

## **ENTERING THE COLLEGE**

**General Admissions**  
**Admission By Degree Program**  
**Learning Support Policies**  
**Other Admissions Categories**  
**The Associate of Science in Nursing Degree Program**  
**The RN-BSN Degree Program**  
**Student Tuition Classification Policy**  
**Privacy Act**  
**Equal Opportunity Policy**  
**Compliance With Drug-Free Act**

## GENERAL ADMISSIONS

### PHILOSOPHY

South Georgia State College welcomes applications for admission from men and women who have graduated from high school or hold an equivalency certificate (GED). Students are admitted to appropriate classes on the basis of placement test scores. The policy of South Georgia State College is to admit only those students who demonstrate reasonable promise of success and who can profit from the educational programs of the College. Admission requirements vary according to the degree sought.

### PROCEDURES FOR ALL FIRST-TIME STUDENTS

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

1. **Application Form** – A completed application form accompanied by a \$20.00 non-refundable application fee. You may apply on-line at [www.sgsc.edu/future-students/1592.cms](http://www.sgsc.edu/future-students/1592.cms).
2. **High School Transcript** -- An official transcript of high school records showing graduation date and/or official GED scores. Official documents must be received in a sealed envelope by the office of admissions. Copies of transcripts or letters, grade reports, diplomas, or graduation lists are not official.
3. **SAT or ACT scores** – Required only for applicants who are applying for admission to the Nursing program. However, SAT and/or ACT scores submitted with the following scores will exempt students from Learning Support placement and/or placement testing. SAT (Before March 2016): Verbal 430, Math 400; SAT (After March 2016): Reading 24, Math 22; ACT: English 17, Math 17. Satisfactory SAT and/or ACT Reading and Verbal scores will exempt Learning Support placement in the English area, and exempt placement testing in the Reading/Writing areas. Satisfactory SAT and/or ACT Math scores will exempt Learning Support placement in the Math area, and exempt placement testing in the Math area.
4. **AccuPlacer scores** – AccuPlacer scores are required for documentation of admissibility and subsequent learning support placement provided acceptable SAT and/or ACT scores are not provided. Students may exempt the AccuPlacer exam Reading and Writing exams with the following scores: SAT (Before March 2016): Verbal 430; SAT (After March 2016): Reading 24; ACT: English 17, or a “C” or better in English 1101 from a qualified post-secondary institution. Students may exempt the AccuPlacer math test with the following scores: SAT (Before March 2016): Math 400; SAT (After March 2016): Math 22; ACT: Math 17, or a “C” or better in a collegiate level math course from a qualified post-secondary institution.
5. **Immunization Form** – A completed University System of Georgia immunization form. Please see section on immunization on pages 51-52.
6. **TOEFL** – All prospective students whose first language or mother tongue is not English must, as part of the application procedure, submit an official report of scores attained on the Test of English as a Foreign Language (TOEFL).
7. **Lawful Presence** – Students applying for in-state tuition classification must submit evidence of lawful presence in the United States. Typical documentation includes a Georgia driver's license dated January 1, 2008, or later, an original birth certificate, or a valid visa. Contact the [Admissions Office](#) for other acceptable forms of documentation.

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

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

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

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

## **TRANSFER STUDENTS**

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

All academic credit attempted at previous institutions will be reviewed by the College. To be awarded an A.A. or A.S. degree by South Georgia State College, at least 18 semester hours of the academic credit used toward that degree must be earned at South Georgia State College. In unusual or compelling circumstances, students may appeal to the Vice President for Academic Affairs for exceptions. To be awarded an A.S.N. degree by South Georgia State College, all courses in the curriculum with an NURS prefix must be earned at South Georgia State College. Any exceptions must receive approval from the Dean of the School of Nursing.

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

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

An applicant will not be considered for admission unless the transcript of the college or university last attended shows that the student is eligible to return to that institution or unless the officials of the institution last attended recommend the applicant's admission. If two or more





















## **THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM**

Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and practice as Registered Professional Nurses. Applications to the ASN program are accepted after October 1 of the year prior to the year she/he wishes to begin the nursing program. The application deadline is February 15 of each year. Because of limited classroom, clinical spaces, and Georgia Board of Nursing guidelines, South Georgia State College reserves the right to restrict enrollment in the nursing program. Students awaiting acceptance into the nursing program will be designated pre-nursing majors and may take general education courses appropriate to the nursing program.

