

# ACADEMIC INFORMATION, REGULATIONS, AND RULES

## General Academic Information



## **GENERAL ACADEMIC INFORMATION**

South Georgia 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. Night classes are scheduled somewhat differently and usually meet one night per week. Summer term classes also follow a modified schedule.

### **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 17 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.

### **FRESHMAN-SOPHOMORE CLASSIFICATION**

A student is a freshman until he or she has earned at least 30 semester credit hours. The student then is classified as a sophomore.

### **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 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 - K -This symbol indicates that a student was given credit for the course via a credit by examination program approved by the South Georgia College faculty (CLEP, AP, Proficiency, etc.)
- NR - 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, on the Regents' Test, in Regents' Test remediation courses, and in SSCL 0099.

### **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 STANDARDS OF PROGRESS

In keeping with its policy of accepting only those students who demonstrate reasonable promise of success in college work, South Georgia College requires all of its students to meet minimum academic standards to remain in school. The Standards of Progress listed below are required of all students enrolled at the College without regard to program of study. (Additional Standards of Progress for learning support students appear in a later section.) The chart below lists the minimum grade point average required for the number of hours attempted for a student to be in Good Standing at the College. Grades received in institutional credit courses are not calculated in the grade point average.

Credit Hours Attempted	Minimum Cumulative Grade Point Average Required
1 – 20 hours	1.4
21-40 hours	1.6
41+ hours	1.8

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

## DEFINITIONS

A student is placed on Academic Warning when he or she fails to achieve the minimum grade point average required for the number of hours attempted. The student will receive a letter of warning from the Vice President for Academic Affairs advising the student to discuss the academic situation with the student's faculty advisor. The student on Academic Warning is eligible for financial aid.

Academic Probation is assigned when a student on Academic Warning fails to achieve the required grade point average in the following term of enrollment. 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. Students on Academic Probation must enroll for a minimum of three hours of degree credit or four hours of learning support credit if the student has a learning support requirement. 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 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. After serving a one term suspension, a student may appeal to the Admissions Committee for

readmission. Subsequent suspensions may be appealed to the Admissions Committee after serving the two term suspension. (See page 55). Also, credit earned at another college during a period of suspension from SGC cannot subsequently be transferred to the College. A student allowed to re-enroll by the Admissions Committee will be placed on Academic Probation.

Notice is hereby given that the College reserves the right to limit the number of hours a student not in good standing may take.

## **NEW ACADEMIC STANDARDS OF PROGRESS POLICY**

Effective Fall Semester 2007, South Georgia College will institute a new Academic Standards of Progress Policy. Students in Good Standing who fail to meet the required GPA for the credit hours attempted will be placed directly on Academic Probation. The Academic Standing of Warning will no longer be used. All other rules regarding Academic Standing will remain in effect.

## **STANDARDS OF 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 courses 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 will not be eligible for financial aid. **Failure to exit learning support after twelve semester hours or three attempts in an area (English, math, or reading), whichever occurs first, shall result in a student's learning support suspension from the College. Fourth and fifth attempts may be possible by appeal and only in special circumstances.** A student who earns 20 hours of degree credit before exiting all learning support courses may enroll only in learning support courses until all learning support requirements are successfully completed. (See Division Chair of Humanities/Learning Support.)

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 a student must satisfactorily complete two-thirds of the hours in which he or she enrolls during the academic year (Fall, Spring, and Summer terms). For example, a student who attempts 30 semester hours during the Fall and Spring Semesters 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,” and “U” 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 shall have his/her financial aid suspended. To become eligible for reinstatement of financial aid, a student must enroll and pay for a minimum of three or four semester credit hours and earn at least a 2.0 GPA (or, if appropriate, a grade symbol of "S") on those hours, and complete all hours attempted.

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. Students may enroll in a maximum of 30 semester hours of remediation 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%.

In addition to the criteria discussed above, the student must have a minimum grade point average of 2.0 after four semesters or terms of enrollment or the equivalent attempted 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 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 of financial aid. Also, the Admissions Committee may, at its discretion, require the student to appear before the Committee.

### **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 of the Division, 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 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 will meet with the student and the instructor in an attempt to resolve the difficulty. A Memorandum of record 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 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.
- (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, 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 should submit a written appeal directly to the Division Chair. The Division Chair will make a reasonable attempt to locate the instructor. If the instructor is still not available, the Division Chair 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 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 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. 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 do 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 College must meet all University System of Georgia guidelines regarding learning support. See “Learning Support Policies” on page 36.

