

THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and practice as Registered Professional Nurses. Applications to the ASN program are accepted after October 1st of the year prior to the year she/he wishes to begin the nursing program.

Admission cycle:

- SGSC School of Nursing Application will be available October 1st of each year.
- The early decision deadline for LPN-to-RN track is January 15th of each year.
- The early decision deadline for ASN generic track is February 15th of each year.
- Additional qualified applicants will be reviewed following the early decision deadlines as stated above for all Nursing Programs on May 15th

Because of limited classroom, clinical spaces, and Georgia Board of Nursing guidelines, South Georgia State College reserves the right to restrict enrollment in the nursing program. Students awaiting acceptance into the nursing program will be designated pre-nursing majors and may take general education courses appropriate to the nursing program.

ASN Program of Study

To be considered for admission to the nursing program, the prospective student must meet the general education requirements of South Georgia State College and the School of Nursing.

Admission to the ASN program is competitive. All prospective students considered for admission to the School of Nursing are accepted to the program based on scores, qualifications and on a space available basis.

To make application to be considered for admission to the associate degree in nursing program, the student must:

1. Graduate with a high school diploma or GED certificate
2. Submit an Application to SGSC Admissions and SGSC School of Nursing
3. Meet academic admissions criteria and complete COMPASS or AccuPlacer testing
4. Submit official transcripts from institutions previously attended to the South Georgia State College Office of Admissions
5. Complete the SGSC Custom HESI A2 Exam (199898) at a Prometric Testing Center and/or at SGSC. No scores will be accepted from other schools.
6. Exit all credit level learning support courses as appropriate for program type prior to acceptance to the nursing program.
7. Must have a minimum of a 2.5 overall GPA.
8. 8. SAT/ACT Scores (Optional)
9. Meet/perform the Core Performance Standards for nursing as listed on the Associate of Science in Nursing (ASN) website. https://www.sgsc.edu/academics/as-in-nursing-asn

ASN Two-Year Completion Admission Requirement:

Students who desire to complete the ASN program in two years must be admitted to SGSC and must meet the School of Nursing Admissions Requirements. Students are encouraged to register for at least 15 hours per semester as part of the USG 15-to-Finish initiative. Please review the course catalog for a sample of program of classes.

ASN Learning Support/Science/General Education Performance Requirements

Students entering the ASN pathway who are required to complete Learning Support Mathematics are exempt from enrolling in a Learning Support co-requisite course. The ASN pathway does not require a college-level mathematics course for completion; however, students who anticipate pursuing a BSN (which does require college-level mathematics) are encouraged to enroll in the appropriate mathematics course and complete any required Learning Support co-requisites as soon as possible.

A minimum grade of “C” is required in all science and general education courses included in the curriculum for nursing.

The student with a high school GPA that falls below 2.0 or if no SAT or ACT scores are submitted or whose combined reading & writing and math SAT falls below 920 or ACT average score is less than 20 (verbal and math combined), may be considered for admission to the nursing program upon the completion of 21 semester hours of college work. Eight of the hours must be BIOL 2210K and 2211K with a minimum grade of “C” in each course. The student must also have a minimum overall cumulative GPA of 2.5 on all college work attempted. The prospective student must complete all required learning support courses (Foundation and Co-requisite courses) before taking any nursing courses.

After receiving a letter of tentative acceptance from the School of Nursing, the applicant must attend a mandatory orientation session. Students are required to complete a Physical Examination, Background Check, Urine Drug Screening and American Heart Association or American Red Cross Infant, Child and Adult CPR. Health insurance, PPD and immunizations and Blood Titers are required.

LPN-RN Bridge Program of Study

Applications to the LPN-RN Bridge program are accepted after October 1st of the year prior to the year

she/he wishes to begin the nursing program. The early decision deadline for LPN-RN is January 15th of each year.

Additional qualified applicants will be reviewed following the early decision deadlines as stated above for all Nursing Programs on May 15th.

