



**2010-2012 Catalog**

SOUTH GEORGIA COLLEGE  
100 WEST COLLEGE PARK DRIVE  
DOUGLAS, GEORGIA 31533-5098

UNIVERSITY SYSTEM OF GEORGIA

A MEMBER OF  
AMERICAN ASSOCIATION OF COMMUNITY COLLEGES  
GEORGIA ASSOCIATION OF COLLEGES  
GEORGIA ASSOCIATION OF TWO-YEAR COLLEGES

South Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Georgia College. SGC is also accredited by the National League for Nursing Accrediting Commission to award Associate of Science Degrees. Contact the NLNAC at 343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 or call 404-975-5000 about the accreditation of South Georgia College.

This Catalog is prepared for the convenience of the faculty and students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws or Policies of the Board of Regents shall prevail. Moreover, this document does not represent a contract between the College and its students. The College reserves the right to alter the contents of this publication as circumstances dictate. When changes are necessary, every reasonable effort will be made to notify students of such changes. The official version of this document is located at <http://www.sgc.edu/academics/catalog/index.html> .

General Catalog

2010-2012

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# South Georgia College

## 2010-2012 General Catalog

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**THE COLLEGE**

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# **THE VISION AND MISSION OF SOUTH GEORGIA COLLEGE**

## **VISION**

To lead in providing a student-centered environment that produces life-long learners who will succeed in a global society, and to serve as an economic development catalyst for the region.

## **MISSION**

South Georgia College is a four-year residential institution that serves the educational, social, and economic development of the region by providing accessible, high quality, student-centered associate degrees and a limited number of baccalaureate degree programs. Through close collaboration with faculty and staff, students are engaged in educational opportunities that empower them for success in a sustainable global society. South Georgia College prepares students to think critically, communicate proficiently, and act responsibly as civic-minded, environmentally conscious citizens.

June 7, 2011

## **HISTORY OF THE COLLEGE**

Agricultural and Mechanical (A&M) schools were forerunners of many of Georgia's University System schools. Founded in 1906 as the Eleventh District A&M School, South Georgia College is recognized as the oldest publicly supported two-year college in Georgia and has a long and distinguished history, rich in the tradition of serving the people of the Southeast.

For two decades the Eleventh District A&M School set the pace for the growing number of high schools in the area. In 1927 the Georgia legislature passed a bill elevating the A&M school to junior college status.

In 1932, by legislative enactment, this College and other state-supported institutions of higher learning in Georgia were organized into the University System of Georgia and placed under the jurisdiction of the Board of Regents. As a unit of the University System, South Georgia College continued its two-year curriculum and adopted its present name in 1937. In 2011 the Board of Regents approved a mission and sector change for the institution, making SGC a State College authorized to offer a limited number of bachelor's degrees.

The original SGC campus, including three buildings constructed in 1907-08, was listed on the National Register of Historic Places in 2010. Now a thriving center for learning, the 190-acre Douglas campus has grown to include approximately 20 academic buildings and numerous athletic facilities.

The Clower Student Center, housed in SGC's 1930s gymnasium, has won numerous awards from the state for historic preservation. The SGC Wellness Center boasts a junior Olympic-sized indoor swimming pool, a basketball gym, and weight-lifting room. Most recently, double-digit enrollment growth has propelled renovation to create a new Dining Hall with space for a collegiate store, a coffee shop, and convenience store. One of the few two-year institutions with campus housing, SGC has constructed two contemporary residence halls in recent years, known as Tiger Village I and Tiger Village II. Outdoor facilities include a baseball stadium, a nine-hole golf course, tennis courts, and fields for softball and soccer.

South Georgia College has a highly regarded academic and athletic heritage. With 23 degree programs, SGC was recently selected as one of only eight sites in the United States by the Carnegie Foundation to pilot the Quantway math curriculum. SGC's athletic program has won over a dozen state titles in baseball, softball, soccer, golf, and cross country.

## **ACCREDITATION**

South Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Georgia College. SGC is also accredited by the National League for Nursing Accrediting Commission to award Associate of Science Degrees. Contact the NLNAC at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or call 404-975-5000. Credits earned at the College are accepted by colleges and universities throughout the nation.

## **LOCATION**

South Georgia College is located in the southeastern Georgia city of Douglas, a warm and friendly community with a growing population of some 11,000 citizens. The center of the city is within walking distance from the campus and many shops and restaurants border the campus. The climate in Douglas is moderate year round.

Geographically, South Georgia College is situated near the Georgia coast. It is 90 miles west of Brunswick and the Golden Isles, 150 miles northeast of the Gulf of Mexico, 120 miles northwest of Jacksonville, Florida, and 200 miles south of Atlanta.

South Georgia College is easily accessible via U.S. Highways 221 and 441 and Georgia Highways 32, 135, and 158. Interstates I-16, I-75, and I-95 service southeast Georgia.

A unique feature of South Georgia College is its location in the heart of the south Georgia outdoor recreation area. Within a 30-mile radius, one can experience the finest in fishing, hunting, camping, canoeing, and waterskiing. The campus is also in close proximity to four major rivers, the Okefenokee National Wildlife Refuge, and four wildlife management reservations. In addition, the Atlantic Ocean with its beautiful beaches is only 90 minutes away.

**FALL SEMESTER 2010**

Financial Aid Priority Date ..... June 7, 2010  
Admissions Application Priority Date ..... July 30, 2010  
Registration ..... August 12-13, 2010  
Orientation ..... August 13, 2010  
First Day of Classes ..... August 16, 2010  
Drop/Add ..... August 16-20, 2010  
Labor Day Holiday ..... September 6, 2010  
Mid-Term ..... October 8, 2010  
Regents' Test Day ..... October 26, 2010  
Advisement Day (no classes) ..... November 2, 2010  
Advance Registration ..... November 2-3, 2010  
Thanksgiving Holidays ..... November 24-26, 2010\*  
Last Day of Classes ..... December 3, 2010  
Final Exams ..... December 6-10, 2010  
*\* November 24<sup>th</sup> is not a holiday for staff.*

**SPRING SEMESTER 2011**

Financial Aid Priority Date ..... October 22, 2010  
Admissions Application Priority Date ..... December 3, 2010  
Registration and Orientation ..... January 4, 2011  
First Day of Classes ..... January 5, 2011  
Drop/Add ..... January 5-11, 2011  
MLK Holiday ..... January 17, 2011  
Mid-Term ..... March 1, 2011  
Spring Break ..... March 21-25, 2011  
Advance Registration ..... April 6-7, 2011  
Last Day of Classes ..... April 27, 2011  
Final Exams ..... April 28-29, May 2-4, 2011  
Graduation ..... May 5, 2011

### **MAYMESTER 2011**

Financial Aid Priority Date .....	March 4, 2011
Admissions Application Priority Date .....	April 15, 2011
Registration Begins .....	April 6-7, 2010
First Day of Classes .....	May 9, 2011
Mid-Term.....	May 18, 2011
Last Day of Classes.....	May 27, 2011
Final Exams .....	May 27, 2011

### **SUMMER TERM 2011**

Financial Aid Priority Date .....	March 4, 2011
Admissions Application Priority Date .....	May 6, 2011
Registration Begins .....	April 6-7, 2010
Registration and Orientation .....	May 31, 2011
First Day of Classes .....	June 1, 2011
Drop/Add .....	June 1-7, 2011
Mid-Term.....	June 29, 2011
Holiday.....	July 4, 2011
Last Day of Classes.....	July 25, 2011
Final Exams .....	July 26-28, 2011

**FALL SEMESTER 2011**

Financial Aid Priority Date ..... June 6, 2011  
Admissions Application Priority Date ..... July 29, 2011  
Registration ..... August 11-12, 2011  
Orientation ..... August 12, 2011  
First Day of Classes ..... August 15, 2011  
Drop/Add ..... August 15-19, 2011  
Labor Day Holiday ..... September 5, 2011  
Mid-Term ..... October 7, 2011  
Regents' Test Day ..... October 25, 2011  
Advisement Day (no classes) ..... November 1, 2011  
Advance Registration ..... November 1-2, 2011  
Thanksgiving Holidays ..... November 23-25, 2011\*  
Last Day of Classes ..... December 2, 2011  
Final Exams ..... December 5-9, 2011  
*\* November 23rd is not a holiday for staff.*

**SPRING SEMESTER 2012**

Financial Aid Priority Date ..... October 21, 2011  
Admissions Application Priority Date ..... December 2, 2011  
Registration and Orientation ..... January 3, 2012  
First Day of Classes ..... January 4, 2012  
Drop/Add ..... January 4-10, 2012  
MLK Holiday ..... January 16, 2012  
Mid-Term ..... February 28, 2012  
Spring Break ..... March 19-23, 2012  
Advance Registration ..... April 4-5, 2012  
Last Day of Classes ..... April 25, 2012  
Final Exams ..... April 26-27, April 30, May 1-2, 2012  
Graduation ..... May 3, 2012

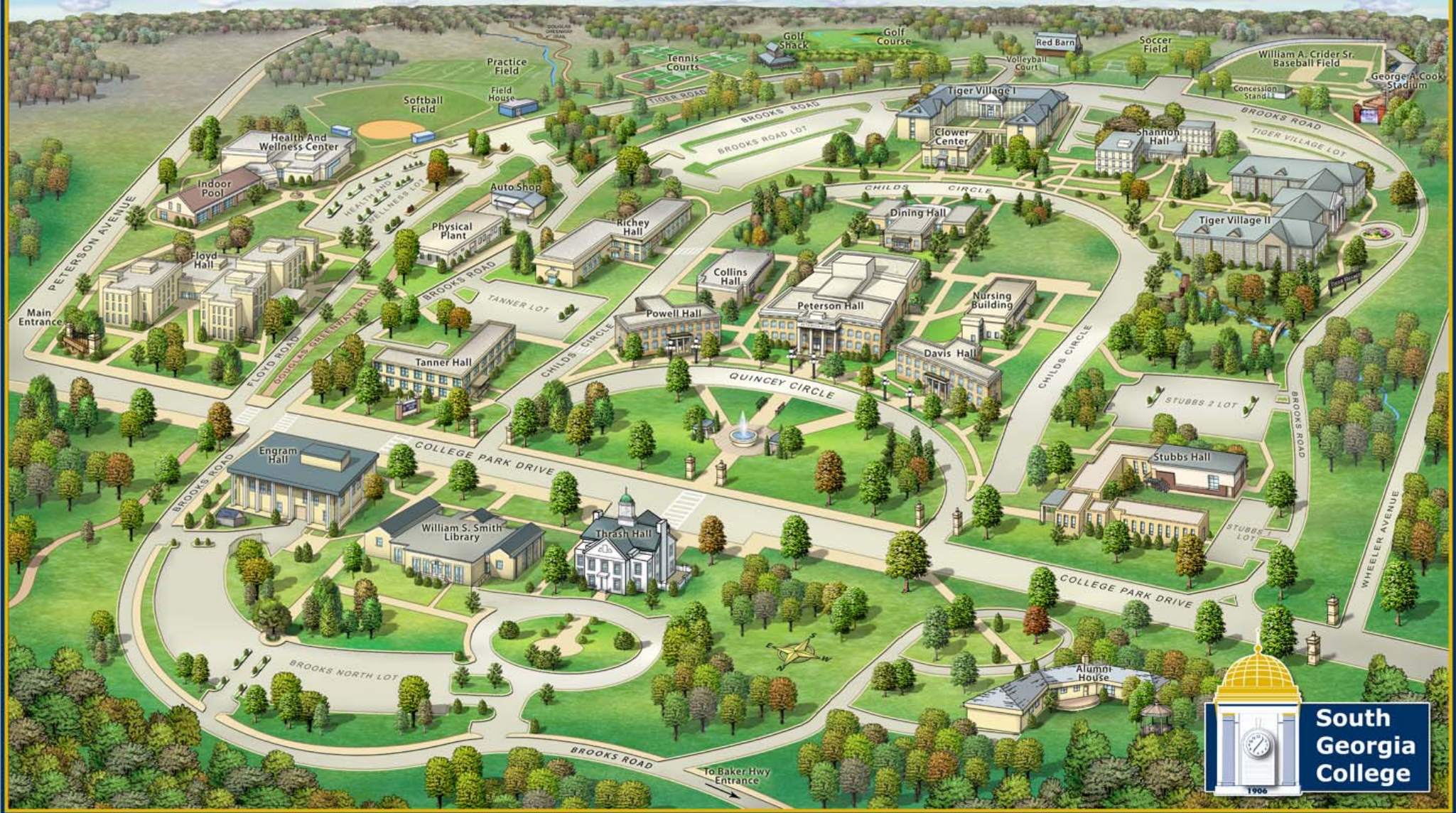
## MAYMESTER 2012

Financial Aid Priority Date .....	March 2, 2012
Admissions Application Priority Date .....	April 13, 2012
Registration Begins .....	April 4-5, 2012
First Day of Classes .....	May 7, 2012
Mid-Term.....	May 16, 2012
Last Day of Classes.....	May 25, 2012
Final Exams .....	May 25, 2012

## SUMMER TERM 2012

Financial Aid Priority Date .....	March 2, 2012
Admissions Application Priority Date .....	May 4, 2012
Registration Begins .....	April 4-5, 2012
Registration and Orientation .....	May 29, 2012
First Day of Classes .....	May 30, 2012
Drop/Add .....	May 30 through June 5, 2012
Mid-Term.....	June 27, 2012
Holiday.....	July 4, 2012
Last Day of Classes.....	July 23, 2012
Final Exams .....	July 24-26, 2012

# South Georgia College



## **CAMPUS LIFE**

**Campus Life  
Student Services  
Student Rights and Responsibilities**

## **CAMPUS LIFE AND STUDENT SERVICES**

South Georgia College is committed to promoting a supportive campus environment that educates the whole person and meets the needs of students, faculty, staff, and citizens of the region. Student services are designed to facilitate a well-balanced college experience by strengthening the teaching/learning environment and promoting the ideals of an open, democratic, and global society.

Student services that support the college's core academic function are orientation, counseling and career services, special programs, student clubs and organizations, student government and leadership development, social activities and cultural experiences, intercollegiate athletics, intramurals, college discipline, and campus housing.

### **STUDENT ORIENTATION**

Student orientation is an ongoing process designed to facilitate successful adjustment to college. The orientation program for newly enrolled students includes campus tours, parent meetings, discussions, entrance tests, academic advising, and related activities. The program recognizes the importance of informing students about academic regulations and resources, disciplinary policies, and co-curricular opportunities.

Each student is assigned a faculty advisor whose role is to guide an exploration of courses, majors, career plans, registration procedures, and related issues of interest. Faculty advisors use test scores, previous performance, and student goals to assist students in making informed academic decisions.

### **COUNSELING AND CAREER SERVICES**

South Georgia College offers a range of academic and career counseling options for students. Particular emphasis is placed on academic advising, career information, and activities designed to promote scholastic success in appropriate fields of study.

The Student Success Office features career information in various formats. The search for appropriate career options can be facilitated by the use of personality and vocational inventories. Additional services are provided by the Academic Divisions and the William S. Smith Library. Individual classes and student organizations periodically plan events and participate in conferences or conventions that connect students with affiliated professions.

Counseling services and referrals are provided through the Student Success Office.

### **STUDENT CLUBS AND ORGANIZATIONS**

Clubs and organizations are established to enrich campus life and to aid students in their personal and professional development. Some of the groups recognized by the Student Government Association and receiving funding through the Student Activities Budget Committee include the Academic Quiz Team, Animé Club, Baptist Collegiate Ministries, Cultural Exchange Club, Dance Club, Debate Team, Environmental Awareness Club, Gay-Straight Alliance, Georgia Association of Nursing Students, Pegasus Literary Magazine, Phi Theta Kappa, Residence Hall Association, SGC Democrats, SGC Republicans, The South Georgian (SGC Newspaper), Student Organization for Multicultural Unity (SOMU), Students

for Social Awareness, South Georgia College Theatre Company, and Tiger Senators. Additional organizations may be organized to reflect the emerging interests of the student body.

### **STUDENT GOVERNMENT ASSOCIATION**

Students play an important part in the policy and decision-making process at South Georgia College. The Student Government Association (SGA), composed of elected or appointed officers and representatives of various organizations, is responsible for representing the views of the student body. The SGA assists with the appointment of students to serve with faculty and staff on campus improvement and policy-recommending committees.

### **STUDENT ACTIVITIES AND CULTURAL EVENTS**

Social and cultural activities at SGC include dances, plays, concerts, exhibits, lectures, movies, trips, tournaments, contests, and other events. Campus life is enriched through the efforts of individual students and organizations that initiate recreational and educational activities. Most events are offered without cost to currently enrolled students.

### **ATHLETICS**

SGC is a division one member of Region 17 Georgia Junior College Athletic Association and the National Junior College Athletic Association. The SGC Tigers field ten athletic teams. The women's program consists of soccer, swimming, cross country, golf, and fast pitch softball. The women's softball team won the state title in 2008. The softball field is located adjacent to the Wellness Center. The women's soccer team shares a practice field and game field with the men's soccer team. The game field is located next to the baseball stadium. The men's program consists of soccer, swimming, cross country, golf, and baseball. The men's soccer team won the state title in 2003 and finished runner up in 2005. SGC has a strong tradition of baseball. The team's home field is W.A. Crider Sr. Field located at George A. Cook Stadium. The Tigers finished second in the state in 2008 in Region 17.

### **INTRAMURAL SPORTS**

The intramural sports program provides students opportunities to participate in a variety of athletic activities. Organized and administered by the Office of Student Life, with assistance from student leaders, the program allows students to participate in sports that reflect student interests. Other leisure drop-in activities include tennis, weight lifting, swimming, golf, table tennis, billiards, volleyball, and soccer.

### **STUDENT CONDUCT**

Rules and regulations governing student conduct are published in the South Georgia College Student Handbook. Further information about the Code of Conduct and the Discipline Committee is available in the Student Conduct Office.

## **RESIDENCE LIFE AND HOUSING**

South Georgia College's residence halls are designed to promote the educational mission of the college by providing students with an affordable place to live that is located close to the College's learning resources.

The residence halls are equipped with group meeting/study rooms and recreational areas. Every resident has a semi-private suite room which allows him/her to have a private bedroom and share a bathroom and vanity. Every suite includes two single beds, two study desks, two closets, cable T.V. connections, and internet access. The College policies for campus housing are described in the Residence Hall Handbook.

The central goal of the residence hall staff and the residence hall programming board is to create and maintain a safe, pleasant and successful living/learning environment. Further information is available through the Residence Life & Housing Office. Housing is also available at the SGC Entry Program at Georgia Southwestern State University in Americus. Contact Christy Barry for more information at <http://www.sgc.edu/academics/degrees/GSW/index.html>.

## **HOUSING POLICY**

All students are required to live on campus unless they:

- Are 21 years of age by the 1st day of the fall semester
- Are married (must attach a copy of the marriage license)
- Are caring for a dependent child (must attach a copy of the birth certificate)
- Are veterans with at least a year of active service (must attach a copy of discharge documents)
- Have 30 or more earned credit hours (not including advanced placement)
- Have dual enrollment
- Are enrolled in fewer than 11 credit hours
- Have a medical conditions for which the College cannot achieve reasonable accommodations (condition must be on file with the Office of Student Disability)
- Have a waiver based on extreme hardship (case by case decision)
- Claim residency in the following counties: Atkinson, Bacon, Ben Hill, Berrien, Coffee, Irwin, Jeff Davis, Telfair, or Ware (must attach a copy of your driver's license)

## **HOUSING APPLICATION**

Students may apply electronically by visiting the SGC Residence Life website. Applications are processed upon receipt of the completed housing application, the \$30.00 non-refundable application fee, **and** the completion of all financial aid requirements. Room

reservations are made on a first come, first served basis, and students may specify roommate requests on the application form.

