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GENERAL ACADEMIC INFORMATION

South Georgia State College (SGSC) operates on a semester system with fall and spring semesters each lasting approximately four months or 16 weeks and a summer term of approximately 10 weeks. The College may also offer one or more abbreviated sessions within a given term. Students may enter the College at the beginning of any term.

The College uses the semester hour system to award credits for classes. For example, a three- hour credit course is one in which the student normally attends class 75 minutes a day, two days a week during an entire semester. Some classes meet once per week for 150 minutes on Friday mornings, and some classes may meet on Saturdays. Night classes meet one or two nights per week. Summer term classes also follow a modified schedule.

COURSE CREDIT

In accordance with the University System of Georgia Board of Regents' Policy Manual 3.4.4, and in alignment with the SACSCOC policy statement on credit hours, SGSC defines one semester credit hour as a minimum of 750 minutes of instruction or equivalent per semester, and a minimum of two hours of out-of-class student work each week for approximately 15 weeks.

A course offered in a format of fewer than 15 instructional weeks will contain the same total hours of instructional and out-of-class work time as the same course that is offered in the standard 15-week semester.

A minimum of the equivalent of 750 instructional minutes per semester and two hours of outside-of-class work will apply to other academic activities where credit hours are awarded. Examples of these activities include laboratory work, internships, and other academic work leading to the award of credit hours.

STUDENT ACADEMIC LOAD

A typical courseload consists of 15 semester hours of academic courses. The minimum number of semester hours required for full-time enrollment is twelve. A typical courseload for one academic year is the equivalent of 30 semester hours of academic courses.

OVERLOADS

Enrollment for more than 18 semester credit hours during any term constitutes an overload and requires the written permission of the Vice President for Academic and Student Affairs. Students who meet one of the following conditions will ordinarily be allowed to take an overload:

1. Having made a 3.5 grade point average the previous semester on twelve or more hours,
2. Having a cumulative grade point average of 3.5, or
3. Being able to graduate at the end of the upcoming semester or term by taking the overload.

ACADEMIC ADVISEMENT AND REGISTRATION

Students are assigned to an Academic Advisor who will assist them in planning a program of study and selecting appropriate courses. The advisor is available to the student for advice and counsel regarding academic plans, progress, and other matters related to academic achievement. It is to the advantage of students to select an area of concentration as early as possible in their academic career. Although advisors are provided, the student is responsible for knowing and fulfilling graduation requirements for a degree from SGSC.

An applicant whose placement test results require enrollment in one or more courses numbered below 1000 will be classified as a Learning Support student and admitted to the Learning Support program.

All first-time full-time students are required to enroll in SGSC 1000 – College Orientation and Success. Returning students on probation and/or suspension may also be required to enroll in this course. Former students who were academically suspended the last semester of attendance may be required to enroll upon readmission into SGSC. Examinations used in granting credit to students will not be allowed to exempt a student from taking the course. The one-hour credit given for this course will impact the academic progress – grades issued are A, B, C, D, and F – as the credit will transfer as an institutional credit.

Registration for classes is held before the beginning of each semester. Registration dates, times, procedures, and deadlines for fee payment are published on the SGSC web site. Students are not officially registered for classes until all fees are paid. Students' class schedules become official the day following the last day to register or change a class each semester. (See the Academic Calendar for appropriate dates.) Courses shown on the official schedule will reflect a grade at the end of the semester unless a course was officially cancelled.

AUDITING COURSES

Students who wish to attend regular college classes without receiving credit may apply for admission as auditors. These applicants are required to submit an SGSC application for admission, proof of high school completion, and the completed Certificate of Immunization. Regular fees and tuition apply to these students. Auditors are not required to take examinations and, therefore, no grades are issued, and no credit is granted at the end of the semester. Change from audit to credit status will not be allowed once classes have begun. Auditors may register on a space available basis only.

FRESHMAN-SOPHOMORE-JUNIOR-SENIOR CLASSIFICATION

Students are freshmen until they have earned at least 30 semester credit hours. The student becomes a sophomore with 30 hours completed, a junior with 60 hours completed, and a senior with 90 hours completed.