### **ASN Program of Study**

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

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

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

1. Graduate with a high school diploma or GED certificate
2. Submit an Application to SGSC Admissions and SGSC School of Nursing
3. Meet academic admissions criteria and complete COMPASS or AccuPlacer testing
4. Submit Official Scholastic Assessment Test (SAT) or American College Test (ACT) scores.
5. Submit official transcripts from institutions previously attended to the South Georgia State College Office of Admissions and School of Nursing
6. Complete the SGSC Custom HESI A2 Exam (199898) at a Prometric Testing Center. No scores will be accepted from other schools.
7. Exit all learning support courses.
8. Must have an overall cumulative GPA of a 2.75 or higher.

To be considered for admission and nursing program completion in 2 years, the student must have a minimum SAT score of 920 (or ACT of 20) and a minimum overall cumulative GPA of 2.5 on all college work attempted. Prospective students without college work must have a minimum high school GPA of 2.0. The non-traditional student with a GED and SAT score of at least 920 will be eligible for admission.

The student with SAT scores which fall below 920 (or ACT score below 20) or high school GPA falls below 2.0 may be considered for admission to the nursing program upon the completion of 21 semester hours of college work. Eight of the hours must be BIOL 2210K and BIOL 2211K with a minimum grade of C in each course. The student must also have a minimum overall cumulative GPA of 2.75 on all college work attempted. The prospective student must complete all required learning support courses (Foundation and Co-requisite courses) before taking any nursing courses.

After receiving a letter of tentative acceptance from the School of Nursing, the applicant must attend a mandatory orientation session. Students are required to complete a Physical

Examination, PSI Background Check, Urine Drug Screening and American Heart Association or American Red Cross Infant, Child and Adult CPR. Health insurance, PPD and immunizations and Blood Titers are required.

### **LPN-RN Bridge Program of Study**

Applications to the LPN-RN Bridge program are accepted after October 1 of the year prior to the year she/he wishes to begin the nursing program. The application deadline is January 15 of each year. Because of limited classroom, clinical spaces, and Georgia Board of Nursing guidelines, SGSC reserves the right to restrict enrollment in the nursing program. Students awaiting acceptance into the nursing program must choose a degree pathway in order to complete general education courses appropriate to the nursing program as recommended by their nursing advisor(s).

### **PREREQUISITES FOR ADMISSION TO THE CAREER MOBILITY COURSE: NURS 1104**

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

1. Possess current unrestricted Georgia LPN license with no current private or public disciplinary orders.
2. Complete 27 semester hours of general education requirements before enrolling in NURS 1104. Students **must** complete BIOL 2210K, BIOL 2211K, and PSYC1101, which are included in the 27 hours. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.

### **SCIENCE/GENERAL EDUCATION PERFORMANCE REQUIREMENTS**

A minimum grade of C is required in all science courses included in the curriculum for nursing. A student who makes less than a C in more than one required science (BIOL) course, including a repeated course, will not be eligible for admission to, or progression in, the nursing program. Grades of less than C in the required science courses taken at another institution will be considered the same as if taken at South Georgia State College. Academic renewal does not apply to grades of less than C in required science courses. A minimum grade of C is required in all general education courses required for the nursing major.

### **CLINICAL EXPERIENCE**

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

Based on the results of these screenings, the agencies may choose to disallow a student to attend clinical at these sites. To complete the nursing curriculum, students must be able to

attend clinical at these sites. Failure to do so would result in the inability of the student to complete the program of study. Students must meet the facilities' requirements related to the Physical Examination, PSI Background Check, Urine Drug Screen, CPR, PPD, and immunizations. Students may be denied the right to attend clinical at these facilities based on the results.

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

### **ACADEMIC STANDARDS IN NURSING COURSES**

A minimum grade of C is required in each nursing course. In order to begin second-level nursing courses, students must have completed PSYC 2103 and BIOL 2210K, 2211K, and 2215K with a minimum grade of C in each course. The student must also have a minimum cumulative grade point average of 2.0 in order to enter second-level nursing courses.

### **RECURRENT ENROLLMENT IN NURSING**

Students who make less than a C in any two nursing courses, including a repeated course, will not be allowed to continue in the nursing program. Students repeating a nursing course must complete it at South Georgia State College. Academic renewal does not apply to grades of less than C in nursing courses or required science courses.

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

Students transferring from another nursing program must be in good standing with that program. Grades of D or lower earned in nursing courses taken at another institution will be considered the same as if taken at South Georgia State College. Students transferring to the South Georgia State College nursing program must be able to complete the program of study within 36 months of the time the student began a nursing program. The 36-month limit will include the transfer student's initial enrollment in a nursing program until completion at SGSC. This policy reflects the policy for beginning nursing students at SGSC.