### **CAMPUS FOOD SERVICES**

South Georgia College contracts food services on the College campus. Residential students are required to purchase a dining hall meal plan. Food service hours are posted in the Dining Hall and the Clower Center. For assistance or more information about food service, contact the Office of Student Success at 260-4429, the Cashier's Office at 260-4239, or ABL at 260-4525.

### **MOTOR VEHICLES**

The use of motor vehicles on campus is a privilege regulated by the College. All motor vehicles operated on campus must be registered with the Office of Physical Plant and must carry insurance as required by Georgia law. Detailed information regarding the proper operation and parking of motor vehicles on the SGC campus is provided in the [South Georgia College Public Safety Handbook](#).

### **THE WILLIAM S. SMITH LIBRARY**

The William S. Smith Library, Building 17 on the SGC Campus Map, is the primary learning resource center for South Georgia College. Traditional and electronic library resources and services are blended together to support the educational programs of the College. One of the most important resources of the academic community, the library plays a crucial role in the student's college life whether it is used for class work, independent study, or personal enjoyment.

The Library's website at [www.sgc.edu/library](http://www.sgc.edu/library) provides 24x7 access to its resources and services. First among these resources is its online catalog, GIL@SGC, for collection holdings in print, media, and electronic formats. The library physically houses videos, audio cassettes, DVDs and over 80,000 print volumes; direct Gil@SGC links to over 30,000 eBooks available from the GALILEO NetLibrary collection; and thousands of articles from previous and current periodical and newspaper subscriptions in both print and microfilm format. South Georgia College students have electronic access to book collections of all the University System of Georgia libraries through the GIL Universal Catalog, with delivery of user-requested books to the SGC Library through Universal Borrowing. The resources of GALILEO, the statewide virtual library, are accessible also through the Library's website. Over 100 databases indexing thousands of periodicals and scholarly journals (with over 2,000 titles being full-text), encyclopedias, business directories, and government publications are provided. Remote access from off-campus is possible with a GALILEO password available through students' GIL accounts at <https://gil.sgc.edu>. Subject guides, web site evaluation tips, citation guides and more are located within the Library's website. The additional services link from the library's web site also provides real-time access to virtual reference services via the "Ask a Librarian" instant message service.

Library staff members encourage students to explore the resources available in the library campus, as well as those available electronically from the library's website to enhance their time

spent at SGC and to facilitate lifelong learning. Comfortable surroundings are provided in the Library with individual carrels, tables, and group study rooms. The 32,000 square foot facility, open 60 hours a week, contains 28 networked computer workstations located in the reference area and the computer lab. Students have access to these computers during all hours the library is open. A computer-equipped classroom, housing 30 computers is located in the library west wing. Web and e-mail access are available in addition to word processing, spreadsheet, presentation, and tutorial software for students. The library houses microfilm reader-printer capability, photocopy equipment, and VHS/DVD players. Students can also enjoy the relaxed atmosphere and refreshments from the Coffee Corner. The Coffee Corner's bistro style tables and chairs provide another area within the library to meet and study, to unwind during a study break, or to just hang out.

A student's College ID card serves as the SGC Library card and provides access to student's library accounts and printing capabilities. While overdue fines are not charged, materials checked out to a student's card are his/her responsibility. Overdue, lost and damaged materials will incur financial obligations which must be met before future SGC registration and before release of student academic records. The [William S. Smith Library Guide](#) provides more detailed information about resources, services, and policies of the Library. Suggestions are always welcomed by the Library Director.

## **COLLEGE OFFICE OF ADVANCEMENT**

The Office of Advancement strives to promote South Georgia College, its faculty, and its student body through collaboration with regional media. Our goal is to increase the flow of information to the media and enhance media relationships; to increase public awareness and perception of the College; and to assist divisions and departments in marketing programs and events. We are the contact point for upcoming events and other newsworthy items occurring at South Georgia College.

The Office of Advancement is responsible for SGC's website design and content, and publishes the annual student catalog, college schedules, newsletters, and promotional and recruitment brochures. In addition, the Office of Advancement prepares all advertising for South Georgia College, disburses press releases and public service announcements, and is responsible for coordinating media relations. The SGC Office of Advancement is located in the Alumni House and may be reached by calling 912-260-4273 or emailing [advancement@sgc.edu](mailto:advancement@sgc.edu).

## **ONLINE BOOKSTORE**

South Georgia College serves students and the institution by providing all required course materials and offering related materials to support the teaching-learning process.

Books and materials can be ordered online at [www.sgcbookstore.com/](http://www.sgcbookstore.com/) and can be shipped to you off campus or may be picked up in the campus post office.

## **THE C STORE**

A Convenience Store will be opening in the new Dining Hall beginning Fall 2011. They will offer convenience items, snacks, clothing and SGC memorabilia. Store hours will be posted at the entrance and vary from extended hours of operation to a limited holiday schedule.

## **COLLEGE POST OFFICE**

Each student living on campus must have a post office box in the Clower Center, and incoming mail is delivered to an assigned mail box. Outgoing mail may be deposited in the Clower Center or in the mail box adjacent to the Engram College Union.

South Georgia College cooperates with the United States Post Office in recording zip codes for all registered students. Students should acquaint themselves with zip codes for both their permanent and local addresses in order that the codes may be entered upon their registration materials.

All correspondents should use the following form in addressing mail to students:

Name  
SGC Box Number  
South Georgia College  
100 West College Park Drive  
Douglas, GA 31533-5098

## **OFFICE OF PHYSICAL PLANT**

The Office of Physical Plant is responsible for the operation, maintenance, construction, and environmental health of the property and facilities of the College. Public Safety is responsible for the safety and security of all staff, students, and property at the College and for the enforcement of the laws of the State of Georgia. A staff of maintenance personnel and public safety officers is employed to ensure that the College is maintained appropriately and to assist in maintaining an orderly campus environment. Offices are located in Tanner Hall; telephone (912) 260-4385 for regular physical plant services.

## **OFFICE OF PUBLIC SAFETY**

Public Safety is staffed 24 hours a day with personnel who will respond to a variety of requests and emergencies. Offices are located in Shannon Hall. The Public Safety telephone number for non-emergencies is (912) 260-4401, and (912) 260-4444 for emergency and after working hour requests. Callers should note that some incoming calls are automatically forwarded to the college's handheld radio network which is not limited to public safety personnel.

*The following pages have been copied directly from the SGC 2010-2012 Student Handbook which relates to Student Rights and Responsibilities and the Code of Conduct for students.*

## **STATEMENT OF STUDENTS' RIGHTS & RESPONSIBILITIES**

South Georgia College strives to create an environment that advances teaching, learning, and service to society. The College seeks to create an orderly climate that promotes academic integrity, intellectual freedom, and individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College as an institution and each member of the college community have reciprocal rights and responsibilities. It is the obligation of the College to promote an educational environment by protecting the rights of all members of the college community and by prohibiting acts which interfere with the rights of others.

Membership in the college community confers certain rights and imposes certain responsibilities. Students are expected to understand and exercise their rights, meet their responsibilities, and respect the rights of others. The College is expected to enforce these responsibilities and to afford these rights to students. The College will help students create a climate that promotes their development while not denying this opportunity to others. Upon their request, students have the right through their Student Government Association to be heard in matters that affect their rights and responsibilities. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Student publications and communications enjoy the rights inherent in the concept of freedom of expression. Individual students and organizations have the right to publish and distribute material on the campus provided that the materials are identified by the name of the student or organization. All publications shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency, obscenity, undocumented allegations, and harassment.

All student organizations registered with the Student Life Office may meet on college premises if they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space. Only student organizations registered with the campus Student Life Office have the right to invite persons of their choosing as speakers on college premises.

The President of the College or the authorized representative may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. Students have the right to due process when accused of any violations of college regulations or rules of conduct. This right shall include the following:

1. right to a notice in writing of charges.
2. right to admit the alleged violation, waive a hearing, and accept the College's action.
3. right to admit the alleged violation but request a hearing.
4. right to deny the alleged violation and request a hearing.
5. right to a fair hearing.

6. right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
7. right to call witnesses and present evidence on their behalf.
8. right upon request to a list of witnesses who will appear against them.
9. right to confront and cross-examine witnesses and/or accusers who are present.
10. right to request a copy of any available records or tape recording of a hearing if the offenses involve possible suspension or expulsion.
11. right to appeal beyond the point of origin to the administrative officer, the Discipline Committee, then to the President of the College.

## **CODE OF CONDUCT**

### **South Georgia College Student Conduct Code (Revised, July 2010)**

#### **Article I: Definitions**

1. The term College means South Georgia College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the College, including the campus in Americus, Valdosta, and Waycross.
3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Student Success.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term “Student Conduct Board” means any person or persons authorized by the Vice President for Student Success to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the Vice President for Student Success to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Success may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Success may authorize the same Student Conduct Administrator to impose sanctions in all cases.

10. The term “Discipline Committee” means any person or persons authorized by the Vice President for Student Success to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Success is that person designated by the College President to be responsible for the administration of the Student Code.
14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, Residence Life Handbook, the College web page and computer acceptable-use policy, and College Catalogs.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
18. The term “Accused Student” means any student accused of violating this Student Code.

## **Article II: Student Code Authority**

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Discipline Committee and determine which Student Conduct Board, Student Conduct Administrator and Discipline Committee shall be authorized to hear each matter.
2. The Vice President for Student Success shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

## **Article III: Proscribed Conduct**

### *A. Jurisdiction of the College Student Code*

### *B. Conduct Rules and Regulations*

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with the normal operation of the College computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the [College] [University] Computer Use Policy.
17. Abuse of the Student Conduct System, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

### *C. Violation of Law and College Discipline*

1. If a violation of law which also would be a violation of this Student Code is alleged, proceedings under this Student Code may go forward against an Accused Student who has been subjected to criminal prosecution only if the College determines that its interest is clearly distinct from that of the community outside the College. Ordinarily, the College should not impose sanctions if public prosecution of a student is anticipated or until law enforcement officials have disposed of the case.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to

cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **Article IV: Student Conduct Code Procedures**

##### *A. Charges and Student Conduct Board Hearings*

1. Any member of the College community may file charges against a student for violations of the Student Code. An incident report shall be prepared in writing and directed to the Student Conduct Administrator. Any incident report should be submitted to the Conduct Administrator after the event takes place, preferably within ten business days.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV (A)(7) below:

a. Student Conduct Board Hearings normally shall be conducted in private.

b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least

two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

i. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. A single verbatim record may be used, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College. The use of a single verbatim record shall be at the discretion of the Student Conduct Administrator.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President for Student Success to be appropriate.

#### *B. Sanctions*

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

c. Loss of Privileges—Denial of specified privileges for a designated period of time.

d. Fines—Previously established and published fines may be imposed.

e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments.

g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.

i. College Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. College Expulsion—Permanent separation of the student from the College.

k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five years after graduation or date of last attendance. (b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in article IV(B)(1)(a)–(e).

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct

Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

#### *C. Interim Suspension*

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Success or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

#### *D. Appeals*

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to a discipline committee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. If an appeal is upheld by the Discipline Committee, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

#### **Article V: Interpretation and Revision**

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Success or his or her designee for final determination.
- B. The Student Code shall be reviewed every 3 years under the direction of the Student Conduct Administrator.

## **ENTERING THE COLLEGE**

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

## GENERAL ADMISSIONS

### PHILOSOPHY

South Georgia 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 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 or certificate sought.

### PROCEDURES FOR ALL FIRST-TIME STUDENTS

Students applying for admission to a degree program at South Georgia College must submit the following items to the Director of Admissions, Records and Research:

1. **Application Form** -- A completed application form accompanied by a \$20.00 non-refundable application fee. You may apply on-line at [www.sgc.edu](http://www.sgc.edu).
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 home schooled applicants, joint enrollment/early admission applicants, and applicants for admission to the A.S. in Nursing program.
4. **COMPASS scores** -- COMPASS scores are required for determination of subsequent learning support placement. Students may exempt the COMPASS English and reading tests with an SAT verbal score of 430 (ACT English of 17) and completion (if applicable) of Georgia's Required High School Curriculum in English. Students may exempt the COMPASS math test with an SAT math score of 400 (ACT math of 17) and completion (if applicable) of Georgia's Required High School Curriculum in math. Please see section on learning support on page 35.
5. **Immunization Form** -- A completed University System of Georgia immunization form. Please see section on immunization on page 34.
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).

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 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 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 College's code number to be entered on the examination is 0862.

## **TRANSFER STUDENTS**

South Georgia College welcomes applications from students who wish to transfer to SGC from other institutions. In addition to the items listed under “Procedures for All First-Time Students,” transfer students must request the registrars of all former schools to send official academic transcripts to South Georgia College. 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 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 College, at least 18 semester hours of the academic credit used toward that degree must be earned at South Georgia 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 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.

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 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 calendar years have elapsed since the applicant's dismissal from the last college or university attended, however, South Georgia College may, at its discretion, review the application through established procedures to determine whether or not admission should be granted. Students with uncompleted Learning Support requirements at their previous institution may be admitted only in accordance with the Learning Support policies and procedures established by the University System of Georgia and South Georgia College.

An applicant transferring into an A.A. or A.S. degree program from an institution or program that did not require the Georgia Required High School Curriculum must submit a transcript of secondary school credits unless the applicant has earned thirty semester hours of core curriculum credit. Transfer students who have not met the Georgia Required High School

Curriculum requirements and who have not completed the required number of hours may be admitted to the A.A. or A.S. programs only as limited admission students under the procedures established by the University System of Georgia and South Georgia College. (More information on Georgia Required High School Curriculum is on pg. 33.)

### **RETURNING STUDENTS**

Former South Georgia College students wishing to be readmitted after a period of one year (three academic terms) must complete and submit a new application form to the Registrar's Office. Returning students do not have to pay an additional \$20.00 application fee. Students who have attended other post-secondary institutions since last attending South Georgia College must submit official academic transcripts from all such institutions and are subject to the guidelines detailed in the **TRANSFER STUDENT** section above. Students who were placed on Academic Suspension or Learning Support Suspension at the end of their last period of enrollment at SGC must appeal to the Admissions Committee for readmission.

### **SOUTH GEORGIA COLLEGE ENTRY PROGRAM AT VALDOSTA**

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

Students may apply to the program on-line (<http://www.sgc.edu/prospective/admissions/index.html>), but are encouraged to apply directly through the office located in UC 2037 of the VSU University Center. A full-time financial aid representative is available to assist students. The SGCEP student body of approximately 400 students is taught by the SGCEP faculty of approximately 30 full-time and part-time instructors under the supervision of the SGCEP Director. The facilities feature Smart Classrooms and a state-of-the-art computer classroom.

### **SOUTH GEORGIA COLLEGE ENTRY PROGRAM AT AMERICUS**

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

SGCEP students have access to all academic resources and extracurricular activities available to students of GSW. SGCEP students attend classes on the GSW campus and have access to the GSW Recreation Center. Students may apply to the program on-line

(<http://www.sgc.edu/prospective/admissions/index.html>), but are encouraged to apply directly through the office located at 800 GSW State University Drive, Americus, GA 31709-4376.

The SGCEP student body of approximately 200 students is taught by the SGCEP faculty of approximately 14 part-time instructors under the supervision of the SGCEP Coordinator. For more information visit <http://www.sgc.edu/academics/degrees/GSW/index.html> or contact the Coordinator at (229) 931-5141.

### **EXTENSION/CORRESPONDENCE COURSES**

The total number of hours that may be earned toward a degree by either extension or correspondence courses shall not exceed thirty semester hours.

### **TRANSFER OF CORE CURRICULUM “D” GRADES TO SOUTH GEORGIA COLLEGE**

By University System of Georgia policy, South Georgia College treats “D” grades earned by transfer students in Core Curriculum courses the same as “D” grades earned by native South Georgia College students. Therefore, a “D” earned in MATH 1111, for example, at another University System institution would be acceptable for credit at South Georgia College with the provision that the student has an overall grade point average of 2.0 (C) on all courses transferred into South Georgia College. South Georgia College requires a minimum grade of “C” in ENGL 1101 and ENGL 1102. See page 109. All general education courses required for the Nursing program must be passed with grades of “C” or better.

### **CERTIFICATE OF IMMUNIZATION**

All students (freshmen and transfer, full-time and part-time) new to South Georgia College are required to submit a Certificate of Immunization prior to registering for classes. The certification must be signed by a physician or an official of a county health department. Further details may be obtained by contacting the Office of Enrollment Services at South Georgia College.

## **ADMISSION BY DEGREE PROGRAM**

### **ADMISSION TO TRANSFER PROGRAMS:**

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

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

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

Students enrolling in A.A. or A.S. programs must have completed the 16 units (17 in

2012) of the Georgia Required High School Curriculum (RHSC, as defined by the Georgia Department of Education). Regardless of the diploma earned in high school and accepted for admission, each student will be evaluated to determine satisfactory completion of the 16 units (17 in 2012) of the RHSC.

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

Georgia Required High School Curriculum: Each student will be evaluated to determine satisfactory completion of the 16 units (17 in 2012) of the RHSC. Students with the RHSC must have a 2.0 HSGPA calculated based on the grades in the 16 units (17 in 2012) of the RHSC.

All Others: Each student will be evaluated to determine satisfactory completion of a minimum of 13 RHSC units. Students must have a 2.2 HSPGA calculated based on the grades in the appropriate RHSC units.

Students who have not completed the 16 units (17 in 2012) of the RHSC must take additional courses to make up for the RHSC course deficiencies. Students who enter without a Georgia RHSC diploma (for example, students with a TC diploma, students from private high schools or other states, students with a Georgia DOE General Diploma, and home schooled students) must be evaluated for RHSC completion and must take addition courses as necessary, following USG policy.

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

All students applying for admission to A.A. or A.S. degree programs must be tested for placement in learning support in English, reading, and mathematics. Students who have SAT or ACT scores may exempt placement testing if they meet the following requirements:

1. SAT Verbal score of 430 or an ACT English score of 17 and completion of the RHSC in English in high school (where applicable\*) to exempt placement testing in LS English and reading;
2. SAT Math score of 400 or ACT Mathematics score of 17 and completion of the RHSC in math in high school (where applicable\*) to exempt placement testing in math.

\*The Georgia Required High School Curriculum does not apply to students who have been out of high school at least five years and whose high school class graduated at least five years ago. Students who accumulate thirty or more semester hours of college-level credit before completing all RHSC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses.

The 16 (17 in 2012) specified University System RHSC courses are:

**MATHEMATICS** -- 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, and Geometry, and an additional mathematics course that has these courses as prerequisites. For students who graduate from a Georgia public high school in 2012 or later, the 4 units of mathematics must include a course at the level of math 3 or higher.

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

SCIENCE -- 3 units of science (4 in 2012), with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Beginning in 2012, students must have one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.

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

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

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

Admission to the A.S. degree in Nursing program at South Georgia requires a high school diploma or GED certificate as well as Scholastic Assessment Test (SAT) scores or American College Testing (ACT) scores. Screening on the COMPASS is also required. Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A social security number is required to apply for the NCLEX-RN. Please see **THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM** on page 103. Admission to the Nursing program is separate from admission to the College. Students must contact the Nursing Division for complete admissions requirements. Students transferring into the South Georgia College nursing program must submit official transcripts to the SGC Nursing Division and to the SGC Admissions Office (two official copies total).

## **LEARNING SUPPORT POLICIES**

Learning support policies established by the Board of Regents for all System institutions require placement in learning support courses for students who have academic deficiencies in reading, English, and/or math for those programs of study which have learning support prerequisites. At South Georgia College, any one or more of the following indicate that deficiencies may exist and that further testing is needed: (a) re-centered SAT scores of less than 430 verbal or 400 math (or ACT equivalent scores); (b) a high school grade point average of less than 2.0; (c) RHSC deficiencies in English or math. COMPASS examinations in reading, English, and/or math are administered for final placement determination.