Because of limited classroom, clinical spaces, and Georgia Board of Nursing guidelines, SGSC reserves the right to restrict enrollment in the nursing program. Students awaiting acceptance into the nursing program must choose a degree pathway in order to complete general education courses appropriate to the nursing program as recommended by their nursing advisor(s).

PREREQUISITES FOR ADMISSION TO THE CAREER MOBILITY COURSE: NURS 1104

In addition to meeting the ASN requirements listed above, LPN-RN Bridge applicants must:

1. Possess current unrestricted Georgia LPN license with no current private or public disciplinary orders.
2. Complete 27 semester hours of general education requirements before enrolling in NURS 1104. Students **must** complete BIOL 2210K, BIOL 2211K, and PSYC1101, which are included in the 27 hours. NOTE: LPN-RN students must complete PSYC 2103 and Microbiology prior to progressing to second-level nursing courses. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.

SCIENCE/GENERAL EDUCATION PERFORMANCE REQUIREMENTS

A minimum grade of C is required in all science courses and general education courses required for the nursing major.

CLINICAL EXPERIENCE

Students in nursing obtain clinical experience in the campus skills laboratory, the simulation laboratory, virtual clinical excursions, and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will provide care to assigned clients regardless of diagnosis, age, sex, race, creed, sexual orientation or ethnic origin. All students are required to have current CPR certification before going to clinical agencies. CPR certification must be approved by the American Heart Association or the American Red Cross and must include infant, child, and adult. Health insurance, PPD and immunizations are required in the event of illness, accident, or exposure to communicable disease while in the clinical area as a student from the South Georgia State College Nursing Program. Major clinical facilities utilized by South Georgia State College require a background check and a drug screening prior to attending clinical.

Based on the results of these screenings, the agencies may choose to disallow a student to attend clinical at these sites. To complete the nursing curriculum, students must be able to attend clinical at these sites. Failure to do so would result in the inability of the student to complete the program of study. Students must meet the facilities' requirements related to the Physical Examination, Background Check, Urine Drug Screen, CPR, PPD, and immunizations. Students may be denied the right to attend clinical at these facilities based on the results.

The clinical experience is graded as satisfactory or unsatisfactory. Two clinical experiences graded unsatisfactory will result in a failure of the course regardless of when they occur in the semester. Students receiving a grade of "F" in a nursing course prior to midterm are ineligible for a refund of tuition and fees.

SECOND LEVEL ACADEMIC STANDARDS IN ASN NURSING COURSES

A minimum grade of "C" (75) is required in each nursing course. In order to begin second-level nursing courses, students must have completed PSYC 2103 (Growth and Development) and BIOL 2210K (A&P I), 2211K (A&P II), and 2215K (Microbiology) with a minimum grade of "C" in each course. The science courses must equal 4 hours with a laboratory experience. The student must also have a

minimum cumulative grade point average of 2.0 in order to enter second-level nursing courses. All required general education courses must be completed prior to or must be completed during the final semester of nursing. If students withdraw from remaining general education courses during the final semester of nursing, they must also withdraw from all nursing courses. Students are encouraged to comply with the USG 15-to-Finish policy.

RECURRENT ENROLLMENT IN NURSING

Students repeating a nursing course must complete it at South Georgia State College. A student who withdraws/makes a "D" or "F" in a nursing course must complete a **Repeating a Nursing Course Request Form** and submit it to the School of Nursing Admissions Committee. Students will be evaluated for reentry by the School of Nursing Admissions Committee members and will be readmitted on a space available basis. Course specific remediation may be required prior to repeating a nursing course. Students who make less than a "C" (75) in any two nursing courses, including a repeated course, will result in program dismissal. A student dismissed from the program due to course failures is eligible to reapply to restart the ASN program two years after the date of dismissal.

