

## **SOUTH GEORGIA STATE COLLEGE GENERAL ACADEMIC INFORMATION**

South Georgia State College 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 the summer 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 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**

Credit for courses at South Georgia State College is measured in semester credit hours. A semester credit hour represents one hour of class work per week for one semester or its equivalent. Usually a laboratory or activity period of two/three hours is considered the equivalent of one lecture hour. Most courses are scheduled for three class hours per week and carry three semester hours of credit; however, some classes may carry varying semester hours of credit.

### **STUDENT ACADEMIC LOAD**

A normal work load consists of 15 semester hours of academic courses and one semester hour of physical education each semester. However, the minimum number of hours required for full-time enrollment is twelve. A normal load of work for one academic year is the equivalent of 30 semester hours of academic courses and two semester hours of physical education credit.

### **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 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 the student to select an area of concentration as early as possible in his/her academic career. Students who are undecided about a program of study should follow the general guidelines for Areas A, B, C, D, and E of the Core Curriculum until an area of concentration has been chosen. Although faculty advisors are provided, the student is responsible for knowing and fulfilling graduation requirements for a degree from South Georgia State College.

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. Learning Support students must first register for all required Learning Support courses before being allowed to register for other courses.

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 South Georgia State College. 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 and count towards graduation requirements for the A.A. and A.S. degrees.

Registration for classes is held before the beginning of each semester. Registration dates, times, procedures, and deadlines for fee payment are published on the South Georgia State College 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 a South Georgia State College 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**

A student is a freshman until he or she has earned at least 30 semester credit hours. The student becomes a sophomore with 30 hours, a junior with 60 hours, and a senior with 90 hours.

### **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 South Georgia State College:

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)
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 Director of Admissions and Records, 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.”
- W - This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midterm 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 the South Georgia State College 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 - This symbol indicates unsatisfactory performance in learning support courses and in SGSC 1000.

**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:

	<b>Sem. Hrs. Attempted</b>	<b>Grades</b>	<b>Hours Earned</b>	<b>Quality Points</b>
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	<u>4</u>	F	<u>0</u>	<u>0</u>
	16		12	30

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

## **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 South Georgia College.

Credit Hours Attempted	Minimum Cumulative Grade Point Average Required
0-9.99	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**

A student is placed on Academic Probation when he/she fails 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 and achieves an "S" or "IP" grade in the learning support course if one is taken. The student on Probation is eligible for financial aid. The student placed on Academic Probation is notified that he/she is 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 SGC cannot subsequently be transferred to the College. A student returning to SGC after being out for the required period of suspension will be placed on Academic Probation. Students returning from suspension will be ineligible for financial aid for at least one term.

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

## **ACADEMIC RENEWAL**

The U.S. Department of Education does not recognize amnesty or academic renewal in academic progress, SGSC is required to include all courses and grades in evaluating a student's satisfactory academic progress. However, if there were special circumstances involved SGSC may be able to approve an academic appeal and place a student on probation or an academic

plan.

## **LEARNING SUPPORT REQUIREMENTS**

Students enrolled in any Learning Support course are classified as Learning Support students. Students who enroll in a Learning Support course are required to meet all appropriate exit standards for that area. During each semester of enrollment students must first register for all required Learning Support courses before being allowed to register for other courses. Students who are required to enroll in Learning Support Reading should enroll in it prior to or concurrently with other required courses.

Students may not accumulate more than thirty (30) semester hours of academic credit before completing all Learning Support requirements. No academic credit can be earned in Learning Support courses. Students enrolled in both Learning Support and credit courses may not withdraw from all Learning Support courses unless they also withdraw from credit courses.

To exit a Learning Support area, students must satisfactorily complete all course requirements, including departmental final exams and exit essays, and score at least the University System minimum score on the college placement examination.

If students do not meet the required passing score on the first attempt of the Compass Exit Exam, students are allowed to retake the Compass Exit Test if referred by the instructor, and if the following conditions are met:

Reading: Eligible for retesting if within 5 points of passing (69 and above)

Writing: Eligible for retesting if within 10 points of passing (50 and above)

Math: Eligible for retesting if within 5 points of passing (32 and above)

A retest administration fee of \$10.00 is required.