Students enrolled in A.A. or A.S. transfer degree programs are subject to reading, English, and/or math learning support placement should exam scores warrant. Students enrolled in an A.S.N. career degree program are also subject to reading, English and math learning support course requirements.

**Students must enroll each semester in required learning support courses.** While completing these required courses, they may enroll in regular credit courses which do not have learning support prerequisites or learning support co-requisites. If a student is enrolled in

learning support courses and regular credit courses and withdraws from a learning support course, he/she will be withdrawn from all regular credit courses.

University System of Georgia policies require completion of all learning support course work prior to the accumulation of twenty (20) semester hours of credit. Students failing to do so will be restricted to enrollment in learning support courses until all requirements are met.

Students who do not complete requirements for a learning support area (reading, English, mathematics) after twelve semester hours or three attempts may appeal for one or two additional attempts in certain circumstances; otherwise they shall be suspended and cannot be considered for readmission for three years.

All time spent in learning support course work shall be cumulative within the University System. Additional information regarding these regulations may be obtained by contacting the Chair of the Division of Humanities/Learning Support.

Math learning support students who are required to begin Math 0097 are eligible to appeal for a second additional math attempt in certain circumstances.

## **OTHER ADMISSIONS CATEGORIES**

### **JOINT ENROLLMENT**

Joint Enrollment gives academically talented high school students the opportunity to earn college credit before graduating from high school. In some cases the high school student may be able to be dually enrolled—earning high school and college credit at the same time. The cost of tuition and fees may be covered by Accel, a program funded by the Georgia lottery for Education or MOWR (Move On When Ready), a program funded through the high school Full Time Equivalency (FTE) funding.

The following eligibility requirements have been established:

- Rising Juniors and Seniors
- Minimum high school academic GPA of 3.0
- 970 combined Critical Reading and Math SAT score (with a minimum 430 Critical Reading and 400 Math) or 20 composite ACT score (with minimum 17 English and 17 math)
- On track toward the completion of the Required High School Curriculum (RHSC) requirements and high school graduation.

The Accel program provides financial assistance to high school students who take advantage of the opportunity to earn college credit as they simultaneously meet their high school graduation requirements. Accel pays for all tuition, some fees, and some books for the Fall and Spring Semesters. Accel does not pay for Summer Semester classes. Accel is not available for home school students or non-accredited high school students.

MOWR (Move On When Ready) is a program that provides financial assistance through the high school's Full Time Equivalency (FTE) funding for eligible full-time (12 semester hours) dual enrolled students. The cost of tuition and fees are provided for the Fall and Spring Semester, but the student is responsible for all books. MOWR does not provide funding for Summer Semester classes. MOWR is not available for home school students, private school students, or

non-accredited high school students.

Additional information regarding these programs may be obtained by contacting the Registrar's Office.

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

Applicants from home schools or graduates of non-accredited high schools may validate the RHSC and be admitted to South Georgia College in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the RHSC areas at the college preparatory level may be used in lieu of Carnegie unit requirements of the RHSC.

A student whose SAT I Composite (Verbal plus Mathematics) score is at least 870 and who has completed the equivalent of each of the RHSC areas as documented by a portfolio of work and/or other evidence that substantiates RHSC completion qualifies for consideration for admission. Students in this category must also meet the minimum 330 SAT I Verbal requirement and the minimum 310 SAT I Mathematics requirement. Students wishing to be admitted to South Georgia College under these criteria should submit the portfolio or other evidence of RHSC completion to the Admissions Office of South Georgia College at least four weeks before the beginning of the term in which the student desires to enroll. The Admissions Office staff will render a decision on the completion of each area of the RHSC. In certain cases the Admissions Office staff may refer the application to the Admissions Committee for a decision.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in an RHSC area will be considered to have demonstrated equivalent RHSC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

Those with qualifying SAT I scores and documentation of partial RHSC completion may be admitted on the same basis and with the same conditions as other students with RHSC deficiencies.

## **ACADEMIC RENEWAL**

South Georgia College students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible to apply for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows South Georgia College degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate degree at South Georgia College. Academic renewal in no way affects a student's eligibility for financial aid, admission to a particular program, or transfer to another college. Students must apply for academic renewal within one year of re-entering South Georgia College. Academic renewal may be granted only once. For additional information students should contact the Registrar's Office.

## **TRANSIENT STUDENTS**

A student who has taken work in a college or university may apply for the privilege of

taking courses at SGC on a transient basis by presenting a letter of recommendation from the registrar of the institution that he/she last attended. This letter must indicate the courses the transient student is approved to register for at South Georgia College. Such letters should be directed to the Registrar. The transient student is required to complete an application form and pay the non-refundable application fee.

### **ADMISSION OF NON-DEGREE SEEKING STUDENTS**

A. South Georgia College permits students to enroll as non-degree students for a maximum of 12 semester credit hours (including institutional credit). Students may not enroll in any course for which there is a learning support prerequisite unless they have been screened for and have exempted the relevant learning support course.

B. The College permits students who have earned the baccalaureate degree from a regionally accredited institution to enroll as non-degree students in courses with no limitation on the number of hours or undergraduate credit these students can earn.

### **PERSONS 62 YEARS OF AGE OR OLDER**

Residents of the State of Georgia who are 62 years of age or older at the time of registration may enroll as regular or auditing students in courses offered for resident credit on a space available basis without payment of fees, except for supplies and lab fees. Interested residents must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility. If enrolling for credit, residents must meet all System and institution undergraduate admission requirements. Residents must also meet all System, institution, and legislated degree requirements such as Regents' Test and history and constitution instruction or exams if they are degree-seeking students.

### **AUDIT STUDENTS**

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

### **INTERNATIONAL STUDENTS**

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

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

foreign nationals must make provisions to meet all of their financial obligations prior to arrival in the United States.

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

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

All prospective students whose first language or mother tongue is not English must, as part of the application procedure, have forwarded to the Director of Admissions an official report of scores attained on the Test of English as a Foreign Language (TOEFL). Minimum TOEFL scores of 523 on the paper TOEFL, 193 on the computer TOEFL, or 70 on the internet-based TOEFL are required for admission. Information and applications for the TOEFL are available upon request from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA. In addition, applicants must have the equivalent of a U.S. high school diploma with the equivalent of a 2.0 minimum grade point average on a 4.0 scale on all academic work.

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

## **ACCOMMODATIONS FOR LEARNING DISABILITIES AND/OR PHYSICAL DISABILITIES**

Applicants for admission with validated learning disabilities and/or physical disabilities which should be considered in the admissions process are required to provide the institution with appropriate information and documentation at the time their applications are submitted. The South Georgia College policy and procedures can be found at the following link: [http://www.sgc.edu/president/departments/disability\\_services/](http://www.sgc.edu/president/departments/disability_services/). Furthermore, questions and requests for information regarding learning and physical disabilities should be directed to the Office of the Vice President for Student Success, Richey Hall 216. The telephone number is (912) 260-4312.

## **SGC ENTRY PROGRAM IN VALDOSTA SPECIAL NEEDS STATEMENT**

Students requiring classroom accommodations or modification because of a documented disability should discuss this need with the instructor at the beginning of the semester. Students who have not presented validation for learning disabilities from the Regents' Center for Learning Disability (University System of Georgia) should complete all necessary paperwork and submit

this to Ms. Valerie Webster, Director of Entry Programs, VSU University Center office 2037. The telephone number is (229) 293-6135. Students who have not presented validation for physical disabilities should also contact Ms. Webster.

### **SGC ENTRY PROGRAM IN AMERICUS SPECIAL NEEDS STATEMENT**

Students requiring classroom accommodations or modification because of a documented disability should discuss this need with the instructor at the beginning of the semester. Students who have not presented validation for learning disabilities from the Regents' Center for Learning Disability (University System of Georgia) should complete all necessary paperwork and submit this to Ms. Christy Barry, Entry Program Coordinator, GSW English Building office 241. The telephone number is (229) 931-5141. Students who have not presented validation for physical disabilities should also contact Ms. Barry.

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

To be considered for admission to the nursing program, the prospective student must meet the general education requirements of South Georgia College and the Nursing Division. Students may apply to the nursing program after October 1 of the year prior to the year she/he wishes to begin the nursing program. Because of limited classroom and clinical spaces, the 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. Students must contact the Admissions Office for complete admissions requirements and complete and submit an admissions application. The South Georgia College Division of Nursing continues full approval by the Georgia Board of Nursing (237 Coliseum Drive; Macon, GA 31217-3858; phone - 478-207-1640).

To make application for admission to the nursing program, the student must:

1. Submit Scholastic Assessment Test (SAT) or American College Test (ACT) scores.
2. In addition to the nursing application, complete and submit an application for admission to South Georgia College.
3. Submit copies of all official transcripts from institutions previously attended to the South Georgia College Admissions Office as well as to the Division of Nursing.
4. Meet academic admissions criteria.
  - a. **Unconditional admission:** To be fully admitted to the nursing program, the student must have a combined verbal and math minimum SAT score of 920 (or ACT of 20) and a minimum cumulative GPA of 2.5 on all college work attempted. The non-traditional student with a GED and combined verbal and math SAT score of at least 920 (or ACT of 20) will be eligible to be considered for admission.
  - b. **Alternative admission:** The student whose combined verbal and math SAT

scores 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 cumulative GPA of 2.5 on all college work attempted. The prospective student must complete all required learning support courses before taking any nursing courses.

5. After receiving a letter of tentative acceptance from the Division of Nursing, call and schedule an orientation to nursing meeting with the Secretary of the Division of Nursing.
6. Complete required immunizations. Students will also be required to submit a health form upon acceptance into the nursing program.

### **NURSING APPLICATION DEADLINES**

LPNs wishing to apply for the summer bridge program must apply to the Division of Nursing after October 1 of the year prior to the year they wish to enter the bridge program. The deadline for submission of applications to NURS 1104 (Career mobility for LPNs to RNs) is January 15.

Students wishing to enter the nursing program in fall semester must apply to the Division of Nursing after October 1 of the year prior to the year they wish to enter the nursing program. The deadline for submission of applications to begin the nursing program in the fall semester is February 15.

### **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 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 College. Academic renewal does not apply to grades of less than C in required science courses.

Anatomy and Physiology I and II must have been completed within the previous five years for admission into the nursing program. Please contact the Division of Nursing for requirements affected by this policy.

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, 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 Red Cross and must include infant, child, and adult CPR.

Health insurance is recommended and may be purchased through the college. If unable to acquire insurance, students must assume responsibility for their own health care in the event of illness, accident, or exposure to communicable disease while in the clinical area as a student from the South Georgia College Nursing Program. This would include the totality of the care needed.

Major clinical facilities utilized by South Georgia 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 clinicals 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 background check, drug screening and fingerprinting.

The prospective student must complete all Learning Support courses before taking any nursing courses.

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 College or at Waycross College unless approved by the Division Chair. 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 Chair of the Nursing Division. 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 College. Students transferring to the South Georgia 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 SGC. This policy reflects the policy for beginning nursing students at SGC.

## **AUDITING NURSING COURSES**

Students may, with the approval of the Chair of the Division of Nursing, audit nursing courses; however, students who audit nursing courses are not allowed to participate in clinical lab activities. 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 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 College and the Division of Nursing. Students interested in further details should contact the Division 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 Division of Nursing for information related to eligibility to be considered for admission to the Career Mobility Course (NURS 1104).

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

1. Meet the general admission requirements for South Georgia College and the Division of Nursing.
2. Possess current Georgia LPN license.
3. Complete all learning support courses.
4. Have current CPR certification approved by the American Heart Association or the Red Cross which includes infant, child, and adult CPR.
5. Complete 27 semester hours of general education requirements before enrolling in NURS 1104. Students **must** complete BIOL 2210K, BIOL 2211K, and PSYC 1101, which are included in the 27 hours. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.
6. Beginning Summer 2013, LPNs must have a minimum 2 years experience within the last five years practicing as an LPN to be considered for admission to the bridge program.

## **SATELLITE NURSING PROGRAM WITH WAYCROSS COLLEGE**

In addition to the SGC campus program, South Georgia College and Waycross College operate a cooperative nursing program on the Waycross College campus. Students enrolled on the Waycross College campus must meet Waycross College general admission requirements. In teaching the nursing courses on the Waycross campus, SGC nursing faculty may alter the course sequence outlined in the **Courses of Instruction** section of this catalog. Requirements for nursing courses are the same on both campuses. The SGC Library provides access to its resources as well as the circulating resources of all the USG libraries. User requested materials are delivered to the Waycross College Library through University Borrowing. Students admitted to the Waycross cooperative nursing program must complete the general education requirements specified by Waycross College and must meet admission requirements for the SGC Division of Nursing. Course substitutions involving general education requirements must be approved by Waycross College. Permission to take general education courses on a transient basis must also be granted by Waycross College.

## **PERMISSION TO TAKE NURSING COURSES ON A TRANSIENT BASIS**

Students admitted to the nursing program through Waycross College may take nursing courses on the Douglas campus only with the express written permission of the Director of Admissions, Records and Research of South Georgia College. Likewise, students admitted to the nursing program through the Douglas campus may enroll in nursing courses on the Waycross campus only with the express written permission of the Director of Admissions, Records and Research of South Georgia College. Such permission must be secured in advance of taking the course(s) in question. Students must be in good standing to secure transient permission. Transient permission forms may be obtained from the Division of Nursing on the Douglas campus.

## **COOPERATIVE PROGRAM WITH WIREGRASS GEORGIA TECHNICAL COLLEGE**

The general education component of the Practical Nursing program at Wiregrass Georgia Technical College (WGTC) may be taken at either WGTC or SGC. When the general education component is taken at SGC, the course work will be applied toward the Associate of Science in Nursing degree if a student bridges into the ASN program by successfully completing NURS 1104 (Career Mobility for LPNs to RNs) at SGC. The general education component at SGC consists of 31 semester credit hours.

All occupational courses and clinical for the practical nursing diploma will be taken at WGTC, and this diploma will be awarded from WGTC. Practical nursing students opting to complete their general education course work at SGC must meet SGC admissions requirements and complete any applicable Learning Support prerequisites.

## **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 insignia.

3. Acquire professional liability insurance.
4. Accept responsibility for all health care costs. Health insurance is recommended. The student may provide his/her own or may purchase it from the College.
5. Purchase nursing textbooks.
6. Purchase lab supplies for each nursing course.

### **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.

**Clinical agencies require a background check, drug screening, fingerprinting, etc. Students may be denied the right to attend clinical at these facilities based on the results.**

**The Regents' Testing Program requirements must be met prior to enrollment in the final nursing course. The student must also satisfy legislative requirements in US/GA History and Constitution.**

### **ACCREDITATION (NLNAC)**

South Georgia College is accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone # 404.975.5000). Credits earned at the College are accepted by colleges and universities throughout the nation.

### **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 semester 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. Acceptance to the college is conditional until lawful presence is verified.

## **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.

## **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 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.
- This document must be notarized.

### **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 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 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 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 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 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 College are operated in compliance with applicable federal law.

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

South Georgia 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 College Student Handbook and the South Georgia College Public Safety Handbook.

**FINANCIAL MATTERS**

**Expenses**  
**Refunds**  
**Financial Aid**

# FINANCIAL MATTERS

## EXPENSES

The academic year is divided into two semesters of approximately sixteen weeks each and a summer term of approximately ten weeks. The College may also offer one or more abbreviated sessions within the summer term. Expenses are charged and payable by the term since each term constitutes a separate unit of operation. A student may enroll at the beginning of any term.

It is difficult to give exact information about annual expenses because they vary according to the nature of the curriculum, the place of residence (whether within Georgia or out-of-state), and the student's needs. The information in this section concerning expenses and financial aid is applicable to all students enrolled at the College. South Georgia College strives to offer quality education at minimum cost. This cost is comparable to or below those of other institutions of the University System of Georgia.

**A current schedule of fees is available on the South Georgia College website ([www.sgc.edu/prospective/tuition\\_and\\_fees.html](http://www.sgc.edu/prospective/tuition_and_fees.html)). Tabs at the bottom of the page give details about fees for Valdosta and Americus Entry Programs. Entry Program students pay the fees of the host institution.**

All students on the Douglas campus, both full-time and part-time, must pay the student activity, athletic, institutional motor vehicle registration and technology fees. Students scheduling all courses at off-campus sites will be exempt from the SGC athletic, student activity, and motor vehicle registration fees. Students enrolled for fewer than 15 semester hours pay tuition at the scheduled rate per hour. Students enrolled for 15 semester hours or more pay the scheduled full-time rate. Part-time students who receive permission to reside on campus pay regular room fees. All fees are payable on or before the published deadline each term.

### APPLICATION FEE

An application fee of \$20.00 is required from all applicants. This fee shall be for the sole purpose of covering the expense involved in processing the student's application and will not be refunded in the event that the applicant does not enroll as a student. An admissions application is available online at [www.sgc.edu](http://www.sgc.edu).

### OTHER FEES

**Auditors:** Persons desiring to attend courses or lectures without examination or credit may register as audit students. Fees for auditors are the same as those for students registered for credit.

**Books and Supplies:** Although the cost of books and supplies for the student during any given term depends on the courses taken and the special instructional supplies needed, it is estimated that the typical student will spend \$400.00-\$500.00 per semester on these items.

**Graduation Fee:** A \$40.00 non-refundable graduation application fee is required and covers all costs associated with graduation.

**Lab Fees:** Certain courses are offered by the College that requires students to pay lab fees. The amount of these fees is listed in the course descriptions.

**Late Registration:** Students completing registration after the published registration day will be charged a \$25.00 late registration fee.

**Motor Vehicle Registration Fee:** \$10.00 per term.

**Overdue Library Books and Delinquent Fees:** A student who has library books overdue or who is delinquent in any fee or fine will have his/her transcript withheld until the delinquency is removed. Nonpayment of these charges will prevent registration for a succeeding term.

**Transcript Fee:** There is a \$10.00 fee for each transcript issued on demand, including all transcripts to be faxed. All other transcripts are free.

**For residence hall students:**

**Cable Television:** Cable services are provided in the residence halls. Students may bring their own television sets. Basic cable costs are included in the housing fees.

**Health Fee:** Residence hall students are required to pay a health fee.

**Housing Application and Renewal Fee:** A \$30.00 non-refundable renewal fee is required each year before an application for a residence hall room is processed.

**Room Reservation Fee:** A one-time \$200 non-refundable reservation fee is required.

**Internet Connection:** Internet connections are provided in each room at no cost to the student. Computers for in room use must be furnished by the student.

**Meal Plan:** Residence hall students are required to purchase a college meal plan.

**Telephones:** Students are permitted to have private telephones installed in their residence hall rooms. Installation fees and monthly rates will be charged to the student directly by the telephone company.

**NOTE: All fees and charges scheduled by the College are subject to change each term.**

## REFUNDS

Students who formally withdraw from the College with a clear record and within the time limits specified below may receive partial refunds of in-state tuition, out-of-state tuition, and dorm room costs.

There is no refund for partial reduction of hours beyond the drop-add period.

Athletic, activity, health fees, and technology fees are refundable. Parking fees are non-refundable. If a student is suspended, no fees will be refunded. All fees are refunded in case of death of the student.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

## RETURNED CHECK POLICY

If a check is returned unpaid by the bank on which it was drawn, a service charge of five (5) percent of the face amount of the check or \$25, whichever is greater, will be charged. If a check for fees is returned and not cleared by drop/add day, a late registration fee of \$25 will also be charged.

A fees check must be cleared within **ten days** of receipt of written notice or the student will be administratively withdrawn and charged for the time enrolled. A check for anything other than fees must be cleared within ten days of receipt of written notice or the check will be presented to the processing authority of the court for collection or prosecution for criminal issuance of a returned check. When two checks have been returned by any student's bank, check cashing privileges for that student will be suspended.