PROGRAM COMPLETION

Once generic students begin their first nursing course (Nursing 1101), they have a maximum of 36 months to complete the program and meet requirements for graduation. Once students begin Nursing 1104 (Career Mobility for LPNs to RNs), they have a maximum of 24 months to complete the program and meet requirements for graduation. The College reserves the right to certify that courses presented for program completion are current. Students may be required to retake courses to update their skills and/or their knowledge in the field. Additional assignments and NCLEX review may be required before program completion.

ADVANCED PLACEMENT IN NURSING

Licensed Practical Nurses (LPNs) may choose to enroll in Nursing 1104, a career mobility course to facilitate transition from LPN to RN. LPNs who have grades of less than C in nursing or required biology courses at any institution should contact the School of Nursing for information related to eligibility to be considered for admission to the Career Mobility Course (NURS 1104).

ASN EXPENSES FOR THE SCHOOL OF NURSING

In addition to general college tuition and mandatory fees, nursing students will need to plan and budget for additional nursing expenses which are associated with the programs of study. The requirements and amounts are subject to change.

1. Complete the Annual Clinical Health Information Packet, which includes Background Check, Urine Drug Screens, and Immunization Tracker via Cisive/Student Check: Approximately $114.50
2. Complete required vaccinations, titers and other clinical agency requirements: Cost TBA
3. Register and pay for the Evolve HESI Testing Package: The package is approximately $600.00. Each payment is due the first week during the drop/add period. Failure to pay results in withdrawal from the course. Students on financial aid must make this payment before financial aid overage checks are disbursed by the Office of Financial Aid.
4. Purchase royal blue scrub pants and solid white scrub top with SGSC nursing patch on the left shoulder.
5. Provide travel to and from the clinical area.
6. Mandatory professional liability insurance $15.00 per year (assessed in SGSC Banner Fees by the SGSC Office of Business Affairs). This insurance is only applicable while participating in clinical experiences as assigned by SGSC nursing faculty.
7. Mandatory nursing supply fee for nursing clinical courses: $39.00 (assessed in SGSC Banner Fees by the SGSC Office of Business Affairs).

8. Purchase the Skills Laboratory Kit from the SGSC Bookstore: Approximately $460 for ASN and $400 for LPN-RN
9. Purchase health insurance coverage for each semester enrolled in a nursing course.
10. Purchase required textbooks and online learning module access codes for each course.
11. Pay SGSC Graduation Fee: $40
12. Upon successful completion and graduation, students will apply to the Georgia Board of Nursing for licensure, pay the background and fingerprinting fee as well as the Pearson-Vue testing center fee. Approximately $600.00

Technology: Students will utilize technology throughout the entire nursing program. Students are required to purchase a dedicated laptop with built-in microphone and webcam (built-in or USB). Students are required to bring fully charged laptops for computer testing and classroom assignments. For testing days, the laptops must be charged to 90% of the battery life of the device in order to sit for the examination. For the safety of yourself and others, cords are not allowed to be plugged into the electrical outlets. Failure to meet the technology requirements will result in students being required to schedule a make-up exam. Students with financial aid may visit the SGSC Bookstore to purchase technology.

*NOTE: Chromebooks and iPads are NOT compatible with the school's testing software and cannot be used for testing.

APPLICATION FOR LICENSURE

Upon completion of this program, the student is eligible to become an applicant for licensure if the student meets the requirements of the State Board of Nursing. Some of the criteria that may limit eligibility include:

1. Failure to demonstrate qualifications or standards for a license.
2. Deliberate misleading, deceptive, untrue or fraudulent representations in the practice of nursing.
3. Conviction in any court in this state or of the United States of a felony or any other crime involving moral turpitude.
4. Engagement in any unprofessional, unethical, deleterious conduct or practice harmful to the public.
5. Mental incompetence as judged by a court of competent jurisdiction within or outside of this state.

THE RN-BSN DEGREE PROGRAM

To be considered for admission to the RN-BSN nursing program, the prospective student must meet the general education requirements of South Georgia State College and the School of Nursing.