All time spent in Learning Support course work shall be cumulative within the University System.

## **STANDARDS OF SATISFACTORY PROGRESS FOR LEARNING SUPPORT STUDENTS**

Students enrolled in three learning support courses who receive grade symbols of “S” or “IP” in at least two of three courses are considered to be making satisfactory progress and in good standing at the College. The student who receives grade symbols of “U” in two or more of three learning support courses is not considered to be making adequate progress and is therefore not in good standing at the College. Learning support students enrolled in fewer than three learning support course must attain a grade symbol of “S” or “IP” in at least one course to remain in good standing at the College. Students not in good standing will be placed on learning support probation and Financial Aid Warning. The student must satisfy that learning support requirement at the conclusion of the next attempted semester or lose financial aid..

**If a student does not complete requirements for English (writing) or reading in two semesters and math in two/three semesters the student will be suspended. A math student would be eligible for a third attempt only if said attempt was for the final remedial math.** 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. Details on learning support suspension may be obtained by contacting the Chair of the Division of Humanities/Learning Support.

## **STANDARDS OF PROGRESS FOR FINANCIAL AID**

In addition to meeting the grade point average requirements, to remain eligible for financial aid (Federal Pell, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct and Direct PLUS Loans, Georgia HOPE, and the Zell Miller Scholarship, among others) a student must satisfactorily complete two-thirds of the hours in which he or she enrolls during the academic year (Fall, Spring, Maymester and Summer terms). For example, a student who attempts 30 semester hours must satisfactorily complete at least 20 hours to remain eligible for financial aid. Satisfactory completion is defined as a grade of "D" or better or a grade symbol of "S" or "IP." Grades of "F," "WF," "U," and "WM" are considered unsatisfactory. The grade symbol "W" is counted as an attempt in determining eligibility for financial aid; the student who has two consecutive terms of all "W's" will not be eligible for financial aid. The grade symbol "I" is counted as an attempt in determining financial aid eligibility. A student who fails to meet the 2/3 requirement, or fails to meet the grade point average requirements, shall be placed on Financial Aid Warning. Failure to successfully complete two-thirds of all hours attempted by the conclusion of the next attempted semester, or achieve the required G.P.A. for hours attempted, will result in Financial Aid Exclusion and the loss of all financial aid. Students placed on Financial Aid Exclusion may appeal to the SGSC Financial Aid Appeal Committee. The appeal must be prepared in writing and be accompanied by appropriate supporting documents. A student may appeal to be reinstated if there were mitigating circumstances. Mitigating circumstances are defined as unanticipated and unavoidable circumstances beyond a student's control that prevent him or her from successfully completing a course or meeting the terms of a prior appeal. If a student successfully appeals, Title IV aid will be reinstated for one semester and will be reviewed again at the conclusion of the next semester attempted. To maintain Title IV eligibility, the student must either meet school SAP standards or the individual academic plan set forth by the appeals committee when the student was reinstated upon appeal.

All courses attempted are counted in the maximum time frame the student has to complete the program in which he or she is enrolled. That time frame is equal to 150% of the number of semester hours required to earn a degree or certificate. For example, if a student is pursuing a 64 semester hour degree program, the student would have a maximum of 96 semester hours attempted in which to complete the degree before the loss of financial aid. Students may enroll in a maximum of 30 semester hours of remediation, which includes Required High School Curriculum (RHSC) hours and Learning Support hours, without those hours being counted in the 150%. Remedial hours in excess of the 30 semester hours will be counted in the 150%. Repeated courses will be counted in the 150% maximum time frame. A failed course will be covered by financial aid one time in addition to the failed course. Any future attempts will not be eligible for financial aid or counted towards full-time status.

In addition to the criteria listed above, the student must have a minimum grade point average of 2.0 after four semesters or terms of enrollment or the equivalent of four full time semesters (48 hours) to receive financial aid in subsequent terms.

## **APPEALS FOR READMISSION/REINSTATEMENT OF FINANCIAL AID**

Appeals from academic suspension and for reinstatement of financial aid 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/reinstatement. Appeals must specifically request readmission and/or reinstatement of financial aid.