## **MULTIPLE ENROLLMENTS**

Enrollment in another institution is permitted while a student is attending South Georgia 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 College and another institution without authorization, no credit will be allowed at South Georgia 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. 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.

## **CREDIT BY EXAMINATION AND ADVANCED PLACEMENT**

South Georgia 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 College.
2. South Georgia College awards credit-by-examination only for courses offered by South Georgia College.
3. South Georgia College does not award credit-by-examination if a student has been previously enrolled in the course.

A student may apply for credit by institutional examination by securing and completing the appropriate form from the Office of Admissions and Records. 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 in Thrash Hall. 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.

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 Admissions and Records as a part of a student's application materials. South Georgia College uses the minimum scores established by the University of Georgia for the award of credit. The Director of Admissions and Records maintains a current list of those scores.

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. Withdrawal forms are available in the Office of Admissions and Records. No withdrawal is official until it has been approved in writing by the Director of Admissions and Records. (See page below for details on “W’s” 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. (See page 66 for details.)

## **WITHDRAWAL FROM THE COLLEGE**

Students who decide to withdraw from South Georgia College before completing a semester must report to the Office of Admissions and Records 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 Office of Admissions and Records will notify instructors, the Financial Aid Office, and the Vice President for Business Affairs 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.

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

Because South Georgia 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 are 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.

### **HARDSHIP WITHDRAWALS (“W’s”)**

University System of Georgia policy and South Georgia 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 listed in the Important Dates section of this catalog. 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, SGC treats each hardship request as a unique case. A student must be passing a course at the time of the hardship request 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 student’s advisor, the instructor of the course, and the chair of the academic division wherein the course is taught. Final approval rests with the Vice President for Student Affairs. In all cases, the student bears the responsibility for proving that the hardship “W” is justified.

### **DEAN’S LIST**

Individuals completing the requisite number of hours in a given term with a grade point average of 3.5 or higher on courses numbered 1000 or higher will earn Dean’s List designation as cited in the following chart.

<b>Full-Time</b>	<b>Part-time</b>
12 hours+	9-11 hours

Learning support students and students on warning or probation are not eligible for the Dean’s List. No student receiving “I” or “NR” grade symbols will earn the Dean’s List designation until those grade symbols are removed and the actual GPA is calculated.

### **REPEATING COURSES**

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 on page 61).

### **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 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 Coordinator, who is the Chair of the Division of Humanities and Learning Support.

### **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 College offers students an opportunity to begin work on the certificate while enrolled at SGC. 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 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 SGC's European Union Studies representative, the Chair 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 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, 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 described in this catalog with the minimum number of semester credit hours designated for each program. To be awarded an A.A., A.S., or A.A.S. degree by South Georgia College, at least 18 semester hours of the academic credit used toward that degree must be earned at South Georgia College. To be awarded a certificate by South Georgia College, at least half of the academic credit used toward that certificate must be earned at South Georgia College. In unusual or compelling circumstances, students may appeal the Vice President for Academic Affairs for exceptions. To be awarded an A.S.N. degree by South Georgia College, all courses in the curriculum with an NURS prefix must be earned at South Georgia College. Any exceptions must receive approval from the Chair of the Nursing Division.
3. The achievement of a cumulative grade point average of 2.0 (a "C" average) in all courses presented for graduation. In addition, the student must be in Good Standing academically.
4. The satisfactory completion of the requirements of the Regents' Testing Program for students seeking the Associate of Arts, the Associate of Science, or Associate of Science in Nursing degrees.
5. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.
6. The satisfaction of the South Georgia College residency requirement; i.e., the student must be registered at South Georgia 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.
7. The clearance of all financial obligations to South Georgia College.
8. The formal approval of the faculty.

## **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 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)

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 College, permission to substitute must be secured before the course in question is taken.

## **SECOND OR SUBSEQUENT DEGREES OR CERTIFICATES**

Any student currently possessing a degree from South Georgia College or any other regionally accredited institution who is applying for a second or subsequent degree or certificates 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 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.

Students will need to earn the equivalent of at least half of the new certificate with hours that did not apply to the original degree. Students are not permitted to get a certificate after they have a degree if all the courses for the certificate have already been taken for the degree.