## **FINANCIAL RESPONSIBILITY OF THE STUDENT**

As a member of the college community, the student is expected to act responsibly with regard to financial obligations. A student who is delinquent in financial obligations to the College shall not be allowed to register for the next term, to transfer credits to another school, or to graduate from the College. The financially delinquent student may be enjoined by the appropriate College official from attending classes in which he or she is enrolled and/or from taking final examinations.

South Georgia College reserves the right to refer any debts to an outside agency for collection and requires the debtor (student) to pay any cost incurred during the collection process.

## **FINANCIAL AID**

### **PURPOSE**

The Financial Aid Program at South Georgia College is designed to function as a multi-purpose financial assistance service for students. One important purpose of the program is to reward outstanding students for past accomplishments. Other purposes are to recognize students who appear to have outstanding potential (merit-based awards) and to provide assistance to students who, without such aid, would be unable to attend college (need-based awards). South Georgia College provides a variety of financial aid services for students in the form of scholarships, grants, loans, and part-time employment.

In planning for their college years, students should bear in mind that all financial aid programs operate on a first come, first served basis. Sound planning strongly suggests that the student make application for financial aid (merit or need-based) at least 10 weeks in advance of the time he/she intends to enroll. Failure to apply on a timely basis may significantly reduce the amount of aid the student receives.

### **FOUNDATION SCHOLARSHIPS**

Apply first for admission to South Georgia College. No awards can be paid to individuals who have not been accepted for admission. To apply for merit-based awards, please contact the Office of Advancement at (912) 260-4273. Scholarships awarded through the Foundation office are administered by the Financial Aid Office. The College offers a number of merit-based scholarships each year.

The South Georgia College Foundation, established in 1971 by a group of area business professionals, is a nonprofit organization and maintained as a 501(c)(3) organization in accordance with the Internal Revenue Code. The mission of the South Georgia College Foundation is to help transform the lives of South Georgia College's diverse student population by providing educational opportunities, financial support, and advocacy for its students. By generating, processing and allocating gifts, the Foundation supports efforts that enhance the quality of programs by funding scholarships, new academic initiatives, technology, endowments, faculty/staff development, athletic programs, and capital projects at SGC.

A variety of scholarships are available through the SGC Foundation. The application deadline for the upcoming fall semester is March 31 and for the upcoming spring semester is November 30 of each year. For more detailed information about the Foundation or a complete list of scholarship opportunities, please contact the Office of Advancement at 912-260-4273 or visit: <http://www.sgc.edu/prospective/scholarships.html>.

### **NEED-BASED AWARDS**

The College is committed to assisting qualified students in acquiring the financial support needed to enroll at South Georgia College. The Office of Financial Aid is available to provide additional information

concerning the financial aid programs at South Georgia College. Financial Aid Office personnel are available to discuss programs with students and parents. Please call the office at **1-912-260-4282** or **toll-free at 1-800-342-6364 (Georgia only)** for information. Because of time pressures, assistance in the 30 days prior to the beginning of classes each semester will be provided on an **appointment only** basis. Your cooperation is appreciated. Inquiries should be mailed to the Office of Financial Aid, South Georgia College, 100 West College Park Drive, Douglas, Georgia 31533-5098.

## **FINANCIAL ASSISTANCE PROGRAMS**

**Federal Work-Study Program (FWS)** - Funds for this program are provided by the federal government and South Georgia College (or an approved off-campus agency) for students who wish to earn part of their expenses while attending college. Applicants for this program must be U.S. citizens, must be capable of maintaining good academic standing, and must show evidence of need for such employment in order to meet college expenses. The Free Application for Federal Student Aid (FAFSA) must be submitted in order to determine eligibility. **(Funding for this program is limited.)**

**Georgia's Leveraging Educational Assistance Partnership (LEAP) Grant Program** - A federally sponsored state administered grant program for residents of Georgia who demonstrate financial need to attend eligible postsecondary institutions in Georgia. Completion of the Free Application for Federal Student Aid (FAFSA) is required. **(Funding for this program is limited.)**

**HOPE Scholarships** - For degree seeking students, these scholarships are available to Georgia students who graduated from high school in 1993 or later with at least a 3.0 GPA. These scholarships are also available to students who have attempted either 30, 60, or 90 semester hours with at least a 3.0 GPA. To be eligible for a HOPE scholarship the following conditions must be met: be a legal resident of Georgia and be a U.S. citizen. The HOPE scholarship will cover the full cost of tuition and most, but not all, fees. Furthermore, HOPE may provide a \$150 book allowance for students enrolled in six or more hours; \$75 for students enrolled in five or fewer hours. HOPE funds are provided by the State of Georgia through the Georgia Lottery for Education. Program specific regulations apply to the HOPE Scholarship; therefore, it is advisable for students to see a financial aid advisor about eligibility and current regulations. HOPE-eligible students who wish to apply for HOPE only may complete the GSFAPP at [www.GACollege411.org](http://www.GACollege411.org) rather than the FAFSA; however, such students will not be considered for federal or other state aid programs until a FAFSA is completed.

**Federal Pell Grant** - The Federal Pell Grant is designed to help pay for college for students who can demonstrate financial need. The amount of a Pell Grant will be based on the amount the U.S. Department of Education determines a student and his/her family can contribute to the cost of attending South Georgia College. To receive a Pell Grant, a student must complete and submit a Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs. The Free Application for Federal Student Aid is available to fill out online at [www.fafsa.gov](http://www.fafsa.gov). The Federal Student Aid Programs will process the online application. The Federal Student Aid Programs will process the information on this form and return a report called a Student Aid Report (SAR) to the student. Provided that South Georgia College was listed on a student's FAFSA, the financial aid office will receive an electronic version of the Student Aid Report. **The Title IV code for South Georgia College is 001592.** The student will be contacted by mail regarding further application procedures.

**Federal Supplemental Educational Opportunity Grants (SEOG)** - This grant was established to assist students with exceptional financial need as demonstrated by Pell Grant eligibility. Funds for this program are provided by the federal government and South Georgia College. Completion of the Free Application for Federal Student Aid (FAFSA) is required. **(Funding for this program is limited.)**

## LOAN PROGRAMS

The Free Application for Federal Student Aid (FAFSA) is necessary to apply for any federal or state loan. Also, a separate loan application and promissory note must be completed to apply for any student or parent loan.

**Federal Direct Loans** - This student loan program is designed to provide low cost loans to finance a student's college education. No repayment is necessary while the student remains enrolled in school at least half-time. However, repayment must begin six months after the student is no longer enrolled as at least a half time student (enrolled in at least six hours). Entrance and exit loan counseling requirements must be completed.

**Federal Direct Parental Loan for Undergraduate Students** - This loan program enables parents to borrow to pay the educational expenses of dependent undergraduate students. Repayment generally begins within 60 days after the final loan disbursement for the academic year. Repayment is required even while the student is enrolled in school.

## HOW TO APPLY FOR NEED-BASED ASSISTANCE

1. Apply for admission to South Georgia College. No financial aid can be paid to a student who has not been accepted for admission.
2. Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). This application is the need analysis form used to determine eligibility for need-based financial assistance. List South Georgia College in the appropriate section. **The Title IV school code for SGC is 001592.**
3. Approximately four to six weeks after applying online to the Federal Student Aid Programs, the student will receive a Student Aid Report (SAR). The financial aid office will receive an electronic version of the SAR and will contact the student regarding further application procedures.
4. A student who wants to apply for the HOPE program ONLY, and is not interested in any type of federal aid, can fill out a GSFAPP at [www.GACollege411.org](http://www.GACollege411.org). The financial aid office will receive an electronic version of the GSFAPP and will contact the student regarding further application procedures.
5. Provide the Financial Aid Office with additional forms and/or documents as requested in a timely manner

These procedures should be completed at least ten weeks prior to the beginning of the term for which aid is being requested. (See **Important Dates** section of this catalog.) Failure to complete the application process in a timely fashion may delay or prevent receiving aid when it is needed to pay tuition and fees at registration.

## ELIGIBILITY FOR NEED-BASED ASSISTANCE

Eligibility for receiving financial assistance at South Georgia College is determined by comparing the cost of attending college with the ability of the student (and parents or spouse) to meet these expenses. Cost of attendance is calculated for each of several groups of students at SGC using criteria such as resident status, dependency status, and living accommodations. For each of these student groups, cost of attendance includes

anticipated expenses such as room and board, books and supplies, personal expenses, tuition and fees, and transportation. The ability of the student (and parents or spouse) to contribute to college expenses (also called the Expected Family Contribution) is determined by the U.S. Department of Education using criteria established by that agency. Factors used in determining ability to pay include but are not limited to all appropriate assets and income (earned and unearned). The factors vary from year to year.

**Each year that a student wishes to be considered for aid, a FAFSA or GSFAPP must be filed.** Approved awards for each year are based upon proper completion and timely filing of applications, forms and financial statements, the availability of federal and/or college funds, eligibility for the individual programs for which the student is applying, and the applicant's continued enrollment. **The amount of assistance may increase or decrease from one year to the next depending upon educational costs, the financial circumstances of the family, and the level of program funding.** Male students must show proof of registration for Selective Service to receive financial aid.

A number of FAFSA applications are selected for verification purposes each year. When a student's application is selected, he or she will be required to submit documentation as requested to verify all sources of income and value of assets. Failure to submit the appropriate documentation in a timely fashion will prevent the award of federal financial aid.

## **OTHER FINANCIAL ASSISTANCE**

**VETERANS BENEFITS** Veterans and dependents of veterans may be awarded aid to attend school under various public laws. Eligibility and amount of payments are determined by the Department of Veterans Affairs. The Registrar's Office at South Georgia College assists students and certifies college enrollment status and attendance to the Department of Veterans Affairs.

Interested students should consult the VA Coordinator in the Registrar's Office at South Georgia College for VA questions. Please call (912) 260-4409 or toll-free 1-800-342-6364 (throughout Georgia) or contact the Department of Veterans Affairs, 1700 Clairmont Road N.E., Decatur, GA 30033-4032, 888-442-4551. The web site is [www.gibill.va.gov](http://www.gibill.va.gov).

**VOCATIONAL REHABILITATION ASSISTANCE** Students seeking assistance from the State of Georgia Rehabilitation Services should contact the Rehabilitation Service Office in their home county.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students receiving financial aid have certain rights and responsibilities. The applicant must, without exception, report any of the following changes to the Financial Aid Office: (a) withdrawal from school, (b) transfer to another school, (c) any change in enrollment status, (d) name change, (e) address change or parents' address change, and (f) joining military service.

The financial aid applicant is responsible for obtaining, completing, and filing the proper financial aid application, statements, forms, etc., each year on a timely basis. The applicant has the right to seek and receive full information and counseling from the Financial Aid Office in regard to any financial matter. If the family's financial circumstances change due to death, divorce, marriage, disability, long-term unemployment or low income, the applicant's eligibility may change. The applicant must take the initiative in notifying the office of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.

An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which the financial aid application or confidential statement was submitted.

The applicant is responsible for reading and understanding all forms requiring signature and for getting copies of them. Applicants must accept responsibility for all agreements signed. A student accepting a College Work Study Award must perform the work that is agreed upon by the applicant and the supervisor before funds will be disbursed. The student is also responsible for understanding the school's refund procedures and policies.

## **FINANCIAL AID STUDENT ACCOUNTS**

South Georgia College uses a student account system of payment for financial aid. On registration day, students register for their courses and then fees are deducted from the financial aid student account. If the award does not provide the total amount of the fees, the student must be prepared to pay the balance. If there is a balance due the student, the funds from the student's account may be used to purchase books. **Federal College Work Study awards are not included in the student account system and are not available at registration to pay fees.**

After all charges are deducted from the account, the balance will be disbursed to the student's Higher One Card within two calendar weeks following the end of the drop/add period. Any student who withdraws from all courses within the two weeks immediately following the drop/add period will not receive an award balance refund. These funds are refunded to the respective financial aid programs. Furthermore, any student who withdraws from all classes after receiving an award balance refund may be required to repay portions of that award balance refund.

# **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 - 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 - 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 PROGRES

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.

<b>Credit Hours Attempted</b>	<b>Minimum Cumulative Grade Point Average Required</b>
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 Probation, or moved from Academic Probation to Academic Suspension.

## DEFINITIONS

A student is placed 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. 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. 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.

## 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, 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,” 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 request reinstatement of financial aid, a student must turn in an appeal form which is then subsequently referred to the Admissions Committee for its review and recommendation. The Admissions Committee is authorized to impose the conditions and limitations it deems appropriate to a student upon reinstatement or denial of financial aid. 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%.

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 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.

### **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 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 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. 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 College must meet all University System of Georgia guidelines regarding learning support. See "Learning Support Policies" on page 35.

### **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 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.

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. South Georgia College uses the minimum scores established by Valdosta State University for the award of credit. The Registrar's Office 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 Registrar's Office. No withdrawal is official until it has been approved in writing by the Director of Admissions and Records. (See page 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. (See page 68 for details.)

## **WITHDRAWAL FROM THE COLLEGE**

Students who decide to withdraw from South Georgia College before completing a semester must report to 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.

### **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 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 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 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.

## **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 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 70).

## **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 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 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., or an 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. 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.

### **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**

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 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.

### **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. 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 College for this exemption. 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**

**(Effective fall semester 2011 the Regents' Test will no longer be administered at SGC and the Regents' Reading and Writing Skills courses will no longer be scheduled.)**

University System of Georgia (USG) policy requires students enrolled in A.A. and A.S degree programs to pass the Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) 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, in special circumstances, or approved alternative tests in reading comprehension and in writing. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course.

- *Any student who is not enrolled in Learning Support English or reading must take each part of the Regents' Test not previously passed or exempted in each semester of enrollment in a University System institution (after graduation from high school). Students in Learning Support English or reading must take the Regents' Test in the semester after they have exited LS English or reading (math LS is not relevant here). No differentiation is made for transfer students.*
- *Part-time students must take the Regents' test each semester but need not take required remediation until after earning 20 college-level credit hours.*
- *A part-time student is defined as a student who takes fewer than 12 hours during his/her first term of enrollment. Part-time students must take the Regents' Test in the first and each subsequent semester but are not subject to mandatory remediation or Regents' Test skills courses requirements until the semester after 20 credit hours have been earned except in the case of part-time students who are flagged as low fails. Such low-fail students are subject to the same requirements as full-time students. After 20 hours are earned, all requirements are in effect.*
- *Transfer students from non-USG institutions who do not exempt must take the Regents' Test in the first semester of enrollment.*
- *Any transfer student who is not specifically excluded through Learning Support status must take the Regents' Test in the first and each subsequent semester until it is passed. No remedial work is required for out-of-system transfers in the initial semester. For subsequent semesters, transfer students will be classified for*

*remediation and Regents' Skills course purposes by how many semesters of coursework they transferred to the USG institution in addition to the one semester of attendance in the USG.*

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 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 are not required to take either RGTR 0198 or RGTE 0199 unless they have failed a section of the Regents' Test twice.*
- *Having passed RGTR 0198 and RGTE 0199 is not a condition of transfer into South Georgia College.*
- *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 Vice President for Academic Affairs.

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/academic\\_affairs\\_handbook/](http://www.usg.edu/academic_affairs_handbook/)).

(Effective fall semester 2011 the Regents' Test will no longer be administered at SGC and the Regents' Reading and Writing Skills courses will no longer be scheduled.)

## **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.

# **PROGRAMS OF STUDY**

**Program Options**  
**Academic Program Organization and Divisions**  
**Core Curriculum**  
**Degree Listings**

## **THE PROGRAM OPTIONS**

To carry out its academic mission South Georgia College has instituted degree options to meet the needs of the diverse clientele it serves. Students should select the option best suited to their personal and career interests. Each student is assigned an academic advisor to assist the student in the selection of both short and long-term career goals.

### **THE ASSOCIATE OF ARTS DEGREE (A.A.) AND THE ASSOCIATE OF SCIENCE DEGREE (A.S.)**

These degrees consist of 60 semester credit hours plus four hours of health and physical education requirements. Students who pursue the Associate of Arts or Associate of Science degree are enrolled in transfer programs designed to lead to the bachelor's degree at a senior college or university. Specific options are spelled out in the pages which follow this section. Students who earn the Associate of Arts or the Associate of Science degree have fulfilled completely all Core Curriculum requirements (see page 77).

### **THE ASSOCIATE OF SCIENCE IN NURSING DEGREE (A.S.N.)**

The Associate of Science in Nursing Degree consists of 70 semester hours plus two hours of physical education requirements. Students who complete this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the nurse to practice nursing and to use the title Registered Nurse (R.N.).

## **ACADEMIC PROGRAM ORGANIZATION AND DIVISIONS**

Whether it leads to the Associate of Arts or the Associate of Science degree, each degree option is divided into six areas: Essential Skills; Institutional Options; Humanities/Fine Arts; Science, Mathematics, and Technology; Social Sciences; and major courses. The Associate of Science in Nursing Degree includes courses from similar areas. The College believes that requiring work in these areas provides a sound general education base for its students. The nature and number of hours required in these areas will vary according to the student's program of study.

### **ACADEMIC DIVISIONS**

The College is organized by academic divisions. The present structure involves four divisions: The Division of Business and Social Sciences (Collins Hall and Powell Hall), The Division of Humanities and Learning Support (Davis Hall), The Division of Natural Sciences, Mathematics and Physical Education (Stubbs Hall and Wellness Center), and The Division of Nursing (Nursing Building and Peterson Hall). See campus map on page 12 for the locations of these various buildings.

### **BUSINESS AND SOCIAL SCIENCES**

The instructional programs of the Division of Business and Social Sciences are based upon the belief that the quality of life is enhanced by the acquisition of knowledge about self, others, and career. To meet these objectives, the Division offers a variety of courses for academic

transfer and career programs. Programs in the Division lead to the Associate of Arts degree or the Associate of Science degree. Toward these ends, the Division offers courses in history, political science, sociology, economics, business, and accounting, education, criminal justice, psychology and computer information systems.

The faculty is committed to providing a variety of opportunities for students to test their abilities and maximize their capabilities. In addition to attracting guest lecturers, providing individualized instruction, and offering course credit by examination, the Division sponsors on-campus symposia and encourages off-campus learning experiences such as college-community sponsored field trips and internships that can complement and supplement the traditional classroom activity. Students may also benefit from the use of learning laboratories designed for word processing, accounting, and computer information systems.

### **HUMANITIES AND LEARNING SUPPORT**

The Division of Humanities and Learning Support offers the Associate of Arts degree. The philosophy of the Division of Humanities/Learning Support is that all students benefit from the broadest possible exposure to the great heritage of world civilization and culture. Thus, the Division offers courses in art, music, and theater appreciation; English composition; French and Spanish; speech communications; world literature; American and British literature, philosophy and humanities. The Division also offers courses in practical work in journalism and creative writing. All learning support programs are housed in the Division. The Regents' Testing Program and the Study Abroad Program are also administered by the Division.

### **NATURAL SCIENCES, MATHEMATICS, AND PHYSICAL EDUCATION**

The Division of Natural Sciences, Mathematics, and Physical Education offers Associate of Science degree programs in biology, chemistry, computer science, mathematics/pre-engineering, physics/pre-engineering, pre-allied health, and recreation. Completion of an approved program prepares the student for transfer to a four-year college or university. In addition, science and mathematics courses help non-science majors develop the background necessary to make informed choices on many issues affecting modern societies. Health and physical education courses help students to develop the knowledge and skills necessary to maintain a healthy mind and body.

Small classes and laboratories enable the faculty to provide a student-centered classroom environment. The Division maintains a learning center equipped with multimedia resources to augment classroom instruction. The learning center is open for student use five days and one evening each week. Physical education and health classes are taught in the Wellness Center, which is equipped with modern facilities including an indoor swimming pool, weight room, and aerobic equipment. All students have access to and are encouraged to use the Wellness Center facilities.