Appeals must be addressed to the Registrar of South Georgia College; all appeals are subsequently referred to the Admissions or Financial Aid Appeals Committee for its review and

recommendations. The Admissions Committee is authorized to impose the conditions and limitations it deems appropriate upon the readmission of a student to the College and upon reinstatement or denial of financial aid. Also, the Admissions Committee may, at its discretion, require the student to appear before the Committee. For further information on eligibility requirements for financial aid reinstatement following exclusion, see the Financial Aid 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 Affairs only for the following reasons: (1) a student with disabilities requiring extraordinary assistance; or (2) a student whose first language is not English and whose English is not sufficiently fluent so as 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 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. 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 in an attempt 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 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 Affairs, along with a recommendation. The decision of the Vice President for Academic Affairs shall be submitted to the student in writing within seven days.
4. If satisfaction is not achieved with the decision of the Vice President for Academic Affairs, the student may appeal the ruling to the President in writing within seven days of receipt of the decision of the Vice President for Academic Affairs.
5. The decision of the President 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/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 VPAA.

### **TRANSIENT PERMISSION**

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to South Georgia State College 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 program of study. 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 South Georgia State College must meet all University System of Georgia guidelines regarding learning support.

### **MULTIPLE ENROLLMENTS**

Enrollment in another institution is permitted while a student is attending South Georgia State College in extraordinary cases authorized by the Vice President for Academic Affairs in advance of enrollment. This regulation applies to resident, correspondence, and extension work. If a student enrolls simultaneously at South Georgia State College and another institution without authorization, no credit will be allowed at South Georgia State College 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 the Southern Association of Colleges and Schools or a similar regional accrediting association. Occasionally, credit from certain specialized schools or institutions may prove to be acceptable.
2. No freshman English courses, Area A Math courses or Area F courses with grades less than "C" may be transferred.
3. Credits earned at an institution that is not a member of an appropriate regional accrediting agency 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 South Georgia State College 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 South Georgia State College 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 South Georgia State College. 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**

South Georgia State College 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 South Georgia State College.
2. South Georgia State College awards credit-by-examination only for courses offered by South Georgia State College.
3. South Georgia State College 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. No more than 20 semester hours of credit may be earned by examination.
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 or is withdrawn by the instructor for non-attendance from a course prior to mid-point of a term will receive a “W” for that course. Students enrolled in both Learning Support and credit courses may not withdraw from all

Learning Support courses unless they also withdraw from credit courses. Withdrawal forms are available in the Registrar's Office. No withdrawal is official until it has been approved in writing by the Director of Admissions and Records. (See below for details on "Ws" after mid-point.) The student who officially withdraws after the mid-point of a term will receive a "WF" unless he or she can establish a valid reason for the withdrawal. In that case, the student may request a hardship withdrawal.

## **WITHDRAWAL FROM THE COLLEGE**

Students who decide to withdraw from South Georgia State College before completing a semester must report to the Registrar's Office and complete a withdrawal form. By 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 mid-term 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 missed twenty percent of regularly scheduled class meetings may be withdrawn from the course. In Learning Support courses, students missing ten percent of classes may put themselves in danger of failing the course. The instructor shall assign a grade without academic penalty by the designated date published in the Academic Calendar and the student shall receive a W grade for the semester. A grade of W or WF may be assigned by the instructor after mid-semester.

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

### **ADMINISTRATIVE WITHDRAWAL FOR NON-ATTENDANCE**

Because South Georgia State College believes that learning is an active and interactive process, students are expected to attend classes regularly. Instructors distribute class attendance policies at the beginning of each new class. When students violate such policies, they may be administratively withdrawn from those classes. If the withdrawal occurs before the mid-point of a term, the student will receive a “W” for the course. After the mid-point, withdrawals will result in grades of “WF.” The best policy for students to follow is attending classes regularly and keeping their instructors informed when problems arise. A certified letter will be issued to the student for a total administrative withdrawal from the College.