GRADING SYSTEM

All institutions of the University System of Georgia use a 4.0 grade point system. The following grades are approved for use in institutions of the University System of Georgia and are used by SGSC:

A - Excellent ..... 4 quality points (4.0)
B - Good ..... 3 quality points (3.0)
C - Satisfactory ..... 2 quality points (2.0)
D - Passing ..... 1 quality point (1.0)
F - Failure ..... 0 quality points (0.0)
F$ - Failure, unearned ..... 0 quality points (0.0)
WF - Withdrew, Failing ..... 0 quality points (0.0)

The following symbols are approved for use in the cases indicated but will not be included in the determination of the grade point average:

I - This symbol indicates that a student was doing satisfactory work but for non- academic reasons beyond his/her control was unable to complete the full requirements of the course. The “I” must be removed by the end of the next term of enrollment or the Registrar, will change the “I” to an “F.” Without regard to enrollment, the “I” must be removed within one year or it will be changed to “F.” “I” grades will only be assigned when the Incomplete Grade Contract has been completed with all required signatures and submitted to the Registrar’s Office.

W - This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the 10th week of the total grading period except in cases of hardship.

V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa.

K - This symbol indicates that a student was given credit for the course via a credit-by-examination program approved by SGSC faculty (CLEP, AP, Proficiency, etc.).

NR - This symbol indicates that no grade was reported for the course in question.

S - This symbol indicates that credit has been given for completion of degree requirements other than academic course work.

IP - This symbol indicates that the student has completed all coursework but is not prepared to proceed to the next level and must repeat the course. This symbol cannot be substituted for an "I" (Incomplete).

U/U$ - This symbol indicates unsatisfactory performance in learning support courses.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing total quality points earned by the total number of semester hours attempted. In calculating grade point averages, the student should be aware that grade points are awarded for each hour earned. In other words, a three- hour course in which a student earned an "A" grade would total 12 quality points (3 hours multiplied times 4 quality points = 12). Example:

	Sem. Hrs. Attempted	Grades	Hours Earned	Quality Points
MATH 1101	3	B	3	9
ENGL 1101	3	C	3	6
PSYC 1101	3	A	3	12
ACCT 2101	3	D	3	3
CHEM 1211K	4	F	0	0
Total	16		12	30

GPA

$$\frac{\text{Total Quality Points}}{\text{Total Hours Attempted}} = \frac{30}{16} = \mathbf{1.87}$$

ACADEMIC PROGRESS

The system for measuring students' academic progress serves three purposes: (1) to inform the student that his/her grade point average is so low that graduation within a reasonable time is in doubt; (2) to motivate the student to intensify effort and improve performance; (3) to encourage the student to seek guidance (which may include a reassessment of attitudes, goals, and objectives). Students are in good standing if their grade point average falls within the acceptable range, indicated in the chart below, for the number of hours attempted at SGSC and transferred in.

Credit Hours Attempted	Minimum Cumulative Grade Point Average Required
0-9.99 hours	No minimum
10-15.99 hours	1.7
16-30.99 hours	1.8
31-45.99 hours	1.9
46 or more hrs.	2.0

ACADEMIC PROBATION

The student who fails to achieve the minimum grade point average will be placed on Academic Probation or moved from Academic Probation to Academic Suspension.

DEFINITIONS

Students are placed on Academic Probation when they fail to achieve the required grade point average. Academic Probation is also assigned when a student's grades for a given term consist only of “F's” or “WF's” or a combination thereof. Subsequent failure to achieve the required grade point average will result in the student's suspension from the College unless the student earns a 2.0 average on the hours of academic credit taken. The student on Probation is eligible for financial aid.

Students placed on Academic Probation are notified that they are to complete a formal academic conference with the academic advisor. During that conference, such items as the student's interests, test scores, grades, and future plans will be discussed.

ACADEMIC SUSPENSION

Academic Suspension means that the student is no longer eligible to enroll in the College. Academic Suspension is imposed when the student fails to achieve the standards listed above or fails to meet conditions imposed by the Admissions Committee.

A first suspension shall be for one term; subsequent suspensions will be for two terms. Credit earned at another college during a period of suspension from SGSC cannot subsequently be transferred to the College. A student returning to SGSC after being out for the required period of suspension will be placed on Academic Probation.

The College reserves the right to limit the number of hours of enrollment for any student who is not in good standing.

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.

LEARNING SUPPORT REQUIREMENTS

Students enrolled in any Learning Support course (any co-requisite MATH or ENGL course) are classified as Learning Support students. Students will exit Learning Support requirements in English

and/or Mathematics by passing the collegiate-level course in the Learning Support area with a “C” or higher.

Students wishing to drop or withdraw from either the co-requisite or linked college-level courses will be required to withdraw from BOTH courses.

Students requiring Learning Support in both English and Mathematics may defer enrollment in co-requisite Learning Support and the accompanying collegiate courses in one or the other area but must be continuously enrolled in one or both until the college-level courses have been passed. In cases where students cannot take courses in both Learning Support areas simultaneously, enrollment in ENGL 1101 with co-requisite support should take priority. All Writing and Mathematics requirements must be completed within the first 30 credit hours, including college-level and co-requisite requirements in both English and Mathematics.