### **AUDITING NURSING COURSES**

Students may, with the approval of the Dean of the School of Nursing, audit nursing courses; however, students who audit nursing courses are not allowed to participate in clinical lab activities or take unit/final exams. Fees for auditors are the same as those for students registered for credit.

## **PROGRAM COMPLETION**

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

## **ADVANCED PLACEMENT IN NURSING**

Advanced placement is possible for persons who have had prior education in a program leading to licensure as a registered nurse. A comprehensive examination or examinations may be required for a student attempting advanced placement. If a student fails an exemption examination, he/she may take the course when offered. Transfer students must meet admission requirements for South Georgia State College and the School of Nursing. Students interested in further details should contact the School of Nursing. Licensed Practical Nurses (LPNs) may choose to enroll in Nursing 1104, a career mobility course to facilitate transition from LPN to RN. LPNs who have grades of less than C in nursing or required biology courses at any institution should contact the School of Nursing for information related to eligibility to be considered for admission to the Career Mobility Course (NURS 1104).

## **NURSING EXPENSES**

In addition to general college expenses, nursing students will need to:

1. Provide travel to and from clinical areas.
2. Purchase uniforms and the School of Nursing Patch
3. Acquire professional liability insurance (student fees).
4. Purchase Health insurance.
5. Purchase nursing textbooks.
6. Purchase the SGSC nursing skills kit from the bookstore.
7. Purchase HESI Total NCLEX-RN Package
8. Physical examination, CPR, Immunizations, Blood Titers and PPD

## **APPLICATION FOR LICENSURE**

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

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



## **THE RN-BSN DEGREE PROGRAM**

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

Students may apply to the nursing program after October 1 of the year prior to the year she/he wishes to begin the RN-BSN nursing program. The application deadline is April 15 of each year. Because of limited classroom, clinical spaces, the Georgia Board of Nursing regulations, the College reserves the right to restrict enrollment in the RN-BSN nursing program. Students awaiting acceptance into the RN-BSN nursing program will be designated nursing-pre-BSN majors and may take general education courses appropriate to the RN-BSN nursing program. Students must contact the Admissions Office for complete admissions requirements and complete and submit an admissions application.

## **ADMISSION TO THE RN-BSN DEGREE PROGRAM**

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

1. Submit an Application to SGSC and the SGSC School of Nursing
2. Meet academic admissions criteria and complete COMPASS or AccuPlacer testing
3. Exit all learning support courses (Foundation and Co-requisite courses).
4. Submit Official Scholastic Assessment Test (SAT) or American College Test (ACT) scores.
5. Submit official copies of all official transcripts from institutions previously attended to the South Georgia State College Office of Admissions and School of Nursing
6. Possess current unrestricted Georgia RN license with no current private or public disciplinary orders during the first semester of the RN-BSN program.

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

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

Applicants who graduated from a U.S. high school must meet the admission criteria for regular students. Applicants who graduated from a non-U.S. high school must meet the admission criteria for international students. All students are required to provide documentation of their

lawful presence in the United States to be considered for in-state tuition. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school must meet the English proficiency requirement by submitting the results of the SAT I with a minimum verbal score of 430 (12 ACT) or the Test of English as a Foreign Language (TOEFL) with a minimum score of 523 (paper-based), 193 (computer-based), or 70 (internet-based). The TOEFL will be at the expense of the student and is a condition for program admission.

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

## **CLINICAL EXPERIENCE**

Students in nursing obtain clinical experience in the campus skills laboratory and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will provide care to assigned clients regardless of diagnosis, age, sex, race, creed, sexual orientation or ethnic origin. Major clinical facilities utilized by South Georgia State College require a PSI Background Check, a urine drug screen. A Physical Examination, PSI Background Check, Urine Drug Screen, CPR, PPD, immunizations and blood titers are also required prior to attending clinical. Current CPR certification by the American Heart Association or the American Red Cross and must include infant, child, and adult is required.

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

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

## **ACADEMIC STANDARDS IN NURSING COURSES**

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

## **RECURRENT ENROLLMENT IN NURSING**

Students who make less than a C in any two nursing courses including a repeated course will not be allowed to continue in the RN-BSN nursing program. Students repeating a nursing course must complete it at South Georgia State College unless approved by the Dean of the School of Nursing. Academic renewal does not apply to grades of less than C in nursing courses or required science courses.

A student who leaves the nursing program must complete a Reentry Request Form and submit it to the Dean of the School of Nursing. Students must have a cumulative GPA of at least 2.0 in

order to be considered for readmission and will only be readmitted on a space available basis.