### **NURSING**

The Division of Nursing offers the Associate of Science in Nursing degree. The Division of Nursing is fully accredited and is a member agency of the National League for Nursing. The nursing program is also approved by the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the nurse to practice nursing and to use the title Registered Nurse (R.N.).

## THE CORE CURRICULUM

In accord with the policies of the Board of Regents of the University System of Georgia, the College has established a Core Curriculum which offers students a broad general education covering essential skills; institutional options; humanities/fine arts; science, mathematics, and technology; and the social sciences. In addition, students are given the opportunity to begin study in a selected major area of concentration. The Core Curriculum was established to provide the same general education for students throughout the system of public higher education in Georgia and to facilitate transfer between the various units of the University System of Georgia. Courses in the Core Curriculum apply to the freshman and sophomore years, and successfully completed Core areas will transfer with full credit to any other University System of Georgia institution. Students who earn the Associate of Arts degree or Associate of Science degree will have fully completed Core requirements. To complete all Core Curriculum requirements, the student must complete 60 semester credit hours as follows (a few degree programs require more than 60 hours):

AREA A: Essential Skills	9
AREA B: Institutional Options	4-5
AREA C: Humanities/Fine Arts	6
AREA D: Science, Mathematics, and Technology	10-11
AREA E: Social Sciences	12
AREA F: Courses Related to the Program of Study	18
	<hr/>
TOTAL:	60

It is the student's responsibility to discuss academic plans and desired course selections thoroughly with his or her assigned faculty advisor in order to determine exactly which courses should be taken. All students are to consult with their faculty advisors in planning their course selections prior to registration for each semester. The various academic programs appropriate to the different major fields have been approved for University System institutions and should be followed if the student plans to transfer to a senior college or university within the University System of Georgia. Students who change their majors may have to complete additional hours of coursework beyond those required for completion of the program. A student who experiences difficulties in transferring credit to a University System of Georgia institution should contact the transfer ombudsperson at that institution or at South Georgia College. The transfer ombudsperson at South Georgia College is the Director of Admissions and Records.

Students who plan to transfer to a college or university other than a University System institution should refer to the catalog of the senior college to which they intend to transfer. In some of the major academic areas, certain courses may not be taught at this institution. Again, students are urged to consult with their assigned faculty advisors to determine the extent of the applicable course offerings at South Georgia College.

### THE SOUTH GEORGIA COLLEGE QUALITY ENHANCEMENT PLAN (QEP)

Information on the South Georgia College Quality Enhancement Plan (QEP), "Critical Thinking through the WRITE Plan: Writing and Reasoning to Improve Thinking Effectiveness," may be viewed at [QEP](#).

# ASSOCIATE OF ARTS DEGREES

With Transfer Programs In

Communications

English

Foreign Language

General Studies

History

Journalism

Philosophy

Political Science

Psychology

Sociology

Theater

## ASSOCIATE OF ARTS: COMMUNICATIONS

Students who earn the Associate of Arts degree in communication are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in communication arts. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; or any three credit hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

COMM 2010 .....	3
THEA 1100 .....	3
One two-course foreign language sequence ..	6
Select three courses from: ARTS 2205; CISY 2000; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; POLS 2401; PSYC 1101; or SOCI 1160.....	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

## ASSOCIATE OF ARTS: ENGLISH

Students who earn the Associate of Arts degree in English are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in English or English education. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2200, 2111, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

ENGL 2111 or 2112 .....	3
One two-course foreign language sequence ..	6
Select three courses from: ARTS 2205; COMM 2010; HIST 1111, 1112, 2111; HUMI 2221; MUSI 1100; PHIL 1104; or POLS 2401 .....	<u>9</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF ARTS: FOREIGN LANGUAGE

Students who earn the Associate of Arts degree in foreign language are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in foreign language or foreign language education. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2200, 2111, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

Select a four course foreign language sequence .....	12
Select zero to two foreign language courses .....	0-6
Select zero to two courses from the following: ARTS 2205; COMM 2010; ECON 2105, 2106; ENGL 2111, 2112, 2120, 2130; HUMI 2221; HIST 1111, 1112; MUSI 1100; PHIL 1104; POLS 2401; or THEA 1100 .....	<u>0-6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

## ASSOCIATE OF ARTS: GENERAL STUDIES

Students who complete this program are prepared to pursue a wide range of four-year degrees in Humanities, Sciences, and Social Sciences. Individuals who are undecided about their field of study may select this area of study for the first two years. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

Humanities and Fine Arts (including foreign language) .....	3-9
Social Sciences .....	3-9
Mathematics and Science .....	0-8
Any course approved by advisor in Areas B-F of AA or AS programs, or any foreign language course(s) .....	<u>0-9</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF ARTS: HISTORY

Students who complete this program can move into almost any major or program at a senior college or university confident that the skills and knowledge acquired will be useful. However, the careers and occupations for which this preparation is especially helpful are archival service, communications, curators for museums and galleries, education (in numerous disciplines including history at the elementary, secondary, and college levels), foreign service, government service, historic preservation, international business, journalism, law, library science, military science, armed services, and public administration. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

One two-course foreign language sequence ..	6
Select two courses from: HIST 1111, HIST 1112, or HIST 2111 .....	6
Select two courses from: COMM 2010; MATH 2280; ECON 2105; HIST 1111, 1112, 2111; POLS 2401; PSYC 1101; or SOCI 1101, 1160.....	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF ARTS: JOURNALISM

Students who earn the Associate of Arts degree in journalism are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in journalism. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

Select two, three, or four foreign language courses.....	6-12
Select two, three, or four courses from: COMM 2010; ECON 2105, 2106; ENGL 2111, 2112, 2120, 2130; HUMI 2221; HIST 1111, 1112, 2111; PHIL 1104; POLS 2401; PSYC 1101; SOCI 1101, 1160; or THEA 1100 .....	<u>6-12</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF ARTS: PHILOSOPHY

Students who earn the Associate of Arts degree in philosophy are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in philosophy. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

PHIL 1104 .....	3
Two foreign language courses .....	6
Select one course from: ARTS 2205; COMM 2010; HUMI 2221; and MUSI 1100 .....	3
Select two courses from: Courses appropriate to the student's interests from Core Curriculum Areas A through E .....	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

## ASSOCIATE OF ARTS: POLITICAL SCIENCE

Students who complete this program can move into almost any major or program at a senior college or university confident that the skills and knowledge acquired will be useful. However, the careers and occupations for which this preparation is especially helpful are communications, education (in numerous disciplines including political science at the elementary, secondary, and college levels), foreign service, government service (at local, state, and federal levels-civil service), international business, journalism, law, and law administration. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

POLS 2401 .....	3
Select zero to four courses from foreign language courses .....	0-12
Select one to five courses from: COMM 2010; MATH 2280; ECON 2105; HIST 1111, 1112, 2111; PHIL 1104; PSYC 1101; or SOCI 1101, 1160.....	<u>3-15</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF ARTS: PSYCHOLOGY

Students who complete this program are prepared to pursue the bachelor's degree in psychology or related fields at a senior college or university. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100;	
PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L;	
CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K;	
SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220;	
POLS 2100, 2200, 2401; or SOCI 1101, 1160, 2293 ..	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

PSYC 1101 .....	3
PSYC 2101 .....	3
PSYC 2103 .....	3
MATH 2280 .....	3
Select two courses from:	
Any course in Areas C-E not already taken or any foreign language course(s) .....	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

## ASSOCIATE OF ARTS: SOCIOLOGY

Students who complete this program are prepared to pursue the bachelor's degree in archaeology, civil service, cultural resource management, demography, education, foreign service, international trade, marketing, military service (intelligence or special forces), planning, recreation, or sociology. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and /or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: COMM 2010; ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; or PSYC 1101, 2101 .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

SOCI 1101 .....	3
SOCI 1160 .....	3
SOCI 2293 .....	3
Select two courses from: ECON 2105; PHIL 1104; POLS 2401; PSYC 1101 or 2103 .....	6
Select one course from: MATH 2280 and/or any foreign language course(s) ... ..	<u>3</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF ARTS: THEATER

Students who earn the Associate of Arts degree in Theater are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in Theater. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130;	
HUMI 2221; MUSI 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K .....	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L;	
CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K;	
SCIE 1111/1111L, or 1121/1121L .....	3-4
One additional approved math or science core curriculum course .....	<u>3-4</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from:	
ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401;	
PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

THEA 1100 .....	3
THEA 2210 .....	3
THEA 2800 .....	3
One two-course foreign language sequence ..	6
Select one course from:	
ARTS 2205; COMM 2010; ENGL 2111, 2112; 2120; 2130; HUMI 2221;	
MUSI 1100; POLS 2401; PSYC 1101; or SOCI 1160 .....	<u>3</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

# ASSOCIATE OF SCIENCE DEGREES

With Transfer Programs in

Biology

Business Administration

Chemistry

Computer Science

Criminal Justice

Education

With program options in

Early Childhood

Middle Grades

Secondary

Special Education

Speech-Language Pathology

Health and Physical Education

Health and Human Performances

Mathematics or Pre-Engineering

Physics or Pre-Engineering

Pre-Allied Health

Recreation

## ASSOCIATE OF SCIENCE: BIOLOGY

Students who complete this program are prepared to pursue the bachelor's degree in biology or a related field at a senior college or university. Biologists are concerned with living organisms and the relationship between organisms and their environment. Most careers in biology require graduate study in a life science area. Many optometrists, veterinarians, and medical doctors major in biology. Other career opportunities include work in botany, agronomy, animal science, ecology, toxicology, pathology, physiology, and biological oceanography. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130.....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

CHEM 1211K .....	4
CHEM 1212K .....	4
One approved math, science, or computer science course .....	<u>4</u>
	10 hours*

### AREA E - Social Sciences

HIST 2112.....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; SOCI 1101, 1160, 2293.. .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

BIOL 1107K.....	4
BIOL 1108K.....	4
CHEM 2240K .....	4
CHEM 2241K .....	4
Two excess hours from Area D .....	<u>2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*The eleventh and twelfth hours appear in Area F.

## ASSOCIATE OF SCIENCE: BUSINESS ADMINISTRATION

Students who earn the A.S. degree in business administration may pursue the bachelor's degree in accounting, economics, finance, general business, international business, industrial relations, management, management systems, marketing, real estate, risk management, and insurance. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and/or any higher CISY course ..	1-2
COMM 1110 .....	<u>3</u>
	4-5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100;	
PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

ASTR 1010/1010L, ASTR 1020/1020L, BIOL 1107K, BIOL 2000/2000L, CHEM 1211K, PHSC 1011/1011L, PHYS 1111K, SCIE 1111/1111L, or SCIE 1121/1121L .....	4
MATH 1113 or MATH 2253* .....	3-4
Select a Core Curriculum Science course.....	<u>3</u>
	10-11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

ACCT 2101 .....	3
ACCT 2102 .....	3
ECON 2105 .....	3
ECON 2106 .....	3
Select two courses from: BUSA 1105, 2105, 2270, CISY 2210; COMM 2010 ...	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*NOTE: MATH 2253 is required at some universities. See your advisor.

## ASSOCIATE OF SCIENCE: CHEMISTRY

Students who complete this program are prepared to pursue the bachelor's degree in chemistry or a related field at a senior college or university. Chemists search for new knowledge about substances and for ways to put that knowledge to practical use. They work in research, manufacturing processes, quality control, marketing, and chemical sales. As with biology, many medical doctors, veterinarians, and pharmacists major in chemistry. Other career opportunities include science education and fields related to environmental concerns. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130.....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; PHYS 1111K/ 1112K; PHYS 2211K/2212K.....	8
One approved math, science, or computer science course .....	<u>4</u>
	10 hours*

### AREA E - Social Sciences

HIST 2112.....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

CHEM 1211K .....	4
CHEM 1212K .....	4
CHEM 2240K .....	4
CHEM 2241K .....	4
Two excess hours from Area D.....	<u>2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*The eleventh and twelfth hours appear in Area F.

## ASSOCIATE OF SCIENCE: COMPUTER SCIENCE

Students who complete this program are prepared to pursue the bachelor's degree in computer science or a related field at a senior college or university. Computer scientists develop programs and systems to process vast quantities of information rapidly and accurately. Many systems analysts and programmers major in computer science. Other career possibilities may be found in areas such as computer aided design; computer aided manufacturing, computer criminology, the architecture and development of computer components, and robotics. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130.....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100;	
PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K/1212K;	
PHYS 1111K/ 1112K; PHYS 2211K/2212K .....	8
MATH 2253 or one approved science or computer science course .....	<u>4</u>
	10 hours*

### AREA E - Social Sciences

HIST 2112.....	3
POLS 1101 .....	3
Select two courses from:	
ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401;	
PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

CSCI 1301 .....	4
CSCI 1302.....	4
MATH 2253 or MATH 2254 .....	4
MATH 2254 or MATH 2255 .....	4
Two excess hours from Area D.....	<u>2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*The eleventh and twelfth hours appear in Area F.

## ASSOCIATE OF SCIENCE: CRIMINAL JUSTICE

This program is designed to provide academic training for pre-service and in-service students in criminal justice. The program is fully transferable to senior colleges and universities offering a B.S. or B.A. degree in criminal justice or a similar field. The curriculum is also designed for career oriented students who wish to seek employment upon completion of the program. Career opportunities at the federal, state, county, and local level include courts, corrections, law enforcement, parole, private security, and probation. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and CISY 1101 or any higher CISY course .....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

ASTR 1010/1010L, ASTR 1020/1020L, BIOL 1107K, BIOL 2000/2000L, CHEM 1211K, PHSC 1011/1011L, PHYS 1111K, SCIE 1111/1111L, or SCIE 1121/1121L .....	4
Select a Core Curriculum science course .....	3
One additional approved math or science core curriculum course .....	<u>3</u>
	10 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

CRJU 1101, 2100, 2200, and 2300.....	12
Select two courses from: COMM 2010; ECON 2105; any foreign language course(s); PHIL 1104; POLS 2401; PSYC 1101, 2103; SOCI 1101, 1160.....	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL	64 hours
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## ASSOCIATE OF SCIENCE: EDUCATION

This transfer program permits students to complete the first two years of preparation leading to teacher certification in early childhood education, middle grades education, secondary education, special education, speech-language pathology education, or health and physical education. Subsequent admission to a teacher education program at a senior college or university in the University System of Georgia requires a cumulative grade point average of 2.5 and passing the Reading, Writing, and Mathematics portions of the GACE basic skills assessment test. Academic advisement for this program is provided by the Division of Business/Social Sciences.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111, MATH 1001, or MATH 1113 (required for Science/Math educ. majors) ...	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and CISY 1101 or any higher CISY course .....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

ASTR 1010/1010L, ASTR 1020/1020L, BIOL 1107K, BIOL 2000/2000L, CHEM 1211K, PHSC 1011/1011L, PHYS 1111K, SCIE 1111/1111L, or SCIE 1121/1121L .....	4
Select a Core Curriculum science course .....	3
One additional approved math or science core curriculum course .....	<u>3</u>
	10 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
PSYC 1101 .....	3
Select one course from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 2101, or SOCI 1101, 1160, 2293 .....	<u>3</u>
	12 hours

**SELECT ONE OF THE FOLLOWING AREA F OPTIONS:**

**AREA F - Early Childhood Education Option**

EDUC 2110 .....	3
EDUC 2120 .....	3
EDUC 2130 .....	3
ISCI 2001 .....	3
ISCI 2002 .....	3
MATH 2008 .....	<u>3</u>
	18 hours

**Area F – Middle Grades Education Option**

EDUC 2110 .....	3
EDUC 2120 .....	3
EDUC 2130 .....	3
Primary Concentration (select one area) .....	6
Language Arts, Math, Science, or Social Studies	
Secondary Concentration .....	<u>3</u>
Language Arts, Mathematics, Science, Social Studies	18 hours

(The Concentration courses must come from Areas B, C, D, or E of the Core Curriculum, or from three-hour foreign language courses.)

**Area F – Secondary Education Option**

Completion of Area F in a content area applicable to a Secondary Education teaching field..... 18 hours  
 Secondary Education Option students must also complete the following courses.

EDUC 2110 .....	3
EDUC 2120 .....	3
EDUC 2130 .....	<u>3</u>
	9 hours

**Area F – Special Education Option**

EDUC 2110 .....	3
EDUC 2120 .....	3
EDUC 2130 .....	3
PSYC 2101 .....	3
Select two courses from Areas B-E to support the major .....	<u>6</u>
	18 hours

**Area F – Speech-Language Pathology Option**

EDUC 2110 .....	3
EDUC 2120 .....	3
EDUC 2130 .....	3
Select three courses from Areas B-E to support the major .....	<u>9</u>
	18 hours

**Area F – Health and Physical Education Option**

EDUC 2110 .....	3
EDUC 2120 .....	3
EDUC 2130 .....	3
BIOL 2210K .....	4
BIOL 2211K .....	4
*One excess hour from Area D .....	<u>1</u>
	18 hours

\*HPER majors must take BIOL 1107K and 1108K in Area D.

**Physical Education Requirements**

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

Total 64 hours  
(73 hours for Secondary Education Option)

**ADMISSION REQUIREMENTS INTO EDUCATOR PREPARATION PROGRAMS**

To be admitted into an undergraduate educator preparation program within the University System of Georgia:

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have completed the Regents' Testing Program requirements.
3. Students must have a passing score on the GACE basic skills assessment test. (SAT score of 1000 or higher will exempt one from the GACE basic skills assessment test).

## ASSOCIATE OF SCIENCE: HEALTH AND HUMAN PERFORMANCE

Students who complete this program are prepared to transfer to a senior institution and pursue a bachelor's degree in athletic training, sports medicine, exercise science, and other disciplines related to health and human performance.

### AREA A – Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B – Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course .....	1
COMM 1110 .....	<u>3</u>
	4 hours

### AREA C – Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three-hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D – Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K/1212K; or PHYS 1111K/1112K .....	8
One approved math or science core curriculum course .....	<u>3</u>
	11 hours

### AREA E – Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

### AREA F – Courses Related to the Program of Study

BIOL 2210K, 2211K .....	8
PHED 2020 .....	3
PHED 1004 .....	2
PHED 2010 .....	3
Choose one of the following: PHED 2015; PHED 2030; PHED 2040 .....	<u>2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL            64 hours

## ASSOCIATE OF SCIENCE: MATHEMATICS OR PRE-ENGINEERING

Students who complete this program are prepared to pursue the bachelor's degree in mathematics, engineering, or a related field at a senior college or university. Theoretical mathematicians develop new principles and new relationships between existing principles of mathematics. Applied mathematicians develop mathematical approaches to solve practical problems in business, government, engineering, and the sciences. Related career opportunities include education, actuarial science, operations research, and statistics. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; or CHEM 1211K/1212K .....	8
MATH 2253 or one approved science or computer science course .....	<u>4</u>
	10 hours*

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

MATH 2253 or MATH 2254 .....	4
MATH 2254 or MATH 2255 .....	4
PHYS 1111K/1112K or PHYS 2211K/2212K.....	8
Two excess hours from Area D .....	<u>2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*The eleventh and twelfth hours appear in Area F.

## ASSOCIATE OF SCIENCE: PHYSICS OR PRE-ENGINEERING

Students who complete this program are prepared to pursue the bachelor's degree in physics, engineering, or a related field at a senior college or university. Physicists use systematic observation and experimentation to investigate the structure of the universe and the interaction of matter and energy. Career opportunities include education, research, and product development. Engineers develop practical applications for scientific discoveries. Many career opportunities are found in subspecialties such as aerospace, chemical, civil, electrical, industrial, mechanical, mining, nuclear, and petroleum engineering. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K/ 1108K; or CHEM 1211K/1212K .....	8
MATH 2253 or one approved science or computer science course .....	<u>4</u>
	10 hours*

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

MATH 2253 or MATH 2254 .....	4
MATH 2254 or MATH 2255 .....	4
PHYS 2211K.....	4
PHYS 2212K.....	4
Two excess hours from Area D .....	<u>2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*The eleventh and twelfth hours appear in Area F.