STANDARDS OF SATISFACTORY PROGRESS FOR LEARNING SUPPORT STUDENTS

Students who have accumulated 30 semester hours of college-level credit and have not successfully completed required Learning Support courses may enroll only in corequisite Learning Support courses and paired collegiate courses until all Writing and Mathematics requirements are successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take corequisite Learning Support courses for their current degree objectives may earn up to 30 additional hours of college-level credit. After earning the additional hours, such students may only enroll in corequisite Learning Support courses until all Writing and Mathematics requirements have been completed. Institutions have the authority to limit accumulation of college-level credit without completion of Writing and Mathematics requirements to 20 hours.

There are no limits on attempts in co-requisite learning support courses. The student enrolled in a combination of learning support courses and degree credit courses is subject to both the Academic Standards of Progress and the Standards of Progress for Learning Support.

STANDARDS OF PROGRESS FOR FINANCIAL AID

Please refer to the SGSC Satisfactory Academic Progress (SAP) Standards for Financial Aid which can be found here:

https://www.sgsc.edu/content/userfiles/files/SAP Policy revised 06-07-2018.pdf

APPEAL FOR READMISSION

Appeal from academic suspension must originate with the student and be filed in the Registrar's Office in writing at least one week before registration for the semester or term for which the student requests readmission. Appeals are submitted to the Admissions Committee, which is authorized to impose the conditions and limitations it deems appropriate upon the readmission of a student to the College. Also, the Admissions Committee may, at its discretion, require the student to appear before the Committee.

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.

APPEAL FOR REINSTATEMENT OF FINANCIAL AID

Appeal for reinstatement of financial aid must originate with the student and be filed online in the Financial Aid Portal at least one week before registration for the semester or term for which the student requests reinstatement. The appeal must include a description of extenuating circumstances, a statement indicating the steps the student will take in the future to maintain Satisfactory Academic Progress, and documentation of circumstances. All appeals are referred to the Financial Aid Appeals Committee for its review and recommendations. For further information on eligibility requirements for financial aid reinstatement, contact the Financial Office.

APPEAL OF A GRADE

Students who think that they have been graded unfairly must appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. (The written appeal follows step 1 below and must be addressed to the Chair/Dean of the Division or School, signed by the student, and delivered or postmarked within the 30-day limit.) Because the appeal of a grade is an in-house procedure, and not a court of law, no legal counsel or any other person may be present other than the persons specifically mentioned in each step below. Exceptions to this may be granted by the Vice President for Academic and Student Affairs only for the following reasons: (1) a student has disabilities requiring extraordinary assistance; or (2) a student's first language is not English and is not sufficiently fluent in English to allow him/her to represent himself/herself adequately. In these cases, the appointment will be left to the discretion of the Vice President for Academic and Student Affairs. The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved.* This meeting should occur within three weeks of the last day of the final examination period for the semester in which the grade was assigned. The majority of grade disputes are resolved at this step.
2. In the rare cases that the disputes are not resolved in step 1, the student must file a written appeal to the Division Chair or Dean of the School within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Only the final course grade may be appealed. Individual assignment grades are to be addressed with the instructor as needed throughout the semester and are not subject to appeal. The letter should clearly address the basis for the appeal which must be grounded in one of the following situations:
    a. Computational or clerical error by the instructor.
    b. Bias on the part of the instructor resulting in a negative impact on the student's grade.
    c. The grading was arbitrary or capricious.

    Within two weeks of receipt of the written appeal, the Division Chair or the Dean of the School will meet with the student and the instructor to resolve the difficulty. A memorandum of records will be prepared that will include the substance of the conversation during the meeting.
3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair or the Dean of the School to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after step two above.
    1) There will be three members of this board, to be chaired by the Division Chair or the Dean of the School.
    2) The instructor involved will not be a member of this board.
    3) In small divisions, the membership of the board may come from outside the division.
    4) If the charge of unfair grading is made against a Division Chair or the Dean of the School, the review board will be appointed by the Vice President for Academic and Student Affairs, who will serve as its chair.
    5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.**
    6) A record will be kept of the review board's proceedings.
    7) The findings of the review board will be reported to the Vice President for Academic and Student Affairs, along with a recommendation. The decision of the Vice President for Academic and Student Affairs shall be submitted to the student in writing within seven days.
4. The decision of the VPASA regarding grades is final.