## **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 College may be satisfied by the successful completion of HIST 2112 and POLS 1101. Transfer credit for these courses from some institutions may not satisfy the requirements of the State of Georgia.

Students seeking further information on the legislative requirements should contact the 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 Health, Physical Education, and Recreation 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. Written approval must be given by the chair of the Division of Health, Physical Education, and Recreation and the Vice President for Academic Affairs. Specific health and physical education requirements are spelled out in each program of study listed in the academic section of this catalog.

## **REGENTS' READING AND WRITING SKILLS REQUIREMENTS**

University System of Georgia policy requires students enrolled in A.A. and A.S degree programs to pass the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation. South Georgia College also requires students enrolled in the A.S. in Nursing degree program to pass these courses. These courses are offered for institutional credit. Students may exempt these courses through examination by passing the Regents' Tests or

approved alternative tests in reading comprehension and in writing. Students who have earned 45 credit hours and have not passed or exempted the courses must take the Regents' Skills courses during each subsequent semester of enrollment. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course.

Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' Skills courses must take the courses if they have not passed or exempted the courses before their third semester of enrollment.

The above requirements apply regardless of whether the student has taken or passed any other courses, including English courses, or completed any other institutional requirements. College-level credit hours include all credit with the exception of institutional credit. Students who have earned 45 college level credit hours and who have not satisfied the requirements will be required to register for the appropriate course(s) the next semester enrolled. The only exception that may be made is for part-time students taking one of the courses and no college-level credit courses.

Students may exempt RGTR 0198 by scoring at or above specified scores on the following examinations:

Regents' Reading Test exemption score: 61

SAT-I Verbal exemption score: 510

ACT Reading exemption score: 23

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Students may exempt RGTE 0199 by scoring at or above specified scores and/or grades on the following examinations and/or courses:

Regents' Essay Test exemption score: 2

College Board Advanced Placement (AP) English Language and Composition  
Exemption score: 3

College Board Advanced Placement (AP) English Literature and Composition  
exemption score: 3

International Baccalaureate (IB) higher-level English exemption score: 4

SAT II English Writing exemption score: 650

SAT I verbal score of 530 and above and a grade of "A" in ENGL 1101

SAT I verbal score of 590 and above and a grade of "B" in ENGL 1101

ACT English score of 23 and above and a grade of "A" in ENGL 1101

ACT English score of 26 and above and a grade of "B" in ENGL 1101

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Students with fewer than 45 semester hours of college-level credit are not required to take either RGTR 0198 or RGTE 0199 unless they have failed a section of the Regents' Test twice. Students who plan their schedules appropriately may take the Regents' Tests twice before they earn 45 hours and are thus required to take a course. Such planning may require enrollment in English the first two semesters and may include additional requirements established by the institution. Students who postpone taking English or who postpone taking Regents' Tests will not necessarily have two opportunities to take the test before the course requirement is imposed.

Students should take the Regents' Tests in the semester in which they are enrolled in ENGL 1102, or after they have earned 30 credit hours if they have not taken them previously.

Students may take the Regents' Tests during a semester in which they are not enrolled for credit courses, but must register for the Tests during the registration period.

Having passed RGTR 0198 and RGTE 0199 is not a condition of transfer into South Georgia College. All transferring students from programs leading to the baccalaureate degree within the System shall be subject to all provisions of this policy. Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' courses should take the Regents' Tests during their first semester of enrollment in a program leading to the baccalaureate degree unless they have otherwise exempted the courses. Those who have not exempted the courses before their third semester of enrollment are subject to the course requirements. In any case, students may not graduate unless the Regent's Reading And Writing Skills Requirements have been satisfied.

Students whose native language is not English may satisfy the requirements of the Regents' Test locally through an alternate formal examination which requires a reading test and the writing of an essay. Such alternate testing will employ culturally neutral topics, extended time, and the use of translation dictionaries. Students whose native language is not English may request alternate testing by contacting the SGC Regents' Test Coordinator, who is the Chair of the Division of Humanities & Learning Support.

Additional policies governing the Regent's Reading And Writing Skills Requirements may be found in the University System of Georgia Academic Affairs Handbook (<http://www.usg.edu/academics/handbook/>).

## **ISSUANCE OF TRANSCRIPTS**

There is a \$10.00 fee for each transcript issued on demand, including all transcripts to be faxed. Transcripts issued within the normal one to two day turnaround time are of no charge to the student. South Georgia College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.