## ASSOCIATE OF SCIENCE: PRE-ALLIED HEALTH

Students who complete this program are prepared to pursue the bachelor's degree in health related fields at a senior college or university. Career opportunities are numerous and include dental hygiene, medical records administration, medical technology, nursing, occupational therapy, physical therapy, and sonography. Students enrolled in this program must work with an advisor to correlate their work at SGC with that required by the senior college or university to which they plan to transfer. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1113 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110 .....	<u>3</u>
	5 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K/1212K; or PHYS 1111K/1112K.....	8
One approved math, science, or computer science course .....	<u>3-4</u>
	10 hours*

### AREA E - Social Sciences

HIST 2112.....	3
POLS 1101 .....	3
Select two courses from: ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; or SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

Select zero to four courses from: BIOL 1107K, 1108K, 2210K, 2211K, 2215K; CHEM 1211K, 1212K, 2240K, 2241K .....	0-16
Select zero to two courses from: ASTR 1010/1010L, ASTR 1020/1020L, BIOL 2000/ 2000L, PHSC 1011/1011L; PHYS 1111K, 1112K.....	0-8
Select zero to three courses from: PSYC 1101, 2103; SOCI 1101, 1160; MATH 2280 .....	0-9
One or two excess hours from Area D .....	<u>1-2</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL 64 hours

\*Eleventh and twelfth hours taken in Area D appear in Area F.

## ASSOCIATE OF SCIENCE: RECREATION

Students who earn this degree are prepared to pursue the bachelor's degree in recreation at a senior college or university. Academic advisement for this program is provided by the Division of Natural Sciences, Mathematics, and Physical Education.

### AREA A - Essential Skills

ENGL 1101 .....	3
ENGL 1102 .....	3
MATH 1111 or MATH 1001 .....	<u>3</u>
	9 hours

### AREA B - Institutional Options

CISY 1100 or any higher CISY course .....	1
COMM 1110 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130 .....	3
Select one course from:	
ENGL 2111, 2112, 2120, 2130; HUMI 2221; PHIL 1104; THEA 1100; or any three hour credit foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K /1212K; or PHYS 1111K /1112K . .....	8
One approved math or science core curriculum course .....	<u>3</u>
	11 hours

### AREA E - Social Sciences

HIST 2112 .....	3
POLS 1101 .....	3
Select two courses from:	
ECON 2105; HIST 1111, 1112, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101; SOCI 1101, 1160, 2293.. .....	<u>6</u>
	12 hours

### AREA F - Courses Related to the Program of Study

ARTS 2205.....	3
MUSI 1100.....	3
PSYC 1101 or SOCI 1101 .....	3
RECR 2201 .....	3
Select two courses from:	
RECR 2202, 2203, or 2204 .....	<u>6</u>
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	<u>2</u>
	4 hours

TOTAL      64 hours

**ASSOCIATE OF SCIENCE**

**in**

**NURSING DEGREE**

## COURSES OF INSTRUCTION

This section of the catalog contains the course title and course description for each of the courses listed in the curriculum guides. At the end of each course description are printed three numbers, such as 3-2-4. The first number indicates the number of lecture hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the semester hours of credit awarded for the successful completion of the course. Those courses which carry institutional credit and thus are not counted for graduation from SGC are appropriately marked. Students are herein notified that institutional credit courses do not transfer to other postsecondary institutions. Students are cautioned to check semester class schedules carefully to determine times and places of class meetings.

### ACCOUNTING

**ACCT 2101. Principles of Accounting I.** A study of the underlying theory and application of financial accounting concepts. 3-0-3.

**ACCT 2102. Principles of Accounting II.** A Study of the underlying theory and application of managerial accounting concepts. Prerequisite: ACCT 2101. 3-0-3.

**ACCT 2205. Intermediate Accounting.** A problems course that provides a comprehensive review of the basic accounting sequence. Emphasis is on the preparation of financial statements and accounting of cash, investments, receivables, inventories, plant assets, intangible assets, liabilities, and stockholders' equity. Prerequisite: ACCT 2102. 3-0-3.

**ACCT 2206. Cost Accounting.** Managerial application of basic concepts and techniques of industrial accounting procedures which provide data for planning and cost control under job-order and process systems. Included are direct costing; job-order process; cost systems break even analysis; gross profit variations; analysis and interpretation of standard costing; and capital expenditure planning, evaluating and control. Prerequisite: ACCT 2102. 3-0-3.

### ARTS

**ARTS 2205. Understanding Art.** Study of the underlying principles and understanding of the visual arts, including architecture, sculpture, and painting. Learning how to look at art in historical context. 3-0-3.

### ASTRONOMY

**ASTR 1010. Astronomy of the Solar System.** Astronomy from early ideas of the cosmos to modern observational techniques. Topics include solar system planets, satellites, and minor bodies. The origin and evolution of the solar system. Prerequisite: MATH 1001 or 1111 and passing or exempting READ 0099. 3-0-3.

**ASTR 1010L. Laboratory for Astronomy of the Solar System.** A laboratory course to augment and support ASTR 1010. 0-2-1. Corequisite: ASTR 1010. Astronomy of the Solar System.

**ASTR 1020. Stellar and Galactic Astronomy.** The study of the sun and stars, the physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe. Prerequisite: MATH 1001 or 1111 and passing or exempting READ 0099. 3-0-3.

**ASTR 1020L. Laboratory for Stellar and Galactic Astronomy.** A laboratory course to augment and support ASTR 1020. 0-2-1. Corequisite: ASTR 1020, Stellar and Galactic Astronomy.

## **BIOLOGY**

### **BIOL 1010K. Introduction to Biology I**

Areas studied include the chemistry of life, the cell, respiration, photosynthesis, mitosis, meiosis, and genetics. Laboratory exercises supplement the lecture material. This course is intended for non-science majors only. Prerequisite: Passing or exempting READ 0099. 3-2-4.

### **BIOL 1020K. Introduction to Biology II**

Areas covered are organisms in nature and include topics in the kingdoms of life, plant structure and function, systems of the body, evolution, and ecology. Laboratory exercises supplement the lecture material. This course is intended for non-science majors only. Prerequisite BIOL 1010K. 3-2-4.

**BIOL 1107K. Principles of Biology I.** The first in a two-semester sequence addressing biological principles. This course covers topics which are primarily molecular. Areas studied include the chemistry of life, the cell, respiration, photosynthesis, mitosis, meiosis, genetics, protein synthesis, and recombinant DNA technology. Some knowledge of chemistry is helpful. Laboratory exercises supplement the lecture material. Prerequisite: Passing or exempting READ 0099. 3-2-4.

**BIOL 1108K. Principles of Biology II.** The second in a two-course sequence addressing biological principles. Areas covered are organisms in nature and include topics in the kingdoms of life, plant structure and function, systems of the body, evolution, and ecology. Laboratory exercises supplement the lecture material. Prerequisite BIOL 1107K. 3-2-4.

**BIOL 2000. Introductory Botany.** A course to acquaint students with plant structure and function. Emphasis will be placed upon the ecology and recognition of local flora. Corequisite: BIOL 2000L. Prerequisite: BIOL 1107K or permission of the instructor and passing or exempting READ 0099. 3-0-3.

**BIOL 2000L. Laboratory for Introductory Botany.** A laboratory course to augment and support BIOL 2000. Prerequisite or Corequisite: BIOL 2000, Introductory Botany. 0-2-1.

**BIOL 2210K. Anatomy and Physiology I.** An introduction to biological processes and anatomic terminology followed by an integrated study of the structure and function of the human body. Includes study of tissues, organs, and the following systems: integumentary, skeletal, muscular, and nervous. Prerequisite: BIOL 1107K or divisional approval and passing or exempting READ 0099. 3-2-4.

**BIOL 2211K. Anatomy and Physiology II.** A continuation of the study of the anatomy and physiology of the organ systems of man. Animal dissection included in laboratory work. Prerequisite: BIOL 2210K or divisional approval and passing or exempting READ 0099. 3-2-4.

**BIOL 2215K. Microbiology.** A study of microscopic forms of life. Emphasis is placed on infectious diseases highlighting the nature of the organisms, the interrelationship of microorganisms and human hosts, and the prevention and control of infectious diseases of humans. Laboratory work includes studies of microscopy, aseptic technique, culturing, staining methods, disinfection, and disease. Prerequisite: BIOL 1107K or BIOL 2210K. 3-2-4.

## **BUSINESS ADMINISTRATION**

**BUSA 1105. Introduction to Business.** An integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.) 3-0-3.

**BUSA 1121. Business Mathematics.** A study of the use of mathematical processes applicable to the solution of business problems with some attention given to algebraic concepts and formulas. Electronic calculators are utilized in this course. 3-0-3.

**BUSA 2105. Business Communications.** A course emphasizing both interpersonal and organizational communications; to include written and oral exercises appropriate to business practice. Prerequisite: ENGL 1101 or permission of instructor. 3-0-3.

**BUSA 2231. Supervision.** A study of basic management functions, policies, objectives, practices, principles, and concepts. Introduction to development, organization, and operation of industry. Principles and nature of effective first-line supervision and leadership. 3-0-3.

**BUSA 2251. Human Resource Development.** The problems of personnel relations as applied to the employment, development, maintenance, and utilization of a work force. Labor-management relations. 3-0-3.

**BUSA 2270. Legal Environment of Business.** An introductory course providing an examination of the legal environments of society and business with emphasis on constitutional law, administrative law, anti-trust law, securities regulations, the law of employment, labor law, environmental law, consumer protection, and the powers and functions of the judiciary in modern society. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**BUSA 2271. Business Leadership and Plant Operations.** An integrative study of the skills needed to manage the operations and personnel of a facilities department. Learn to develop leadership skills and to think beyond daily operations and understand the role of facilities in the mission of the institution. Course offers leadership skills, resource and financial management, information management, communication skills, ethics, motivational skills and employee and customer relations. 3-0-3.

**BUSA 2280. Introduction to Statistics.** An introductory course in statistical decision making. Methods including sampling, measures of central tendency, frequency distributions, and hypothesis testing. Prerequisite: MATH 0099. (See MATH 2280). 3-0-3.

**BUSA 2281. Facilities Assessment and Planning.** This course emphasizes the strategic role required of the facilities manager in providing information for corporate managers and executives for facility forecasting. Topics include corporate real estate, operating budgets and capital planning, and building conditions and assessment. 3-0-3.

**BUSA 2291. Business Internship.** An internship for students seeking practical experience to apply their education in Business, Accounting, and/or Finance with area business, medical and governmental agencies. This course enables students to learn on the job in connection with their A.A.S. program of Study in Business. Participation in the course requires the availability of openings with said agencies and acceptance by the agencies of an affiliation agreement with South Georgia College. See Chairperson of the Division of Business and Social Sciences for availability before the semester of registration. 1-4-3.

## **CHEMISTRY**

**CHEM 1211K. Principles of Chemistry I.** First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. Laboratory exercises supplement the lecture material. Prerequisite: Passing or exempting READ 0099 and MATH 0099. 3-2-4.

**CHEM 1212K. Principles of Chemistry II.** Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Laboratory exercises supplement the lecture material. Prerequisite: CHEM 1211K. 3-2-4.

**CHEM 2240K. Organic Chemistry I.** The chemistry of carbon compounds. Topics include bonding, isomerism, stereo chemistry, reaction mechanisms, and spectroscopy. Prerequisite: CHEM 1211K. 3-2-4.

**CHEM 2241K. Organic Chemistry II.** A continuation of the chemistry of carbon compounds. This course uses the principles of bonding, isomerism, stereo chemistry, reaction mechanisms, and spectroscopy to explain the reactions of organic compounds containing specific functional groups. Prerequisite: CHEM 2240K. 3-2-4.

## **COMMUNICATIONS**

**COMM 1110. Public Speaking.** Concentrates on one-to-group communication, stressing organization, content, and delivery. Prerequisite: Exemption of or completion of English and Reading LS requirements. 3-0-3.

**COMM 2010. Interpersonal Communication.** An introduction to human communication. This course will specifically address interactions between genders and among cultures in today's diverse environment, focusing on one-to-one and small-group communication practice. There is an emphasis on critical thinking, and building clarity in listening, speaking, reading and writing in areas of human social interactions. Prerequisite: COMM 1110. 3-0-3.

## **COMPUTER INFORMATION SYSTEMS**

**CISY 1100. Fundamentals of Computer Information Systems.** An introduction to the principles of hardware and software; the current Windows environment, e-mail, the Internet, file management and word processing. No previous computer knowledge or experience is required. 1-0-1.

**CISY 1101. Computer Applications.** A continuation of CISY 1100 including additional word processing features, an introduction to electronic spreadsheets, and a deeper analysis of the information processing cycle. Prerequisite: CISY 1100 or permission of instructor. 1-0-1.

**CISY 1105. Information Systems Technology.** This course uses an introductory, hands-on approach to provide students with basic awareness, understanding, and skills in the educational and business utilization of microcomputers. Topics include introductions to word processing, databases, graphics, spreadsheets, communications, presentation software, and the Internet and electronic mail. A student with credit for CISY 1105 will not receive credit toward graduation for either CISY 1100 or 1101. 3-0-3.

**CISY 2000. Communications Technology.** This course provides an introduction to programming with HTML. Topics include creating a web page with links and tables, creating image maps, and working with HTML frames and forms. Prerequisites: CISY 1100 and 1101 or CISY 1105 or permission of instructor. 4-0-4.

**CISY 2102. Word Processing and Desktop Publishing.** A comprehensive course including advanced word processing features, an overview of various word processing software, and the use of graphics to produce documents of professional quality. Prerequisites: CISY 1100 and 1101 or CISY 1105 or permission of instructor. 4-0-4.

**CISY 2210. Advanced Computer Applications.** An intensive study of electronic spreadsheets, database applications, and their integration with word processors. Prerequisite: CISY 1100 and CISY 1102 or CISY 1105 or permission of instructor. 3-0-3.

## **COMPUTER SCIENCE**

**CSCI 1301. Computer Science I.** This course includes an overview of computers and programming; problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one-and two-dimensional); procedural abstraction and software design; modular programming (including subprogram or the equivalent). Prerequisite: Passing or exempting READ 0099. 4-0-4.

**CSCI 1302. Computer Science II.** This course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). Prerequisite: CSCI 1301. 4-0-4.

## **CRIMINAL JUSTICE**

**CRJU 1101. Introduction to Criminal Justice.** An orientation course designed to acquaint the student with the structural, functional, historical, and philosophical aspects of the criminal justice system that includes law enforcement, corrections, juvenile justice, and the courts. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**CRJU 2100. Survey of Law Enforcement.** An overview of law enforcement in a free society and the relationship of police to the criminal justice system as a whole. History, organization, administration, operations, and selected issues such as community-oriented policing are examined. Prerequisite: 3-0-3.

**CRJU 2200. Introduction to Corrections.** An introduction to the correctional system, examining the historical, philosophical, and theoretical aspects of the correctional system including incarceration, parole, and juvenile systems, as well as social interventions. Prerequisite: 3-0-3.

**CRJU 2300. Judicial Process.** A study of the jurisdiction, policies, and procedures of courts in the administration of criminal justice. Prerequisite: 3-0-3.

## **ECONOMICS**

**ECON 1100. Economics for Life.** Across the life span, individuals will require such practical skills as balancing the family budget, when and how much to borrow and save, when to use and not use credit cards, and how to calculate the financial costs of all these decisions. This course will provide such skills as well as assistance with such crucial practical decisions as mortgage and insurance decisions for life. 1-0-1. (Institutional Credit)

**ECON 2105. Principles of Macroeconomics.** A principles of economics course intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**ECON 2106. Principles of Microeconomics.** A principles of economics course intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy. Prerequisite: Passing or exempting READ 0099. 3-0-3.

## **EDUCATION**

**EDUC 2110. Investigating Critical and Contemporary Issues in Education.** This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. EDUC 2110 includes ten hours of field experience. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**EDUC 2120. Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts.** Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. EDUC 2120 includes ten hours of field experience. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**EDUC 2130. Exploring Learning and Teaching.** Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational setting and contexts. EDUC 2130 includes ten hours of field experience. Prerequisite: Passing or exempting READ 0099. 3-0-3.

## **ENGLISH**

**ENGL 0099. Grammar Review and Basic Composition.** A course providing review of standard English usage and instruction and practice in writing sentences, paragraphs, and essays. \$3.00 lab fee. 3-0-3. (Institutional Credit.)

**ENGL 1101. Composition I.** A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Prerequisite: Passing or exempting ENGL 0099 and READ 0099. Minimum grade of “C” is required for graduation. 3-0-3.

**ENGL 1102. Composition II.** A composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation of works of various literary genres, and that incorporates a variety of more advanced research methods. Prerequisite: ENGL 1101 with a minimum grade of “C”. Minimum grade of “C” in ENGL 1102 is required for graduation. 3-0-3.

**ENGL 1111-1116. Creative Writing.** This course sequence offers practical writing experience in major literary genres, with special emphasis on short fiction and poetry. It includes in-class analysis and criticism of the works produced. 1-0-1. (Institutional credit).

**ENGL 2111. World Literature I.** A survey of important works of world literature from ancient times through the mid-seventeenth century. Prerequisite: ENGL 1101. 3-0-3.

**ENGL 2112. World Literature II.** A survey of important works of world literature from the mid-seventeenth century to the present. Prerequisite: ENGL 1101. 3-0-3.

**ENGL 2120. British Literature.** A survey of important works of British literature. Prerequisite: ENGL 1101. 3-0-3.

**ENGL 2130. American Literature.** A survey of important works of American literature. Prerequisite: ENGL 1101. 3-0-3.

## **FRENCH**

**FREN 1001. Elementary French I.** Grammar, reading, writing, simple listening and speaking skills. Prerequisite: Passing or exempting ENGL 0099 and READ 0099. 3-0-3.

**FREN 1002. Elementary French II.** Continuation of French 1001. Prerequisite: FREN 1001 or equivalent. 3-0-3.

**FREN 2001. Intermediate French I.** A more advanced course which refines skills in grammar, reading, writing, and speaking. Prerequisite: FREN 1002 or equivalent. 3-0-3.

**FREN 2002. Intermediate French II.** Application and refinement of basic skills with emphasis on reading, writing, and speaking. Prerequisite: FREN 2001 or equivalent. 3-0-3.

## **HEALTH**

**HLTH 1103. Contemporary Health Issues.** This course is designed to introduce students to a wide range of health issues while stressing the concept of individual wellness. 2-0-2.

## **HISTORY**

**HIST 1111. World History I.** A survey of World History to early modern times. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**HIST 1112. World History II.** A survey of World History from early modern times to the present. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**HIST 2100. Introduction to the European Union.** This course introduces the student to the historical origins and development of the European Union, the EU's governing institutions, the EU's policymaking processes, current EU policies and issues, and EU-US relations. The course also constitutes the core offering of the European Union Studies Certificate program. Prerequisite: Passing or exempting READ 0099. 3-0-3. (See POLS 2100.)

**HIST 2111. Survey of U.S. History I.** A survey of U.S. History to the post-Civil War period. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**HIST 2112. Survey of U.S. History II.** A survey of U.S. History from the post-Civil War period to the present. Successful completion of this course at South Georgia College satisfies Georgia's legislative requirements for proficiency in United States and Georgia history. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**HIST 2200. Studies of the European Union.** The purpose of the course is to provide an in-depth analysis on a selected aspect of the study of European Union (EU). The course is intended as an Area E. elective for students interested in taking a course in the Online or Study Abroad catalogs of the University System's European Union Center for which the only prerequisite is POLS 1101. Prerequisite: READ 0099, prior approval of the instructor and successful completion of POLS 1101. (See POLS 2200) 3-0-3.