*In the unlikely event that the student cannot locate the instructor, the student will submit a written appeal directly to the Division Chair or Dean. The Division Chair or Dean will make a reasonable attempt to locate the instructor. If the instructor is not available, the Division Chair or the Dean will send reliable notice to the instructor (e.g., via certified mail) notifying the instructor that the appeal will proceed on a specified date no sooner than ten days from the sending of the notification. On the specified date, the Division Chair or the Dean of the School will meet with the student as specified in Step 2, with or without the instructor present.

**If the instructor cannot be present before the review board, the student will present his or her case to the review board, and the board will make a recommendation to the VPASA.

TRANSIENT PERMISSION

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to SGSC must be secured in advance of such enrollment. Such permission originates with the student's requesting approval from his/her academic advisor and division chair or the dean of the school. The Registrar's Office processes transient permission. Only students in Good Standing may receive transient status and permission will be given only for courses in the student's pathway. Students are reminded that courses taken on a transient basis may not qualify for financial aid. Learning Support courses may be taken only at another University System of Georgia institution. Please be advised that some institutions do not accept transient students who have learning support requirements. Students who have not exited learning support at SGSC must meet all University System of Georgia guidelines regarding learning support.

MULTIPLE ENROLLMENTS

Enrollment in another institution is permitted while a student is attending SGSC in extraordinary cases authorized by the Vice President for Academic and Student Affairs in advance of enrollment. This regulation applies to resident, correspondence, and extension work. If a student enrolls simultaneously at SGSC and another institution without authorization, no credit will be allowed at SGSC for courses taken at either institution.

Permission for such enrollment originates with the student's requesting approval from his/her advisor and division chair or the dean of the school. Only students in Good Academic Standing may so enroll, and permission will be given only for courses in the student's program of study. Students are reminded that courses taken on another campus on a multiple enrollment basis do not qualify for financial aid.

TRANSFER CREDIT

1. Credit will be given for work earned at a collegiate 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.

2. No freshman English courses, Mathematics and Quantitative Skills courses or Field of Study courses with grades less than "C" may be transferred.

3. Credits earned at an institution not 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 can be accepted on provisional basis only. Students transferring from a non-accredited institution must achieve a minimum grade point average of 1.5 during their initial semester of enrollment at SGSC in order to be eligible to receive the transfer credit. In certain areas validation of credits by examination may be required.

4. The College has the right to use discretion in accepting credit for courses taken by correspondence or through extension centers, for completion of military service schools, for courses exempted by examination, and for successful completion of appropriate courses or programs of study offered by non-collegiate institutions or agencies. (See "Credit by Examination" below)

5. The amount of credit that SGSC will allow for work done in residence at another institution may not exceed the amount of credit that could be earned in a corresponding period of time at SGSC. A maximum of 42 semester hours of combined academic credit from all sources, plus required physical education credit may be accepted as degree credit. Of this total, not more than 30 semester hours may be earned through correspondence and/or extension courses.

6. All courses accepted for transfer credit will be used to compute the overall grade point average. Only those accepted transfer courses used to satisfy degree requirements will be used to compute the graduation grade point average.

CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

SGSC awards credit by examination through (1) institutional examinations, (2) the College Board Advanced Placement (AP) Program, SAT II, and College Level Examination Program (CLEP), and (3) the International Baccalaureate (IB) Program.

Eligibility for any credit-by-examination program is based on the following guidelines.

1. The student must be currently enrolled at SGSC.
2. SGSC awards credit by examination only for courses offered by SGSC.
3. SGSC does not award credit by examination if a student has been previously enrolled in the course.
4. No credit will be awarded for prerequisite courses after higher-level courses have been attempted.
5. SGSC does not limit the number of hours earned by examination, but all degree programs at SGSC require that a minimum of 25% of the credit hours toward the degree must be earned at SGSC.
6. When credit is awarded, a grade of “K” will be recorded on the student’s permanent academic record.

A student may apply for credit by institutional examination by securing and completing the appropriate form from the Office of Enrollment Services. The student is responsible for arranging the testing through the appropriate faculty member and for paying the $10.00 per credit hour charge to the Business Office. A student may attempt to earn credit by institutional examination in a specific course only once. Information regarding eligibility to attempt to earn credit by institutional examination and the requirements for a specific examination may be secured by contacting the appropriate division chair or the dean of the school.

Scores from the College Board AP Program, SAT II, and CLEP as well as from the IB Program must be submitted to the Office of Enrollment Services as a part of a student’s application materials. The minimum scores for the award of CLEP and AP are on file in the Registrar’s Office. The award of credit for SAT II and IB scores will be handled on a case-by-case basis, in line with accepted University System of Georgia practice.