Admission cycle:

- SGSC School of Nursing Application will be available October 1st of each year.
- RN-BSN Early Decision Deadline – April 15th of each year.
- Additional qualified applicants will be reviewed following the early decision deadlines as stated above for all Nursing Programs on May 15th

Because of limited classroom, clinical spaces, the Georgia Board of Nursing regulations, the College reserves the right to restrict enrollment in the RN-BSN nursing program. Students awaiting acceptance into the RN-BSN nursing program will be designated nursing-pre-BSN majors and may take general

education courses appropriate to the RN-BSN nursing program. Students must contact the Admissions Office for complete admissions requirements and complete and submit an admissions application.

ADMISSION TO THE RN-BSN DEGREE PROGRAM

The RN-BSN program design allows the smooth transition from ASN to BSN.

1. Submit an Application to SGSC and the SGSC School of Nursing.
2. Meet academic admissions criteria and complete COMPASS or AccuPlacer testing.
3. Exit all learning support courses (Foundation and Co-requisite courses).
4. Submit official copies of all official transcripts from institutions previously attended to the South Georgia State College Office of Admissions.
5. Possess current unrestricted Georgia RN license with no current private or public disciplinary action by the first day of enrollment in the RN-BSN program.
6. Have 3 or fewer core classes remaining to take.

Students who do not meet eligibility requirements to be accepted into the nursing courses will need to complete the following requirements prior to acceptance into the RN-BSN Completion Program:

1. Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC/ACEN accredited schools outside the state of Georgia, who graduated more than four years ago, and who have less than 1,000 clinical practice hours. Successful completion of the four subsets of the NLN Nursing Acceleration Challenge Exams (NACE) to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.
2. Clinical competencies will be validated through psychomotor skills evaluation by BSN faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN- BSN Completion Program.
3. Upon successful completion of examination and skills requirements and admission into the RN-BSN Completion Program, students will then follow the Progression, Dismissal, and Readmission standards applicable to all nursing students.

Applicants who graduated from a U.S. high school must meet the admission criteria for regular students. Applicants who graduated from a non-U.S. high school must meet the admission criteria for international students. All students are required to provide documentation of their lawful presence in the United States to be considered for in-state tuition. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school must meet the English proficiency requirement by submitting the results of the SAT I with a minimum verbal score of 430 (12 ACT) or the Test of English as a Foreign Language (TOEFL) with a minimum score of 4.0 (including Home Edition & My Best) or 70 if taken prior to 2026. The TOEFL will be at the expense of the student and is a condition for program admission.

The CGFNS International Credentials Evaluation Service (CES) report will be used to analyze the credentials of multiple levels of nursing professionals who are educated outside of the United States and who wish to pursue licensure or academic admission in the United States. The CES report will be at the expense of the student and is a condition for program admission.

CLINICAL EXPERIENCE

Students in nursing obtain clinical experience in the campus skills laboratory and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will

provide care to assigned clients regardless of diagnosis, age, sex, race, creed, sexual orientation or ethnic origin. Major clinical facilities utilized by South Georgia State College require a Background Check, a urine drug screen. A Physical Examination, Background Check, Urine Drug Screen, CPR, PPD, immunizations and blood titers are also required prior to attending clinical. Current CPR certification by the American Heart Association or the American Red Cross and must include infant, child, and adult is required.

Based on the results of these screenings, the agencies may choose to disallow a student to attend clinical at these sites. To complete the nursing curriculum, students must be able to attend clinical at these sites. Failure to do so would result in the inability of the student to complete the program of study. Students may be denied the right to attend clinical at these facilities based on the results.

The clinical experience is graded as satisfactory or unsatisfactory. Two clinical experiences graded by the nursing faculty as unsatisfactory will result in a failure of the course regardless of when they occur in the semester. Students receiving a grade of “F” in a nursing course prior to midterm are ineligible for a refund of tuition and fees. Nursing students are required to complete all clinical experiences as a part of the NURS course requirement.