**HIST 2220. African American History.** A survey of the history of African Americans in the United States, emphasizing their unique heritage within, historical evolution in, and contributions to American society. The course analyzes the institutions, personalities, and trends that shaped the social, economic, political, and cultural developments of the United States. Prerequisite: READ 0099. 3-0-3.

## **HUMANITIES**

**HUMI 2221. Humanities.** An integrated course stressing the interrelationship of the visual arts, music, and literature of Western Civilization. 3-0-3.

## **INTEGRATED SCIENCE**

**ISCI 2001. Life/Earth Science for Teachers.** This course is an Area F interdisciplinary science course for early childhood majors only. This activity-based course will emphasize characteristics of life, biodiversity/heredity, energy flow, interdependence of life, the cell, earth systems, the lithosphere, the hydrosphere, and the biosphere. Prerequisite: Passing or exempting READ 0099. 2-2-3.

**ISCI 2002. Physical Science for Teachers.** This course is an Area F interdisciplinary science course for early childhood majors only. This activity-based course will emphasize matter, energy, force, and fields. Prerequisite: Passing or exempting READ 0099. 2-2-3.

## **JOURNALISM**

**JRNL 1100, 1101, 1102, 1103, 1104, 1105. Practical Journalism.** Primarily lab courses designed for students working on student publications. Some theory plus practical experience in writing, editing, and graphics. 0-2-1 for each course. (Institutional Credit)

## **MATHEMATICS**

**MATH 0090. Arithmetic Review.** A course designed to review basic arithmetic and provide instruction in fundamental mathematical operations. Topics include fractions, decimals, percentages, ratios, and proportions. For students in selected non-transfer programs. 1-0-1. (Institutional credit)

**MATH 0097. Fundamentals of Algebra.** A study of the real number system and its properties. A review of basic arithmetic concepts with special attention to fractions and decimals. Special emphasis on exploring the language of algebra, linear equations and inequalities, quadratic and literal equations, polynomial operations, factorization, rational expressions and word problems. 4-0-4. (Institutional Credit)

**MATH 0099. Intermediate Algebra.** A study of the real and complex number systems. Special emphasis on rational expressions, rational exponents, quadratic equations, radicals, graphing, compound inequalities, complete factorization and word problems. Topics will be investigated through the use of a graphing calculator. Prerequisite: MATH 0097, or appropriate score on the COMPASS. \$3.00 lab fee. 4-0-4. (Institutional Credit)

**MATH 1001. Quantitative Skills and Reasoning.** This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Topics covered will include sets, logic, basic probability, data analysis and modeling of data. This course is not intended to supply sufficient algebraic background for students who intend to take Precalculus or the calculus sequences for mathematics and science majors. Credit for this course may not be used toward graduation if it is taken in addition to MATH 1111. Prerequisites: Passing or exempting MATH 0099. 3-0-3.

**MATH 1111. College Algebra.** This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. Prerequisite: Passing or exempting MATH 0099. 3-0-3.

**MATH 1113. Precalculus.** This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Prerequisite: MATH 1111 or departmental permission. A grade of “C” or better in MATH 1111 is required. 3-0-3.

**MATH 2008. Foundations of Numbers and Operations.** This course is an Area F introductory mathematics course for early childhood education majors only. This course will emphasize the understanding and use of the major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. Prerequisite: Math 1001, Math 1111, or Math 1113. 3-0-3.

**MATH 2253. Calculus I.** A course integrating basic ideas from analytic geometry with the introductory concepts of differential and integral calculus. Topics include limits, continuity, slope, tangent, rate of change, optimization, derivatives, and integrals. The Fundamental Theorem of Calculus is studied in detail. Applications are drawn from physics, engineering, business, and economics. A thorough knowledge of algebraic and trigonometric identities is necessary for success in this course. Prerequisite: A grade of “C” or better in MATH 1113. 4-0-4.

**MATH 2254. Calculus II.** A continuation of Calculus I. Transcendental, logarithmic, exponential, and trigonometric functions are defined and their differential and integral properties are studied in detail. Techniques of integration, such as trigonometric substitution, integration by parts, and partial fractions are developed. Other topics studied include the theory of plane analytic geometry, the relationship between Cartesian and polar coordinates, conic sections, indeterminate forms, L'Hopital's rule, improper integrals, Taylor's formula, the theory of sequences and infinite series, tests for convergence, and the power series representation of elementary functions. Prerequisites: A grade of “C” or better in MATH 2253. 4-0-4.

**MATH 2255. Calculus III.** A continuation of Calculus II. A study of vectors in the plane as well as vectors in three-space; lines, planes, and surfaces in space; real-valued functions of several variables, partial derivatives, multiple integrals, vector analysis, and applications. Prerequisite: MATH 2254. 4-0-4.

**MATH 2280. Introduction to Statistics.** An introductory course in statistical decision-making methods including sampling, measures of central tendency, frequency distributions, and hypothesis testing. Prerequisite: Passing or exempting MATH 0099. (See BUSA 2280.) 3-0-3.

**MLCS 0099 (Mathematical Literacy for College Students).** This course integrates numeracy, proportional reasoning, algebraic reasoning, and understanding of functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. 4-0-4 (Institutional credit).

**NOTE:** This course is designed for students in non-STEM (science, technology, engineering, mathematics) majors and is intended as the learning support prerequisite for Math 1001 (Quantitative Skills and Reasoning). This course is not appropriate for STEM majors who need learning support mathematics.

## **MESA**

**MESA 0099. MESA Orientation.** This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in engineering, mathematics, and science related fields. Topics include: career decisions and strategies, educational and personal enrichment, study skills and habits, time management, academic preparation, and success in college. Students receive a pass/fail grade. RESTRICTED to MESA students; exceptions approved by the MESA Director. Prerequisites: None. Corequisites: None. (1-0-1)

## **MUSIC**

**MUSI 1000, 1001, 1002, 1003, 1004, 1005: College Chorus.** This two-hour institutional credit lab course is for the purpose of organizing, instructing, and rehearsing a choral ensemble emphasizing a popular, jazz, blues, and show tune repertoire. The chorus will perform at College and community events, as well as by invitation outside of the local community. Prerequisites: None. (0-4-2)

**MUSI 1100. Music Appreciation.** Designed to develop appreciation of music through listening and study. Topics include musical instruments, terms and symbols, forms, and characteristics/composers of the Medieval, Renaissance, Baroque, Classical, Romantic, and Modern periods. 3-0-3.

## **NURSING**

**NURS 1000. Medical Terminology.** A one semester hour online course designed to prepare students to identify basic word elements, define medical words, locate and describe body systems, describe pathological conditions, and describe diagnostic and therapeutic procedures. 1-0-1

**NURS 1100. Introduction to Nursing.** A three semester hour course placed in the first semester of the nursing sequence. This course will be taught during the first five weeks of the semester. There are nine hours of class weekly. It is an introductory course designed to provide the student with fundamental knowledge upon which sequential study will be developed. Calculations of mathematical measurements and conversions essential to the administration of medications are stressed throughout this course. The concepts of adaptation, developmental stages, basic needs theory, critical thinking, health promotion, maintenance and restoration, and associate degree role functions are introduced as the framework of the nursing curriculum. Prerequisites: Completion of all required Learning Support requirements. Concurrent enrollment in or completion of BIOL 2210K with a grade of “C” or better. Current CPR certification or concurrent enrollment in a CPR class approved by the American Heart Association or American Red Cross including infant, child and adult. Completion of all learning support requirements. 3-0-3.

**NURS 1101. Fundamentals of Nursing.** A five semester hour course placed in the last ten weeks of the first semester of the nursing sequence. There are five hours of class and six hours of lab weekly. It is a course designed to provide the student with basic skills and to facilitate the acquisition of fundamental knowledge upon which sequential study will be developed. Selected clinical experiences are provided. An introduction to the well older adult is begun. Basic therapeutic skills are learned and demonstrated in the campus laboratory as simulated experiences. Prerequisites: Completion of all learning support requirements and concurrent enrollment in or completion of BIOL 2210K with a grade of “C” or better. Current CPR certification or concurrent enrollment in a CPR class (approved by the American Heart Association or American Red Cross including infant, child and adult); current health insurance, and physical examination. Completion of NURS 1100 with a grade of “C” or better. 3-6-5.

**NURS 1102. Care of Adults I.** A five semester hour course placed in the second semester of the nursing sequence. There are three hours of class and six hours of lab weekly. It is designed as a continuation of Nursing 1101 and facilitates use of the nursing process when caring for clients who are experiencing interferences with the basic physiologic needs of oxygenation, mobility, and nutrition and the basic safety, love and belonging, and self-esteem needs. Technical skills are refined and new skills are learned in simulated and actual clinical experiences. Emphasis is placed on specific regulatory mechanisms, and physical and emotional maladaptive responses to stressors occurring with clients during the developmental stage of middle adulthood. Prerequisites: NURS 1100 and 1101, PSYC 1101, BIOL 2210K, and concurrent enrollment in or completion of BIOL 2211K with grades of “C” or better. Current CPR certification approved by the American Heart Association or Red Cross including infant, child and adult. 3-6-5.

**NURS 1103. Mental Health Nursing.** A five semester hour course placed in the second semester of the nursing sequence. It includes three hours of class and six hours of clinical each week. The course is intended to provide basic knowledge and skills necessary to meet the needs of mental health clients. Emphasis is placed on the students’ use of oral communication with clients in both one-to-one and group settings. Dynamics of adaptive and maladaptive behaviors are considered. Knowledge of Maslow's Hierarchy of Needs and Erikson's Stages of Development are utilized to assess client needs. Students are expected to use critical thinking in essential nursing roles to provide care for clients in community health settings. Clinical experiences may be with mental health clients from private psychiatric hospitals, a VA hospital, day treatment centers, and substance abuse centers. Prerequisites: Completion of NURS 1100 and 1101, BIOL 2210K and PSYC 1101 with grades of “C” or better, current CPR certification and current health forms. Completion of or concurrent enrollment in BIOL 2211K. 3-6-5.

**NURS 1104. Career Mobility for LPNs to RNs.** A 10 semester hour course placed in the summer semester of the nursing sequence. There are eight hours of class and six hours of laboratory experience weekly. The course provides for advanced placement of the licensed practical nurse in the associate degree nursing program and builds upon the previous knowledge and skills obtained in the licensed practical nurse education. New concepts and skills will be introduced upon which sequential study will be developed. The concepts of Adaptation; Developmental Stages; Basic Needs Theory; Critical Thinking; Health-Illness Environment; Promotion, Maintenance, and Restoration of Health; and the Role Functions of the Associate Degree Nurse are introduced as the framework of the curriculum. Emphasis is placed on the use of critical thinking to meet the needs of clients in the practice of mental health nursing and medical-surgical nursing. Emphasis is placed on the students’ use of verbal communications with adult clients in both one-to-one and group settings. Students may utilize private psychiatric hospitals, a VA hospital, day treatment centers, and substance abuse centers for clinical experiences. Other clinical experiences will be offered in the campus lab and through the use of case studies. Prerequisites: Completion of all Learning Support Requirements. Completion of BIOL 2210K, BIOL 2211K, and PSYC 1101 with grades of “C” or better. Completion of, with grades of “C” or better, or concurrent enrollment in BIOL 2215K and PSYC 2103. Completion of a minimum of 21 semester credit hours with grades of “C” or better. Current CPR certification approved by American Heart Association or Red Cross, including infant, child and adult; current health insurance, and physical examination. Completion of all learning support requirements. 8-6-10.

**NURS 2211. Care of Adults II.** A ten semester hour course placed in the third or fourth semester of the nursing sequence. There are six hours of class and twelve hours of lab weekly. It is designed as a continuation of Care of Adults I and facilitates use of critical thinking when caring for clients who are experiencing interferences with the basic physiologic needs of nutrition, mobility, elimination, and sexuality. Technical skills are refined and new skills are learned in simulated and actual clinical experiences. Attention is given to specific maladaptive responses to stressors occurring in adult clients. Roles and responsibilities of the nurse in caring for clients with common recurring health problems will be explored and defined. Rehabilitative aspects of care expand to include provider and teacher roles. Students are expected to apply knowledge of developmental theory, anatomy and physiology, nursing concepts, and skills previously acquired in providing nursing care for the adult client. This course provides in-depth exploration of client responses to complex multi system disorders. Maslow's hierarchy is utilized to prioritize needs for clients in all stages of development throughout the life span. NURS 2211 utilizes various community resources to afford the nursing student opportunities for selected clinical laboratory and observation experiences. Experience as manager of care for small groups of clients is provided. Prerequisites: NURS 1100, 1101, 1102, 1103 or 1104, BIOL 2210K, BIOL 2211K, BIOL 2215K, PSYC 1101, and PSYC 2103 with grades of “C” or better. Current CPR certification (American Heart Association or American Red Cross) including infant, child, and adult. 7-9-10.

**NURS 2213. Women's Health.** A six semester hour course placed in the third or fourth semester of the nursing sequence. There are four hours of class and six hours of clinical laboratory each week. This course focuses on the study of issues related to women's health. Women's health will be examined from conception through menopause with particular emphasis being placed on the woman and her family during the childbearing period. Nursing 2213 is designed to assist the student in utilizing critical thinking to provide care for women through all phases of their lives and for the newborn during the first month of life. The family-centered approach emphasizes care of the family as well as identification of those stressors which interfere with adaptation to normal pregnancy, childbirth, and the neonatal period as well as other time periods in a woman's life. Health and wellness for women will be presented so that the student can begin to incorporate assessment as well as teaching strategies to assist women in maintaining optimal health. Gynecologic issues for women will be identified and nursing care for women and their families experiencing crisis will be discussed. Students are expected to apply knowledge of developmental theory, anatomy and physiology and nursing concepts and skills previously acquired in providing nursing care in the hospital and selected community settings. Prerequisites: NURS 1100, 1101, 1102, 1103 **or** NURS 1104; BIOL 2210K and BIOL 2211K, BIOL 2215K; PSYC 1101 and PSYC 2103 with grades of "C" or better. Current CPR certification (approved by the American Heart Association or American Red Cross) including infant, child, and adult. 4-6-6.

**NURS 2214. Nursing of Children.** A six semester hour course placed in the third or fourth semester of the nursing sequence. There are four hours of class and six hours of clinical laboratory weekly. Emphasis is on a family-centered approach to the nursing care of children. Consideration is given to the well child and to the child who has special adaptation needs due to the stress of illness. Use of critical thinking to provide care for children from infancy through adolescence who are operating on the first four levels of Maslow's Hierarchy will be explored. Students utilize previously acquired nursing principles and skills as well as knowledge of growth and development and anatomy and physiology in providing care in the hospital and selected community settings. Age appropriate oral and written communication techniques will be utilized in interpersonal, small group, and one-to-one presentations. Prerequisites: NURS 1100, 1101, 1102, 1103 **or** NURS 1104; BIOL 2210K, BIOL 2211K, BIOL 2215K, PSYC 1101, and PSYC 2103 with grades of "C" or better. Current CPR certification (approved by the American Heart Association or American Red Cross) including infant, child, and adult. 4-6-6.

**NURS 2215 - Management and Health Care Issues.** A one semester hour course placed in the second year of the nursing sequence. This course may be taken concurrently with any second level nursing course. It is designed to bridge the gap between theory and practice and to increase the relevance of nursing leadership and management. Transition from the role of student nurse to graduate nurse is emphasized by explaining how theory translates into behaviors appropriate to contemporary nursing care management. Conflict resolution, interpersonal relationships, and oral and written communication skills are emphasized as tools for leadership and management. The use of computer searches on the world wide web provides the student with a broad base of knowledge. This course serves to differentiate traditional leadership and management perspectives and to relate them in an integrated way with contemporary nursing trends and practice applications. Prerequisites: Minimum grade of "C" in all first level nursing courses. 1-0-1.

## **PHILOSOPHY**

**PHIL 1104. Introduction to Philosophy.** A sampling of the insights of major philosophers and their relevance to contemporary problems. Prerequisite: Passing or exempting READ 0099. 3-0-3.

## **PHYSICAL EDUCATION**

**PHED 1000. Fitness for Life.** A lecture-laboratory course designed to provide the student with physiological, psychological, and sociological evidence of why humans should exercise. Each student develops and implements an individualized fitness program. 1-2-2.

**PHED 1001. First Aid.** A basic first aid course which covers care given to a person who has been injured or suddenly taken ill. 2-0-2.

**PHED 1002. CPR (Cardio Pulmonary Resuscitation).** An American Heart Association curriculum dealing with respiratory and cardiac emergencies. Completion of this course certifies one as a Healthcare Provider (nurses) or a Heart Saver Provider (lay people). \$5.00 lab fee. 1-1-1.

**PHED 1003. CPR Recertification Test for Health Care Professionals.** Students are expected to show up for the recertification ready for both a written and skills test in health care CPR. Prerequisites: Proof of previous American Heart Health Care Provider certification. \$5.00 lab fee. 1-1-1.

**PHED 1004, First Aid/CPR.** This required course combines instruction in first aid and CPR to provide the student with the basics of care given to a person who has been injured or suddenly taken ill or who has suffered a respiratory or cardiac emergency. 2-0-2

**PHED 1100. Personal Fitness I.** Emphasizes an individualized fitness program which includes aerobic, flexibility, strength, and cardiovascular endurance activities. 0-2-1.

**PHED 1101. Personal Fitness II.** Course II will allow a student to continue the personalized fitness program for an additional semester. 0-2-1.

**PHED 1102. Weight Training.** Emphasizes weight lifting, circuit training, and cardiovascular endurance. 0-2-1.

**PHED 1104. Fitness Walking/Aerobics.** A course designed to increase fitness, reduce stress, and improve health through the use of aerobics and graded walking techniques. 0-2-1.

**PHED 1200. Tennis/Golf.** Emphasizes the fundamental skills of tennis and golf. 0-2-1.

**PHED 1202. Bowling.** Emphasizes the fundamental skills of bowling. \$40.00 lab fee. 0-2-1.

**PHED 1201. Tennis/Badminton.** Emphasizes the fundamental skills of tennis and badminton. 0-2-1.

**PHED 1300. Softball/Volleyball.** Emphasizes fundamental skills and team concepts of softball and volleyball. 0-2-1.

**PHED 1301. Volleyball/Basketball.** Emphasizes fundamental skills and team concepts of volleyball and basketball. 0-2-1.

**PHED 1400. Firearm Safety.** An introduction to the rules of safety and operation of the B.B. gun, rifle and hand gun. Successful completion of the course certifies students in Hunter Safety. 0-2-1.

**PHED 1500. Beginning Swimming.** For non-swimmers or swimmers who can swim less than 40 yards. 0-2-1.

**PHED 1501. Swimming.** For swimmers who can swim 40 yards or more. 0-2-1.

**PHED 1502. Life guarding.** Students must pass the American Red Cross entrance requirement of swimming 500 yards to enroll in class. 1-2-2.

**PHED 1600. Dance/Aerobics.** Emphasizes the improvement of cardiovascular efficiency and muscle tone through aerobics and dance. 0-2-1.

**PHED 2010. Foundations of Health and Physical Education.** Through this course the student explores the history, principles, and philosophical bases of health and physical education. Career opportunities in health and physical education are examined and important leaders and literature reviewed. This course does not satisfy the core curriculum Physical Education requirement. 3-0-3.