A passing score on the AP, SAT II, CLEP, or IB examination in American Government does not include credit for the student’s having satisfied the Georgia constitution requirement. Likewise, a passing score on the AP, SAT II, CLEP, or IB examination in U. S. History does not include credit for the student’s having satisfied the Georgia history requirement. See “History and Constitution Requirements.”

WITHDRAWING FROM COURSES

The student who officially withdraws from a course prior to withdrawal date of a term will receive a “W” for that course. Withdrawal can be requested by completing an online form on the Registrar’s Office “Frequently Requested Forms” webpage: https://www.sgsc.edu/admissions/frequently-requested-forms. No withdrawal is official until it has been approved by the Registrar's Office. (See below for details on “Ws” after the withdrawal date.) The student who officially withdraws after the withdrawal

date of a term will receive a “WF” unless he or she can establish a valid non-academic reason for the withdrawal. In that case, the student may request a hardship withdrawal. The Hardship Withdrawal form is also available on the Registrar’s Office “Frequently Requested Forms” webpage.

WITHDRAWAL FROM THE COLLEGE

Students who decide to withdraw from SGSC before completing a semester must complete and submit an online form available on the Registrar’s Office “Frequently Requested Forms” webpage: https://www.sgsc.edu/admissions/frequently-requested-forms. By submitting signing this form, students indicate that they understand the following:

1. After the drop/add period, there is no refund for partial reduction of hours.
2. Withdrawal after the withdrawal date results in a grade of “WF.” To appeal for a hardship withdrawal, students must see their advisor for the proper form and procedure.
3. Withdrawals, including hardship withdrawals, may affect students’ eligibility for financial aid for the current semester and in the future.
4. All financial obligations to the College (including library and housing) must be met before students may register for another term.
5. All financial obligations to the College (including library and housing) must be met before the College will release students’ academic records.

The Registrar’s Office will notify instructors, the Financial Aid Office, and the Business Office of the student’s withdrawal.

ADMINISTRATIVE WITHDRAWAL OF STUDENTS FOR NON-ACADEMIC REASONS

A student may be administratively withdrawn from the College if it is determined that the student suffers from a physical, mental, emotional or psychological health condition that (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the College or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the College.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the College.

A student required to withdraw from the College at any point during a semester for disciplinary reasons will receive grades of “WF”, regardless of the effective date of the withdrawal. The disciplinary action will be noted on the student’s academic transcript.

ATTENDANCE POLICY

Attending class regularly allows the student interaction with instructors and other students in the learning process. Students are responsible for attending class and for the material presented in all classes. At the beginning of each semester, all instructors will inform students of policies regarding class absences. Instructors are responsible for counseling with students regarding the consequences of absences from classes or laboratories.

Students who have stopped attending will be issued an "F$" grade when grades are submitted at the end of the term. If a grade of "F$" is issued because a student has stopped attending, a last date of attendance will also be provided, and the Office of Financial Aid will be notified.

Please note: The "F$" grade is only used as a way to distinguish between students who attempted the course but failed for academic reasons ("F") and students who stopped attending the course ("F$"). Both types of grade will be calculated the same in regard to G.P.A.

A non-punitive grade for courses dropped after the published deadline can be assigned only with the approval of the Vice President for Academic and Student Affairs and in cases of extenuating personal hardship.

HARDSHIP WITHDRAWALS (“W's”)

University System of Georgia policy and SGSC policy do not permit students to withdraw after the withdrawal date of the term except in cases of hardship. The withdrawal date for each term is published on the SGSC website. SGSC defines a hardship withdrawal as a non-academic circumstance which prevents a student from successfully completing a course. A hardship ordinarily applies to all courses undertaken in a particular term; however, SGSC treats each hardship request as a unique case. Hardship withdrawals must be filed within one year of the academic semester for which hardship status is sought. The student must be passing classes for which withdrawal is requested with a grade of “C” or better at the date of the hardship onset.

The student must submit a completed Hardship Withdrawal Request Form along with a letter providing detailed justification for the hardship request along with supporting documentation. Examples of supporting documentation include:

- for a serious illness or injury of the student, documentation from a physician on the physician’s letterhead and signed by the physician indicating that the student is not able to complete his/her coursework;
- for a death in the immediate family, a verifiable obituary or death certificate;
- for a serious illness in the immediate family, documentation from a physician on the physician’s letterhead and signed by the physician;
- for a workplace change, documentation from the employer on the company’s letterhead.