ACADEMIC STANDARDS IN NURSING COURSES

A minimum grade of C is required in each nursing course.

Advanced Placement in RN-BSN Nursing

Advanced placement is possible for persons who have had prior education in a program leading to licensure as a registered nurse. A comprehensive examination or examinations may be required for a student attempting advanced placement. If a student fails an exemption examination, he/she may take the course when offered. Transferring from other nursing programs is possible from colleges that are ACEN accredited or CCNE accredited and will be evaluated on a case by case basis by the Dean of the School of Nursing**.** Transfer students must meet admission requirements for SGSC and the SON. Students interested in further details should contact the SON. RN-BSN students who have taken a 3000 or 4000 level Nursing course may request the School of Nursing Admissions Committee to review the course content for credit.

RECURRENT ENROLLMENT IN NURSING

Students repeating a nursing course must complete it at South Georgia State College unless approved by the Dean of the School of Nursing. A student who withdraws/makes a “D” or “F” in a nursing course must complete a **Repeating A Nursing Course Request Form** and submit to the School of Nursing Admissions Committee. Students will be evaluated for reentry by the School of Nursing Admissions Committee members and will be readmitted on a space available basis. Course specific remediation may be required prior to repeating a nursing course. Students who make less than a "C" (75) in any two nursing courses, including a repeated course, will result in program dismissal. A student dismissed from the program due to course failures is eligible to reapply to restart the RN-to-BSN program two years after the date of dismissal.

A student who leaves the nursing program must complete a Reentry Request Form and submit it to the Dean of the School of Nursing. Students must have a cumulative GPA of at least 2.0 in order to be considered for readmission and will only be readmitted on a space available basis.

Students transferring from another nursing program must be in good standing with that program. Grades of D or lower earned in nursing courses taken at another institution will be considered the same as if taken at South Georgia State College. Students transferring to the South Georgia State College nursing program must be able to complete the program of study within 60 months of the time the student began a nursing program.

PROGRAM COMPLETION

The RN-BSN program embodies a coherent course of study. This degree program is compatible with

SGSC's mission. In addition to the 60 credit-hours in core requirements, 30 hours of credit for previous ASN course work and acceptance into the institution's Bachelor of Science in Nursing degree program, 30 semester credits hours will be required for bachelor- degree completion, totaling 120 semester credit hours.

Bachelor of Science in Nursing Graduation Requirements

The Bachelor of Science in Nursing will be conferred upon students who have completed the following requirements:

1. Successfully complete all courses required in the degree program.
2. Attain 120 semester credits for the RN-BSN program.
3. Achieve a cumulative GPA of at least 2.0 required for graduation.
4. Earn a GPA of 2.0 or higher in major courses, with no grade lower than a C.
5. Complete at least 30 program credits in residency at the college.
6. Meet all other College graduation policies.

APPROVAL AND ACCREDITATION: School of Nursing

The associate nursing program at South Georgia State College at the Waycross Campus located in Waycross, Georgia and the associate and baccalaureate (RN-BSN) nursing programs at South Georgia State College at the Douglas Campus located in Douglas, Georgia, are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate and baccalaureate (RN-BSN) nursing programs is Continuing Accreditation.

View the public information disclosed by the ACEN regarding these programs at http:// www.acenursing.us/accreditedprograms/programSearch.htm

Contact information is below:

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Telephone: (404) 975-5000
Website: https://www.acenursing.org/

STUDENT TUITION CLASSIFICATION POLICY

In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission for Fall 2011, or any academic term thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States.

INDEPENDENT STUDENTS

An independent student who has established and maintained a domicile in the State of Georgia for a period of at least twelve (12) consecutive months immediately preceding the first day of classes for the term shall be classified as in-state for tuition purposes.

No student shall gain or acquire in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state. If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within twelve (12) months of the relocation, such student shall be entitled to retain his/her in-

state tuition classification.