**PHED 2015, Fundamentals of Nutrition.** This elective course is designed to examine diet and the role of nutrients in body function throughout the life cycle in order to promote changes to increase life expectancy, decrease cardiovascular disease, improve dietary patterns, and contribute to healthy quality of life. 2-0-2

**PHED 2020, Introduction to Athletic Training.** The purpose of this required course is to introduce the student to the field of athletic training. Athletic trainers develop and implement strategies and programs to prevent the incidence and/or severity of injuries and illnesses and optimize their clients' overall health and quality of life. These strategies and programs also incorporate the importance of nutrition and physical activity in maintaining a healthy lifestyle and in preventing chronic disease. 3-0-3

**PHED 2030, Athletic Injuries.** This elective course is designed to provide information on basic injury prevention, identification, and rehabilitation, as well as to examine overall healthcare for recreational and competitive athletes. 2-0-2

**PHED 2040, Strength and Conditioning.** This elective course is designed to teach the theoretical basis and principles involved in strength and conditioning programs. Topics include testing, evaluation, effective exercise techniques, and programming to improve physical performance and health. 2-0-2

## **PHYSICAL SCIENCE**

**PHSC 1011. Foundations of Physical Science.** A survey of basic principles underlying physical phenomena. Topics studied include motion, energy, work, wave phenomena, and modern science. Prerequisite: MATH 1001 or 1111, passing or exempting READ 0099. 3-0-3.

**PHSC 1011L. Laboratory for Foundations of Physical Science.** A laboratory course to augment and support PHSC 1011. Prerequisite: Passing or exempting READ 0099. Prerequisite or Corequisite: PHSC 1011. 0-2-1.

## **PHYSICS**

**PHYS 1111K. Introductory Physics I.** An introductory course which includes material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry are used. Prerequisite or Corequisites: MATH 1113. Prerequisite: Passing or exempting READ 0099. 3-2-4.

**PHYS 1112K. Introductory Physics II.** An introductory course which includes material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry are used. Prerequisite: PHYS 1111K. 3-2-4.

**PHYS 2211K. Principles of Physics I.** An introductory course which includes material from mechanics, thermodynamics, and waves. Elementary differential calculus is used. Prerequisite or Corequisite: MATH 2253. Prerequisite: Passing or exempting READ 0099. 3-2-4.

**PHYS 2212K. Principles of Physics II.** An introductory course which includes material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus are used. Prerequisite: PHYS 2211K. Prerequisite or Corequisite: MATH 2254. 3-2-4.

## **POLITICAL SCIENCE**

**POLS 1100. American and Georgia History and Constitution.** This course is designed to provide students with the essential knowledge of American Constitution/History and Georgia Constitution/History in order to meet the Georgia legislative requirements. 1-0-1.

**POLS 1101. American Government.** Designed to give the student a general knowledge of the structure and functions of the government of the United States and Georgia with some time devoted to the study of current events and problems. Successful completion of this course satisfies the Georgia legislative requirements for proficiency in United States and Georgia government. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**POLS 2100. Introduction to the European Union.** This course introduces the student to the historical origins and development of the European Union, the EU's governing institutions, the EU's policymaking processes, current EU policies and issues, and EU-US relations. The course also constitutes the core offering of the European Union Studies Certificate program. Prerequisite: Passing or exempting READ 0099. 3-0-3. (See HIST 2100.)

**POLS 2200. Studies of the European Union.** The purpose of the course is to provide an in-depth analysis on a selected aspect of the study of European Union (EU). The course is intended as an Area E. elective for students interested in taking a course in the Online or Study Abroad catalogs of the University System's European Union Center for which the only prerequisite is POLS 1101. Prerequisite: READ 0099, prior approval of the instructor and successful completion of POLS 1101. (See HIST 2200) 3-0-3.

**POLS 2401. Global Issues.** Examines how and why states act as they do in their contemporary relations. Continuing factors such as power, war, ideology, and governmental organizations, and recently emerging influence including supranational organizations, multinational corporations and natural resource allocation are examined. Prerequisite: Passing or exempting READ 0099. 3-0-3.

## **PSYCHOLOGY**

**PSYC 1101. Introduction to General Psychology.** A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal behavior/therapy. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**PSYC 2101. Abnormal Psychology.** An introduction to the concept of abnormal psychology. The course will provide an overview of definitions of abnormality, issues of diagnosis and treatment, including a general introduction to the DSM-IV, theories of abnormal behavior and preventative issues, with a focus on community psychology. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**PSYC 2103. Introduction to Human Development.** An introductory, non-laboratory based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development. Prerequisite: PSYC 1101. 3-0-3.

## **READING**

**READ 0099. Developmental Reading.** A course providing instruction for the improvement of reading skills. Emphasizes the building of vocabulary, the improvement of rate, and the acquisition of analytical skills necessary for efficient reading of college-level materials. \$3.00 lab fee. 3-0-3. (Institutional Credit.)

## **REGENTS' TEST**

(Effective fall semester 2011 the Regents' Test will no longer be administered at SGC and the Regents' Reading and Writing Skills courses will no longer be scheduled.)

**RGTR 0198. Regents' Reading Skills.** The Regents' Reading Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading comprehension. Students work on improving their comprehension of material drawn from a variety of subject areas (social science, natural science and humanities) with various modes of discourse (exposition, narration and argumentation). Critical thinking and the following four major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis. 3-0-3.

**RGTE 0199. Regents' Writing Skills.** The Regents' Writing Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their own writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria. 3-0-3.

## RECREATION

**RECR 2201. Introduction to Recreation Services.** This course is designed to introduce students to the concepts and principles of leisure and recreation. Opportunity is offered for each student to observe the recreation services of a number of agencies in operation. 3-0-3.

**RECR 2202. Social Recreation.** Social recreation is designed to offer students the materials, information, and experience necessary to adequately conduct social recreation programs. 2-2-3.

**RECR 2203. Outdoor Recreation.** Presents an overview of the scope of outdoor recreation. The history and development of outdoor recreation, conservation, and organized camping is presented. 2-2-3.

**RECR 2204. Recreation Leadership.** This course is designed to give students experience and knowledge of leadership principles and procedures in recreation. 2-2-3.

## SCIENCE

**SCIE 1111. Environmental Science–Energy, Air, and Water Resources.** An interdisciplinary course that uses scientific principles to examine environmental issues. The inter-relatedness between humans and nature as well as the earth's limited resources will be studied. Specific topics include human population, traditional energy sources, alternative energy sources, air pollution, formation of the ozone hole, global warming, and water pollution. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**SCIE 1111L. Laboratory for Environmental Science–Energy, Air, and Water Resources.** A laboratory course to augment and support SCIE 1111. Prerequisite or Corequisite: SCIE 1111. 0-2-1.

**SCIE 1121. Environmental Science–Earth and Biological Resources.** An interdisciplinary course covering environmental issues relating to Earth's terrestrial and aquatic ecosystems, weather, agricultural issues, waste and waste management and geology. The environmental science courses SCIE 1111 and SCIE 1121 are totally independent. You may take SCIE 1121 without taking SCIE 1111. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**SCIE 1121L. Laboratory for Environmental Science–Earth and Biological Resources.** A laboratory course to augment and support SCIE 1121. Prerequisite or Corequisite: SCIE 1121. 0-2-1.

## SOUTH GEORGIA COLLEGE ORIENTATION

**SGCO 1000 South Georgia College Orientation.** This course is designed to help students learn skills that will make them a better college student, not only academically, but also socially. The course will focus on helping students identify strengths and offer services, resources and opportunities to build upon these strengths. Also the course will provide specific knowledge, tips, skills and shortcuts for excelling in a student's academic and occupational endeavors. Topics covered in this course will be college issues, services available to students, tips for better communication with classmates and instructors, time management and study skills. No prerequisite. 1-0-1  
This course is required for all first-time full-time students.

## SOCIOLOGY

**SOCI 1101. Introductory Sociology.** A study of the discipline of sociology. Topics will include sociological theory, methods and selected substantive areas. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**SOCI 1160. Introduction to Social Problems.** A theoretical and empirical analysis of selected major problems confronting American society. Prerequisite: Passing or exempting READ 0099. 3-0-3.

**SOCI 2293. Introduction to Marriage and the Family.** An introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. The course will provide a sociological analysis of marriage and the family and will introduce topics such as love and courtship, marriage and family structures, children, parenting, family roles, family policy, and the relationship of marriage and family to other institutions. Prerequisite: Passing or exempting READ 0099. 3-0-3.

## **SPANISH**

**SPAN 1001. Elementary Spanish I.** Grammar, reading, writing, simple listening and speaking skills. Prerequisite: Passing or exempting ENGL 0099 and READ 0099. 3-0-3.

**SPAN 1002. Elementary Spanish II.** Continuation of SPAN 1001. Prerequisite: SPAN 1001 or equivalent. 3-0-3.

**SPAN 1101. Elementary Spanish Conversation and Culture I.** Students will develop the cultural understandings, attitudes and performance skills needed to function appropriately within a society of the target language and to communicate with the culture bearer. Prerequisite or Corequisite: passing or exempting SPAN 1001, or instructor's permission. 0-2-1. (Institutional Credit.) (May not be used to satisfy core curriculum requirements.)

**SPAN 1102. Elementary Spanish Conversation and Culture II.** Students will develop the cultural understandings, attitudes and performance skills needed to function appropriately within a society of the target language and to communicate with the culture bearer. Prerequisite or Corequisite: Passing or exempting SPAN 1002, or instructor's permission. 0-2-1. (Institutional Credit.) (May not be used to satisfy core curriculum requirements.)

**SPAN 2001. Intermediate Spanish I.** A more advanced course which refines skills in grammar, reading, writing, and speaking. Prerequisite: SPAN 1002 or equivalent. 3-0-3.

**SPAN 2002. Intermediate Spanish II.** Application and refinement of basic skills with emphasis on reading, writing, and speaking. Prerequisite: SPAN 2001 or equivalent. 3-0-3.

**SPAN 2101. Intermediate Spanish Conversation and Culture I.** Students will develop the cultural understandings, attitudes and performance skills needed to function appropriately within a society of the target language and to communicate with the culture bearer. Prerequisite or Corequisite: passing or exempting SPAN 2001, or instructor's permission. 0-2-1. (Institutional Credit.) (May not be used to satisfy core curriculum requirements.)

**SPAN 2102. Intermediate Spanish Conversation and Culture II.** Students will develop the cultural understandings, attitudes and performance skills needed to function appropriately within a society of the target language and to communicate with the culture bearer. Prerequisite or Corequisite: passing or exempting SPAN 2002, or instructor's permission. 0-2-1. (Institutional Credit.) (May not be used to satisfy core curriculum requirements.)

## **STRATEGIES FOR SUCCESS**

**SSCL 0099. Strategies for Success in College.** An elective course placed in the fall and spring semesters designed to provide the student with opportunities to develop a wide range of skills necessary to complete a college education. Students will receive instruction in career planning, study skills, test-taking skills, stress management, time management, decision making, etc. Enrollment in this course is limited to participants of Student Support Services Program. 1-1-1. (Institutional Credit.)

## **STUDY ABROAD**

**SABR 1000, 1001, 1002, 1003, 1004 Study Abroad.** Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Maybe repeated for credit when topics vary. No prerequisite. 0-2-1 (Institutional credit)

## **THEATER**

**THEA 1000, 1001, 1002, 1003. Theater Practicum.** A lab course for students participating in a theater production as actors and/or technical crew. 0-2-1. (Institutional Credit.)

**THEA 1100. Theater Appreciation.** A study of the theater as a collaborative art form, from script to performance. Includes historical background, the roles of the various persons involved both on and off stage, and the importance of both the performance space and the audience. 3-0-3.

**THEA 2210. Voice and Diction.** An introduction to vocal training for the production of Standard American Speech, with an emphasis on resonance, breath control, vocal relaxation, and posture using the International Phonetic Alphabet (IPA) and a variety of approaches to contemporary vocal training. Prerequisites: ENGL 0099 and READ 0099. 3-0-3

**THEA 2800. Fundamentals of Acting.** An introduction to the principles of acting, including proper preparation for acting, physical and vocal control and flexibility, and the analysis and creation of character. Instruction includes class lectures, exercises, and scene study. 3-0-3.

# **PERSONNEL**

**Administrative Officers and Staff**  
**Faculty**  
**Emeritus Faculty**

## ADMINISTRATIVE OFFICERS AND STAFF

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Sheila Cady	Assistant to the President
Linda Wildes	Assistant to the President

### OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Carl B. McDonald	Vice President for Academic Affairs
Laura Dubberly	Assistant to the Vice President

### OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS

Wes Brown	Vice President for Student Success
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### OFFICE OF THE VICE PRESIDENT FOR BUSINESS AFFAIRS

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Keith Newell	Director of Human Resources/Affirmative Action
Tammy Parker	Human Resources Assistant
Peggy Dobbs	Director of Business Services
Lisa Bohannon	Auxiliary Services Accountant (Richey Hall)
Loia Smith	Cashier (Richey Hall)
Suzanne Ursy	Accountant
Corinthia Wilcox	Accounts Payable Clerk
Daphne French	Bookstore Manager
Lionell Bennett	Bookstore Assistant
Sandra Ott	Post Office Manager

### OFFICE OF ADMISSIONS, RECORDS AND RESEARCH

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Casey Durden	Recruiter
Lisa Mancil	Administrative Assistant
Joy Moore	Admissions Advisor
Angela Wilcox	Admissions Coordinator

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Cathy Hand	Alumni Relations Specialist
Amy Hancock	Coordinator of Grants and Special Programs
Rebecca Wehmeier	Administrative Assistant
Kayla Tillman	Publications and Graphics Specialist
Robert Preston	Public Information Specialist

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Martha Morgan	Assistant to the Athletic Director
Ken Kirsch	Head Men's and Women's Soccer Coach
Jeff Timothy	Head Baseball Coach

C. M. Jenkins  
David Haney  
Robert Preston  
Chris Royer

Head Swimming Coach  
Head Golf Coach  
Head Cross Country Coach  
Aquatics Director

**OFFICE OF INFORMATION AND INSTRUCTIONAL TECHNOLOGY**

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Julie Anderson  
Jake Brinson  
Rodney Davison  
David Terrell  
Annette Lewis  
Luck Watford

Director of IT Services  
Database Administrator  
Telecommunications and A/V Support Specialist  
Video Surveillance  
Computer and Audio Visual Support Specialist  
Technical Support Specialist  
Instructional Technology Support Specialist/  
Web Master

**OFFICE OF THE REGISTRAR**

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Ame Wilkerson  
Angie Evans  
Jamica Coates

Registrar  
Assistant Registrar  
Records Coordinator  
Administrative Assistant for Records

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Danielle Buehrer

Director

**OFFICE OF PLANNING**

Valerie Webster

Director of Strategic Planning and Research

**OFFICE OF FINANCIAL AID**

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LaToya Curtis  
Kacie Hutchison  
Cinnimin Durham  
Tamarrai Torres  
Jennifer Hall

Director  
Financial Aid Advisor  
Financial Aid Coordinator for Entry Programs  
Financial Aid Coordinator  
Financial Aid Advisor  
Financial Aid Advisor

**LIBRARY AND LEARNING RESOURCE CENTER**

Jacqueline Vickers  
Leann Boyd  
Delectia Vickers  
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Library Director  
Information Services Librarian  
Technical Services Assistant  
Circulation Assistant

**DIVISION OF BUSINESS AND SOCIAL SCIENCES**

Richard A. Reiman

Division Chair

**DIVISION OF HUMANITIES AND LEARNING SUPPORT**

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Nikki Sanks

Interim Division Chair  
Administrative Assistant

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Isaac Roberson	Administrative Specialist/Facilities
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Gary D. Lott	Skilled Trades Worker
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James Vickers	HVAC Worker
David Ellis	HVAC Worker
David Crews	HVAC Maintenance Tech
Mike Ellis	HVAC/Electrical Supervisor
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Brian Hernandez	Grounds Keeper
Jimmy Lee	Grounds Keeper
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Josey Cameron

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Director of Student Life

Coordinator of Student Conduct

Student Life Assistant

Coordinator of Student Activities

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Christy Barry

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Director of Entry Programs and Planning

Coordinator - Americus

Financial Aid Coordinator

Administrative Assistant - Valdosta

**TUTORING AND STEM CENTERS**

Shea Durden

Director

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**THE UNIVERSITY SYSTEM OF GEORGIA**

**The University System  
The Board of Regents  
Staff of the Board of Regents  
Institutions**

## THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia: 4 universities, 2 regional universities, 13 state universities, 8 state colleges, 8 two year colleges. These 35 public institutions are located throughout the state.

An 18-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

The Chair, the Vice Chair, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses investigations conducted primarily for discovery and application of knowledge. These investigations cover matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of the state appropriations is allocated by the Board for Instruction.

## THE BOARD OF REGENTS

University System of Georgia  
270 Washington Street, S.W.  
Atlanta, GA 30334

MEMBERS OF THE BOARD OF REGENTS	Congressional District	Term
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Linda M. Noble..... Assistant Vice Chancellor, Faculty Affairs  
Marci Middleton ..... Assistant Vice Chancellor, Academic Programs  
Tonya Lam ..... Associate Vice Chancellor, Student Services  
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Susan Campbell .....Assistant Vice Chancellor, Strategic Research & Analysis  
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Stan Gatewood.....Chief Information Security Officer  
Chris Biesinger..... Associate Vice Chancellor, OIIT Services  
Catherine Finnegan .....Director, Online Services & Assessment  
Merryl Penson.....Executive Director, Library Services  
Michael Rogers ..... Director, Instructional Design and Development  
Denise Samples.....Executive Director, Resource Management Support  
Marie Steed .....Executive Director, Projects & Customer Service  
Brian Finnegan..... Executive Director, Innovation Support  
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Terry Durden..... Vice Chancellor, Economic Development  
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Felita T. Williams ..... Assistant Vice Chancellor, Academic Planning  
Vacant .....Director, Sponsored Funds

# INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h-On-Campus Student Housing Facilities

Degrees Awarded: A-Associate; B-Bachelor's; J-Juris Doctor;

M-Master's; S-Specialist in Education; D-Doctor's

## Universities

Athens 30602

University of Georgia-h;B,J,M,S,D

Atlanta 30332

Georgia Institute of Technology-h; B, M, D

Atlanta 30302

Georgia State University-h; A, B, M, S, D

Augusta 30912

Medical College of Georgia-h; A, B, M, D

## Regional Universities

Statesboro 30460

Georgia Southern University-h; A, B, M, S

Valdosta 31698

Valdosta State University-h; A, B, M, S

## State Universities

Albany 31705

Albany State University-h; B, M

Americus 31709

Georgia Southwestern State University-h; A, B, M

Augusta 30904

Augusta State University-hj; A, B, M

Carrollton 30118

State University of West Georgia-h; A, B, M, S

Columbus 31907

Columbus State University-A, B, M

Dahlonega 30597

North Georgia College and State University-h; A, B, M

Fort Valley 31030

Fort Valley State University-h; A, B, M

Marietta 30144

Kennesaw State University-A, B

Marietta 30060

Southern Polytechnic State University-h; A, B

Milledgeville 31061

Georgia College and State University-h; A, B, M, S

Morrow 30260

Clayton College and State University-A

Savannah 31419

Armstrong Atlantic State University-h; A, B, M

Savannah 31404

Savannah State University-h; A, B, M

**State Colleges**

Barnesville 30204

Gordon College-h; A, B

Brunswick 31520

College of Coastal Georgia-h; A, B

Cochran 31014

Middle Georgia College-h; A, B

Dalton 30720

Dalton State College-A, B

Gainesville 30503

Gainesville State College-A, B

Lawrenceville

Georgia Gwinnett College-B

Macon 31206

Macon State College-A, B

Tifton 31794

Abraham Baldwin Agricultural College-h; A, B

**Two-Year Colleges**

Albany 31707

Darton College-h; A

Atlanta 30310

Atlanta Metropolitan College-A

Bainbridge 31717

Bainbridge College-A

Decatur 30034

Georgia Perimeter College-A

Douglas 31533

South Georgia College-h; A

Rome 30162

Georgia Highlands College-A

Swainsboro 30401

East Georgia College-A

Waycross 31503

Waycross College-A

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