### **HARDSHIP WITHDRAWALS (“W's”)**

University System of Georgia policy and South Georgia State College policy do not permit students to withdraw after the mid-point of the term except in cases of hardship. The mid-term date for each term is published on the SGSC campus websites. A “hardship” is a non-academic circumstance which prevents a student from successfully completing a course. Examples of hardships include illness or other adverse medical condition, course/employment conflicts, and relocation of household. A hardship ordinarily applies to all courses undertaken in a particular term; however, SGSC treats each hardship request as a unique case. A student must be passing a course at the time of the hardship in order to receive a hardship “W.” The request for the hardship “W” must originate with the student and must have the written approval of the Director of Student Life. Final approval rests with the Vice President for Student Success. In all cases, the student bears the responsibility for proving that the hardship “W” is justified.

### **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 taken a minimum of 18 semester hours\* of study at South Georgia State College, have an average on all South Georgia State College 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."

\*These hours are exclusive of hours taken in the Learning Support Program.

Learning Support students and students on probation are not eligible for academic honors. No student receiving “I” or “NR” grade symbols will earn academic honors designation until those grade symbols are removed and the actual GPA is calculated.

## **REPEATING COURSES**

Courses completed with grades of D, IP, F, W, or WF may be repeated. A “C” or better must be earned in Area A and Area F 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, 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. South Georgia State College 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. For information on study abroad programs, students should contact the International/Study Abroad Coordinator, who is the Assistant Vice President for Academic Affairs.

## **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, South Georgia State College 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 all academic majors 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 South Georgia State College 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, the Assistant Vice President for Academic Affairs, or from the chairperson of the Division of Business and Social Sciences.

### **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 instructor is 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. The student making the request must provide evidence of his/her ability to complete the DIS successfully.
4. 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 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 South Georgia State College (A.A., A.S., A.S.N., B.S.N. and the B.S. in Biological Sciences) require that a minimum of 25% of the credit hours toward the degree must be earned at SGSC. In addition, 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. Further, to be awarded a B.S.N. or B.S.B.S degree by South Georgia State College, 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 Area A and Area F 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 South Georgia State College residency requirement; i.e., the student must be registered at South Georgia State College 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 Affairs.

6. The clearance of all financial obligations to South Georgia State College.

### **GRADUATION WITH HONORS**

To earn the designation of "Honor Graduate," a student must have a minimum cumulative grade point average of 3.5 on all course work taken at South Georgia State College.

### **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 Affairs. Unless the course to be substituted was taken prior to the student's enrollment in his/her current major or at another college prior to the student's entering South Georgia State College, permission to substitute must be secured before the course in question is taken.

### **SECOND OR SUBSEQUENT DEGREES**

Any student currently possessing a degree from South Georgia State College or any other regionally accredited institution who is applying for a second or subsequent degree must complete at a minimum the Area F 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 South Georgia State College 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 South Georgia State College 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. Nursing students may only satisfy the requirements by the successful completion of POLS 1100.

Students seeking further information on the legislative requirements should contact the Chair of the Division of Business and Social 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 chair of the Division of Natural Science, Mathematics and Physical Education and the Vice President for Academic Affairs. Veterans who qualify under the DD 214 may be exempt from two hours of physical education activity requirements. Please contact the VA Coordinator at South Georgia State College for this exemption. Specific health and physical education requirements are spelled out in each SGSC program of study.

## **ISSUANCE OF TRANSCRIPTS**

South Georgia State College will release an official transcript upon written request from the student to the Registrar's Office. All transcript requests must include the student's signature and should contain the student's social security number (or student ID), most recent dates of attendance, other names used while in attendance, and the name and address of the party to receive the transcript. There is a 24 hour processing time for all transcripts requested to be picked up. Transcripts requested to be mailed or faxed will be processed within 1-2 business days. To request a transcript, come by the Registrar's Office, or click here, [SGSC Transcript Request](#), to complete the online form and return the completed (signed) form to the Registrar's Office.

South Georgia State College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.

## **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 Records Office. South Georgia State College reserves and intends to exercise its right to withhold copies of educational records and/or 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. Academic dishonesty is in violation of the student conduct code in the South Georgia State College Student Handbook. All such cases 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**

South Georgia State College exists with the belief that intellectual diversity and academic freedom are central principles of higher education. Thereby, South Georgia State College 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**

South Georgia State College 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 South Georgia State College, 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 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 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.

March 22, 2013