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

## **PROGRAM COMPLETION**

The RN-BSN program embodies a coherent course of study. This degree program is compatible with SGSC's mission. In addition to the 60 credit-hours in core requirements (Core Area A-F), 32 hours of credit for previous ASN course work and acceptance into the institution's Bachelor of Science in Nursing degree program, 30 semester credits hours will be required for bachelor degree completion, totaling 122 semester credit hours.

### **Bachelor of Science in Nursing Graduation Requirements**

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

1. Successfully complete all courses required in the degree program.
2. Attain 122 semester credits for the RN-BSN program.
3. Achieve a cumulative GPA of at least 2.0 required for graduation.
4. Earn a GPA of 2.0 or higher in major courses, with no grade lower than a C.
5. Complete at least 30 program credits in residency at the college.
6. Meet all other College graduation policies.

## **ACCREDITATION School of Nursing**

Georgia Board of Nursing

The South Georgia State College School of Nursing continues full approval for the ASN and RN-BSN programs.

Georgia Board of Nursing  
237 Coliseum Drive  
Macon, GA. 31217-3858  
478.207.1640

South Georgia State College's School of Nursing ASN and RN-BSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Road NE, Suite 850  
Atlanta, GA. 30326  
404.975.5000

## **STUDENT TUITION CLASSIFICATION POLICY**

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

### **INDEPENDENT STUDENTS**

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

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

### **DEPENDENT STUDENTS**

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

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

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

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

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

## NON-CITIZENS

A non-citizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. Lawful permanent residents, refugees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification.

International students who reside in the United States under non-immigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

## OUT-OF-STATE TUITION WAIVERS

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under the conditions listed below. Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

**1. Academic Common Market.** Students selected to participate in programs offered through the Academic Common Market.

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

**3. University System Employees and Dependents.** Full-time USG employees, their spouses, and their dependent children.

**4. Full-Time School Employees.** Full-time employees in the public schools of Georgia or the Technical College System of Georgia, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.

**5. Career Consular Officials.** Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

**6. Military Personnel.** Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if:

1. The military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
2. The military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty; or,
3. The active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia.

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

**8. Georgia National Guard and U.S. Military Reservists.** Active members of the Georgia National Guard, stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children.

**9. Students Enrolled in USG Institutions as Part of Competitive Economic Development Projects.** Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.

**10. Students in Georgia-Based Corporations.** Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through USG institutions to provide out-of-state tuition differential waivers.

**11. Students in ICAPP® Advantage Programs.** Any student participating in an ICAPP® Advantage program.

**12. International and Domestic Exchange Programs.** Any student who enrolls in a USG institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to USG students.

**13. Economic Advantage.** As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or United States court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire twelve (12) months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to an independent non-citizen possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia.

A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or United States court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the

United States and the establishment of legal domicile in the State of Georgia.

Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or United States court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or United States court-appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia.

**14. Recently Separated Military Service Personnel.** Members of a uniformed military service of the United States who, within twelve (12) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one (1) year.

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

1. Students under 24
  - If the parent, or United States court-appointed legal guardian has maintained domicile in Georgia for at least twelve (12) consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court-appointed legal guardian has existed for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. Under Georgia code, legal guardianship must be established prior to the student's 18th birthday or
  - If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term.
2. Students 24 and Older
  - If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled.

This waiver can remain in effect as long as the student remains continuously enrolled.

If the parent, spouse, or United States court-appointed legal guardian of a continuously enrolled non-resident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the non-resident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent, spouse or United States court-appointed legal guardian.

**16. Vocational Rehabilitation Waiver.** Students enrolled in a USG institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor.

## **TUITION CLASSIFICATION AND OUT-OF-STATE TUITION WAIVER PETITION PROCESS**

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

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

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

### [Petition for Classification for Tuition Purposes](#)

- Examples of appropriate documentation are listed on the form.

#### Tuition Classification: Enrollment Application Correction

- To be used only if an error was made or questions left blank in the “residency” section of the enrollment application.
- This document must be notarized.
- Students who have been classified as out-of-state for tuition purposes and believe they are eligible for a waiver may choose to apply for an applicable waiver, which are listed above.

All Petitions, Waivers, and supporting documentations should be completed before the semester begins. Submit all Petitions, Correction forms, Waivers, and supporting documentation to the Registrar’s Office.

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

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

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large includes student name, city/county of residence, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and



present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. Further FERPA information is available through the Registrar's Office in the College Union and at this Department of Education website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

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

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

### **EQUAL OPPORTUNITY POLICY**

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

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

### **COMPLIANCE WITH DRUG-FREE ACT**

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