The student must understand that withdrawing from one or more courses could have adverse consequences that include delayed graduation, the loss of eligibility for sports or other activities, and/or the loss or reduction of scholarships and financial aid. The Coordinator of Disability Services will verify the authenticity of the documentation and confirm passing grades for all classes. The Hardship Withdrawal Form and authenticated documents will be presented to the Hardship Withdrawal Committee for final consideration.

Please Note: The hardship withdrawal process cannot begin until the student’s signed Hardship Withdrawal Request Form with the hardship onset date, letter of justification, and supporting documentation that validates the hardship have been received.

ACADEMIC HONORS

Students enrolled in 12 or more semester hours of study with a grade point average of 4.0 are placed on the President's List for that semester.

Students with a semester average of 3.5 to 3.9 on 12 or more semester hours of study are placed on the Dean's List for that semester.

Students enrolled in 5 to 11 semester hours of study with a grade point average of 3.5 or better are listed on the Academic Honors List for that semester.

Students eligible for graduation who have an average on all SGSC credit of no less than 3.5 and have a total cumulative average on all course work (institutional and transfer) of no less than 3.5 will be "graduated with honors."

REPEATING COURSES

Courses completed with grades of D, IP, F, W, or WF may be repeated. A “C” or better must be earned

in Writing and Field of Study courses to be considered passing. When a student repeats a course in an attempt to earn a higher grade, both attempts remain on the student's permanent record, and both grades are figured into the student's cumulative grade point average. However, the higher of the two grades will be used, if appropriate, in calculating the graduation average (see item 3 under Requirements for Graduation).

STUDY ABROAD AND THE SYSTEM COUNCIL ON INTERNATIONAL EDUCATION

The University System of Georgia is committed to achieving world-class status by empowering its institutions to enable their faculty, students, and staff to participate effectively in a global society. Strategic alliances, partnerships and other collaborative initiatives will link the University System with other parts of the world and bring other parts of the world to Georgia. The synergy thus achieved will provide the international perspective and cross-cultural competence required for Georgians to participate fully and effectively as leaders in a global society.

Through the Council on International Education and USG Goes Global, the University System seeks to provide international development programs for faculty and study abroad opportunities for students, as well as to internationalize the collegiate curriculum. SGSC fully subscribes to the Council's goals. The College encourages students to participate in its own study abroad programs, as well as those developed by the European, African, Americas, and Asian Councils of the Council on International Education and the USGG Study Abroad Programs. For information on study abroad programs, students should contact the International/Study Abroad Coordinator.

EUROPEAN UNION STUDIES CERTIFICATE PROGRAM

The European Union (EU) Studies Certificate is the University System's initial effort at offering a common curriculum open to all system institutions. Program decisions are made by the EU Studies Council composed of representatives from each participating institution. The program is housed at the European Union Center of the University System of Georgia at Georgia Institute of Technology. The EU Center is one of ten in the United States officially sanctioned by the European Commission to promote the study of the EU. This linkage enables the certificate to draw upon scholars nationally as well as internationally in curricular activities.

As a member institution of the European Union Studies Certificate program, SGSC offers students an opportunity to begin work on the certificate while enrolled at SGSC. A certificate in EU Studies must be taken in tandem with a formal degree program. Students from any academic pathway are eligible to participate so long as they possess a minimum 2.75 cumulative grade point average. A student may formally apply to enroll in the program after successful completion of the following: (1) the certificate's introduction to the European Union course (HIST/POLS 2100) with a grade of "C" or better, HIST 1112 (World History since 1650). Students at SGSC may enroll in HIST 2100 by registering on campus for either the online or on campus version of this course.

The certificate is composed of six courses, each worth three-semester hours of academic credit, in which students must maintain a 3.0 cumulative GPA upon graduation. Although coursework can be commenced at two-year institutions, certificate requirements necessitate the completion of the program at a four-year university. In addition, a "real-life" practicum experience pertaining to the EU must be performed either in the form of an overseas visit or an internship.

Further information on beginning work on the certificate and on certificate requirements may be obtained from SGSC's European Union Studies representative.

DIRECTED INDEPENDENT STUDY (DIS)

Directed independent study courses are available on a limited basis. Permission of the division chair or the dean of the school and the instructor and subsequent approval of the VPASA are required prior to registration for a directed independent study. The following general guidelines apply to directed independent study courses.

1. There must be a legitimate hardship, usually one precluding a student's graduation, to justify not enrolling in the regularly scheduled course.
2. The course in question must be one which can be adequately taught on a DIS basis.
3. All DIS requests must originate with the student, be approved in writing by the instructor and the division chair or the dean of the school, and be assigned the proper course reference number (CRN) by the assistant to the Vice President for Academic and Student Affairs before the student can register for that course.