DEPENDENT STUDENTS

A dependent student shall be classified as in-state for tuition purposes if such dependent student's parent has established and maintained domicile in the State of Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term and:

1. The student has graduated from a Georgia high school; or,
2. The parent claimed the student as a dependent on the parent's most recent federal or state income tax return.

A dependent student shall be classified as in-state for tuition purposes if such student's United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term, provided that:

1. Such appointment was not made to avoid payment of out-of-state tuition; and,
2. The United States court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least twelve (12) consecutive months immediately preceding the first day of classes for the term.

If the parent or United States court-appointed legal guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of the State of Georgia after having established and maintained domicile in the State of Georgia, such student may retain his/her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of such student's parent or United States court-appointed legal guardian.

NON-CITIZENS

A non-citizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. Lawful permanent residents, refugees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under non-immigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

OUT-OF-STATE AND OUT-OF-COUNTRY TUITION WAIVERS

An institution may award out-of-state and out-of-country tuition differential waivers and assess in-state tuition for certain non-Georgia residents under specified conditions; some of the most common waivers are listed below, but students may contact the registrar's office or visit https://www.sgsc.edu/afford/out-of-state-tuition-waivers for additional waiver information. Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

1. **Presidential Waiver.** International students and superior out-of-state students selected by the institution president or an authorized representative, provided that the number of such waivers in effect does not exceed two percent (2%) of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state or out-of-country tuition is to be waived.

2. **Border County Residents.** Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents, and for which the offering institution has been granted permission to award Border County waivers.

3. **Border State Residents.** Students domiciled in another state bordering Georgia subject to the following conditions. Each year, the Chancellor shall review the enrollment levels at each USG institution to determine whether any USG institutions have sufficient excess capacity to increase recruitment of students from neighboring states. Should the Chancellor determine that cause exists to activate the Border Residents waiver, the Chancellor or his designee will present the list of institutions to the Academic Affairs Committee of the Board of Regents for approval. If an institution is given permission to award the Border Residents waiver, it will be allowed to do so for the next three academic years Any undergraduate student receiving the Border Residents Waiver will remain qualified for the waiver so long as he or she is continuously enrolled during fall and spring semesters at the institution that awarded the waiver.

4. **Economic Advantage.** As of the first day of classes for the term, an economic advantage waiver may be granted to U.S. citizens, Permanent Residents, or other Eligible Non-Citizens who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or United States court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education.

5. **Military and Other Members of a Qualifying Federal Service.** Active-duty military personnel, and other members of a qualifying Federal service as defined in 20 U.S. Code § 1015d(d), their spouses, and their dependent children who meet one of the following criteria:

    a. The military or other qualified sponsor is currently stationed in or assigned to Georgia;

    b. The military or other qualified sponsor previously stationed in or assigned to Georgia is reassigned outside of Georgia, and the spouse or dependent child remains continuously enrolled in a Georgia high school, TCSG institution, or a USG institution;

    c. The military or other qualified sponsor is reassigned outside of Georgia, and the spouse or dependent child remains in Georgia;

    d. The military or other qualified sponsor is stationed in a state contiguous to the Georgia border and resides in Georgia;

    e. The military or other qualified sponsor stationed in or assigned to Georgia is reassigned outside of Georgia in the five years immediately preceding the first day of classes;

    f. Dependent children of a military or other qualified sponsor if the child completed at least one year of high school in Georgia; or,

    g. Any student utilizing VA educational benefits transferred from a currently serving military member, even if the student is no longer a dependent of the transferor.

6. **Separated Military Personnel.** Separated military members from a uniformed military service of the United States who meet one of the following:

    a. Individuals who within 36 months of separation from such service enroll in an academic program and demonstrate intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children.

    b. Any separated service member or any student utilizing transferred VA educational

benefits and physically residing in the state.

c. Any individual as described in 38 U.S.C. 3679(c).

7. Non-Resident Students. As of the first day of classes for the term, a non-resident student can be considered for this waiver under the following conditions:

a. Students under 24

If the parent, or United States court-appointed legal guardian has maintained domicile in Georgia for at least12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court- appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. Under Georgia code, legal guardianship must be established prior to the student's 18th birthday; or,

If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term.

b. Students 24 and Older

If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled.

This waiver can remain in effect as long as the student remains continuously enrolled regardless of the domicile of the parent, spouse, or United States courtappointed, legal guardian. TUITION CLASSIFICATION AND OUT-OF-STATE AND OUT-OF-COUNTRY TUITION WAIVER PETITION PROCESS

The citizens of Georgia, through the payment of taxes, support the operation of South Georgia State College. Hence, whether a student is classified as an in-state,an out-of-state, or out-of-country student in the State of Georgia is a significant matter.

The Board of Regents of the University System of Georgia has adopted policies governing the classification of students as in-state, out-of-state, and out-of-country for tuition purposes. These policies ensure that out-of-state or out-of-country students pay a fair and reasonable share of the cost of their education.

- Students who have been classified as out-of-state or out-of-country for tuition purposes and believe they are entitled to be classified as in-state for tuition purposes may petition the institution for a change of status.

Petition for Classification for Tuition Purposes Form

o Examples of appropriate documentation are listed on the form.

Tuition Classification: Enrollment Application Correction

- To be used only if an error was made or questions left blank in the "residency" section of the enrollment application.

- Students who have been classified as out-of-state or out-of-country for tuition purposes and believe they are eligible for a waiver may choose to apply for an applicable waiver, which are listed above.

All Petitions, Waivers, and supporting documentation should be completed before the semester begins. Submit all Petitions, Correction forms, Waivers, and supporting documentation to the Registrar's Office. All forms can be found on the SGSC website at https://www.sgsc.edu/afford/tuition-

classification

NOTICE TO STUDENTS REGARDING FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

South Georgia State College informs students of the Family Educational Rights and Privacy Act of 1974. This act, as amended, stipulates that any student, regardless of age, who is or has been in attendance at an institution of postsecondary education, has the right to inspect and review his or her educational records within a reasonable period of time (not to exceed 45 days) after making a request for such review. In addition, this act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act. South Georgia State College is in full compliance with the provisions of that legislation.

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large includes student's name; hometown, institution-assigned email address (disclosed without consent only to other, current students; students may not request email listings of the entire student body or segments thereof, except for academic purposes); major field of study; enrollment status (full-time, part-time); participation in officially recognized activities and sports; dates of attendance; degrees, honors, and awards received; most recent educational institution attended; height and weight of athletes; and class level. Further FERPA information is available through the Registrar's Office and at this Department of Education website: https://studentprivacy.ed.gov/ferpa.

SPECIAL NOTE TO PARENTS: South Georgia State College, in compliance with the Family Educational Rights and Privacy Act of 1974 ("the Buckley Amendment"), releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, including grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, that contain information directly related to the student and by which the student can be individually identified. Authorization for parental access to student records covered by the Act must be made in writing by the student and addressed to the Registrar, South Georgia State College. Parents may have access to students' records when such students are legal dependents of those parents. Written verification will be required before any records are released.

Interested individuals may obtain further information concerning the Family Educational Rights and Privacy Act by contacting the Registrar.

EQUAL OPPORTUNITY POLICY

It is the policy of South Georgia State College to ensure the fulfillment of equal opportunities for all students without regard to race, color, religion, sex, age, disability, veteran status, or national origin.

All educational, employment, housing, and other programs at South Georgia State College are operated in compliance with applicable federal law.

COMPLIANCE WITH DRUG-FREE ACT

South Georgia State College operates in full compliance with all of the requirements of The Drug- Free Schools and Communities Act Amendments of 1989. Information about implementation of this law is mailed to all enrolled students each fall semester. The College's written policies are found in the *South Georgia State College Student Handbook* and the *South Georgia State College Public Safety Handbook*.

Revised 7/16/26