REQUIREMENTS FOR GRADUATION

A student planning to graduate in any given term must notify the Registrar's Office of his or her intent by the established deadline.

1. The completion of a formal "Notification of Graduation," must be returned to the Registrar's Office at least one term prior to the expected date of graduation.
2. The satisfactory completion of the prescribed course requirements for a specific educational program with the minimum number of semester credit hours designated for each program. All degree programs at SGSC require that a minimum of 25% of the credit hours toward the degree must be earned at SGSC. In unusual or compelling circumstances, students may appeal to the Vice President for Academic and Student Affairs for exceptions. In addition, to be awarded an A.S.N. degree by SGSC, all courses in the curriculum with an NURS prefix must be earned at SGSC. Any exceptions must receive approval from the Dean of the School of Nursing. Further, to be awarded a B.A. or B.S. degree by SGSC, all courses in each degree program must be completed with a grade of "C" or better and a cumulative GPA of 2.0 must be achieved.
3. The achievement of a cumulative grade point average of 2.0 (a "C" average) in all courses presented for graduation. All courses earned in Writing, Mathematics, and Field of Study must have a grade of "C" or higher. In addition, the student must be in Good Standing academically.
4. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.
5. The satisfaction of the SGSC residency requirement; i.e., the student must be registered at SGSC during the term in which graduation requirements are met. Exceptions may be made when no more than two courses are involved and approval of the Registrar and is secured in advance. If more than two courses are involved, approval must be secured from the Vice President for Academic and Student Affairs.
6. The clearance of all financial obligations to SGSC.

GRADUATION WITH HONORS

To earn the designation of "graduate with honors," students must be eligible for graduation, have an average on all SGSC credit of no less than 3.5, and have a total cumulative average on all course work (institutional and transfer) of no less than 3.5.

EXCEPTIONS OR SUBSTITUTIONS

Requests for exceptions or substitutions in graduation requirements must be made in writing to the faculty advisor and approved by the advisor, the chair(s) of the division(s) or the dean of the school responsible for the course(s) in question, and the Vice President for Academic and Student Affairs. Unless the course to be substituted was taken prior to the student's enrollment in his/her current pathway or at another college prior to the student's entering SGSC, permission to substitute must be secured before the course in question is taken.

SECOND OR SUBSEQUENT DEGREES

Any student currently possessing a degree from SGSC or any other collegiate 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 who is applying for a second or subsequent degree must complete at a minimum the Field of Study requirements of the desired degree and any additional Core Curriculum requirements of the second degree. In no case will second or subsequent degrees be awarded without the student's completing a minimum of 18 additional semester credit hours with a minimum overall average of 2.0 or better. Those hours must be earned in residence at SGSC and may not include credit by examination. It should be noted that the College will not award duplicate degrees (e.g., two Associate of Arts degrees) to an individual.

HISTORY AND CONSTITUTION REQUIREMENTS

The State of Georgia requires that all students receiving degrees from an institution in the University System of Georgia demonstrate knowledge of and pass an examination on the history and government of the United States and Georgia. This requirement at SGSC may be satisfied by the successful completion of HIST 2111 or 2112 and POLS 1101. Transfer credit for these courses from some institutions may not satisfy the requirements of the State of Georgia.

Students seeking further information on the legislative requirements should contact the Dean of the School of Arts and Sciences.

HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

Exemption from physical education requirements prescribed in any of the educational programs must be approved, in writing, by the Dean of the School of Arts and Sciences and the Vice President for Academic and Student Affairs. Veterans who qualify under the DD 214 may be exempt from two hours of physical education activity requirements. Please contact the Registrar's Office at SGSC for this exemption. Specific health and physical education requirements are spelled out in each SGSC pathway.

ISSUANCE OF TRANSCRIPTS

Current and former SGSC students must order official transcripts online. The cost per transcript is $10.00. Additional charges may apply depending on the method of delivery chosen.

To order a transcript, students may choose one of the following options:

Students who have access to their Banner Web account should choose **Option A**:

Option A
Login to Banner Web (https://www.sgsc.edu/quicklinks/banner-web).
Click on "Order Official Transcript" in the Student Information section.

Students who do not have access to their Banner Web account should choose **Option B:**

Option B

Navigate to Parchment (https://www.parchment.com/u/registration/35378616/institution) and enter your order. You can use either your Social Security Number or SGSC Student ID number (ie 988XXXXXX).

STUDENT RECORDS

Procedures relating to the establishment, utilization, availability, and retention of student records are in accord with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, the Policies of the Board of Regents, University System of Georgia, and Records Management Office Procedures and Regulations, as established by the State of Georgia. Students

should contact the Student Records Office on all matters relating to their academic records, registration, transfer of credit, withdrawal, veterans affairs, other governmental or institutional certifications and graduation. Students who wish to grant approval for specific individuals to view and/or discuss their educational records should complete the Consent for Access to Student Educational Records form and submit to the Registrar's Office. SGSC reserves and intends to exercise its right to cancel enrollment of students who owe the institution money. A student will not be allowed to register for future semesters until financial obligations are cleared.

ACADEMIC HONESTY

Success depends on personal skills and knowledge, as well as hard work. The knowledge gained belongs to the individual and can be used only if gained through individual effort. Chances of future success are diminished if a grade is recorded in a course without acquiring the knowledge that goes with it. Cases of academic dishonesty will be dealt with through the Academic Appeals Process. Academic dishonesty may include any of the following activities:

Plagiarism

Cheating in any form – giving or receiving information/help

Obtaining or attempting to obtain in an unauthorized manner any material pertaining to a class or course work

Forging or falsifying information, etc.

Repeated violations of published rules or regulations, which cumulatively indicate an unwillingness or inability to conform to the standards of the College, are prohibited.

INTELLECTUAL DIVERSITY

SGSC exists with the belief that intellectual diversity and academic freedom are central principles of higher education. Thereby, SGSC strives to provide an intellectually diverse learning and living environment that enables students and all who come under its influence to become innovative and critical thinkers, problem solvers, and responsible citizens.

FACULTY ACADEMIC FREEDOM

SGSC faculty as members of the academic academy are entitled to the academic freedoms involved in the course of intellectual inquiry and dissemination of information through ethical channels. Such academic freedoms enable both faculty members and students to pursue knowledge, question, and challenge. In this context, faculty members and students may disagree with and/or question assertions with fearlessness when engaged in research, writing, and other scholarly pursuits.

STUDENT ACADEMIC FREEDOM

As members of the academic community at SGSC, students are entitled to the academic freedoms involved in intellectual inquiry and dissemination of information through ethical channels regardless of their political or religious beliefs. In this context, a student may disagree with and/or question assertions from faculty, and administrators, and engage in research, writing, and other scholarly pursuits to enhance his/her learning experience.

STUDENT GRIEVANCE POLICY

A student with a faculty grievance of performance should seek to resolve that grievance at the lowest level possible and then pursue the grievance resolution in the following ascending order. A grievance is defined as a perceived violation of student academic freedoms and/or personal freedoms.

1. Unless the grievance is of such an egregious nature that the student believes meeting with the

instructor is unacceptable, the student should meet with the instructor about grievance resolution during the instructor's scheduled office hours.

2. If no resolution is reached, the student should meet with the appropriate division chair or dean to mediate a discussion between the instructor and the student.

3. If no resolution is reached, the student should meet with the Vice President for Academic and Student Affairs, the division chair or dean, and the instructor to discuss resolution options.

4. If no resolution is reached, the student should petition the Office of the Vice President for Academic and Student Affairs, who shall hear the case and make its recommendation.

5. If all else fails, the student should appeal in writing to the College President for terminal resolution.

COLLEGE EXPECTATIONS AND RESPONSIBILITIES

In all academic and related venues, students and faculty are encouraged to engage in the discussion and the free exchange of ideas in an environment that is free of retribution or disadvantageous.

Elements & Limitations of Academic Freedom:

(a) Classes should not be used as vehicles to propagate personal views or to indoctrinate students.

(b) Faculty will foster an environment of cultural competency in which students are exposed to a variety of ideological, social, political, and other perspectives.

(c) Students are encouraged to challenge prevailing dissident ideologies, thoughts, and beliefs that are relevant.

(d) The expression and discussion of divergent points of view will be civil and respectful.

(e) Grading policies will reflect student achievement and will not be adversely affected because of perspectives, personalities, or appearance.

(f) The college web site and all course syllabi will include statements of the college intellectual diversity policies.

(g) Instructions for filing grievances can be accessed on the college web site.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students are expected to conduct themselves in an orderly and respectful manner at all times. In accordance with this policy, it is the right of every student to:

(a) Know the policies and procedures that will be used to determine his/her grade.

(b) Be assessed and graded according to a uniform academic standard.

(c) Initiate discussions expressing varying points of view, perspectives, and/or alternative ideologies.

(d) Seek redress when he/she perceives that the college policies and procedures have been violated, neglected, and/or circumvented.

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