

# **SOUTH GEORGIA STATE COLLEGE**

## **ACADEMIC CATALOG 2017-2018**

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

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

South Georgia State College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate 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 State College.

South Georgia State College's Associate Degree in Nursing Program and its RN-BSN program are fully approved by the Georgia Board of Nursing (237 Coliseum Drive; Macon, GA 31217-3858). South Georgia State College's School of Nursing ASN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The RN-BSN Completion program is currently seeking accreditation candidacy by the ACEN. 3343 Peachtree Road NE, Suite 850 Atlanta, GA. Phone: 404-975-5000.

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.sgsc.edu/academics/college-catalog.cms>.

General Catalog

2017-2018

Telephone: (912) 260-4200  
Throughout Georgia: 1-800-342-6364  
FAX: (912) 260-4455  
<http://www.sgsc.edu>

## **THE COLLEGE**

**Vision**  
**Mission**  
**History**  
**Accreditation**  
**Location**

## THE VISION AND MISSION OF SOUTH GEORGIA STATE COLLEGE



### VISION

South Georgia State College will be a student-centered institution that produces life-long learners well equipped to succeed in a diverse global society.

### MISSION

South Georgia State College, a state college of the University System of Georgia, is a multi-campus, student-centered institution offering high-quality associate and select baccalaureate degree programs. The institution provides innovative teaching and learning experiences, a rich array of student activities and athletic programs, access to unique ecological sites, and residential options to create a diverse, globally-focused, and supportive learning environment.

*Current Mission was approved by the Board of Regents of the University System of Georgia May 8, 2012.*

## **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 (the College's original name) continued its two-year curriculum and adopted its original 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 twenty 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 Wellness Center boasts a junior Olympic-sized indoor swimming pool, a basketball gym, and weight-lifting room. Renovation created 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 constructed two contemporary residence halls, 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.

On January 10, 2012, the Board of Regents approved the consolidation of South Georgia College and Waycross College, an associate degree granting institution within the city limits of Waycross that first offered classes in September 1976. The Waycross campus, located on a tract of approximately 150 acres abundant with flora native to southeast Georgia, includes five main buildings: an Administrative Building with classrooms, laboratories, conference rooms, a library, a student commons area, and faculty offices; an Educational Building with classrooms, computer labs, an auditorium, and faculty offices; the James M. Dye Student Services building with offices for admissions, student records, financial aid, and student life, as well as an Academic Support Center, a STEM Center, a commons area, a conference room, and a bookstore; a Physical Education Building with a gymnasium, classrooms, athletic offices, locker facilities, and a fitness/wellness room; and a Physical Plant that facilitates maintenance of the campus.

The Board of Regents approved the name South Georgia State College for the consolidated institution on August 7, 2012. On January 8, 2013, the Board of Regents adopted the resolution authorizing the newly consolidated baccalaureate institution, SGSC.

## **ACCREDITATION**

South Georgia State College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate 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.

South Georgia State College's Associate Degree Nursing Program is fully approved by the Georgia Board of Nursing (237 Coliseum Drive; Macon, GA 31217-3858). South Georgia State College's School of Nursing ASN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The RN-BSN program is currently in accreditation candidacy by the ACEN. 3343 Peachtree Road NE, Suite 850 Atlanta, GA 404-975-5000.

## **LOCATION**

South Georgia State College is located on two campuses. The Douglas campus is home to a warm and friendly southeastern Georgia 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 Waycross campus, established in 1976, is on the western edge of Waycross, a progressive, business-friendly community with a population exceeding 14,000 citizens and a major transportation hub in the state's southeastern quadrant. The climate in Douglas and Waycross is moderate year-round.

Geographically, South Georgia State College is situated near the Georgia coast. The Douglas campus is no more than 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; the Waycross campus is no more than 60 miles west of Brunswick and the Golden Isles, 140 miles northeast of the Gulf of Mexico, 75 miles northwest of Jacksonville, Florida, and 250 miles southeast of Atlanta.

The Douglas campus of South Georgia State College is easily accessible via U.S. Highways 221 and 441 and Georgia Highways 32, 135, and 158. The Waycross campus is located on U.S. Highway 82, near U.S. Highway 1 and U.S. Highway 84. Interstates I-16, I-75, and I-95 service southeast Georgia.

South Georgia State College also offers courses on the campuses of Georgia Southwestern State University and Valdosta State University through entry programs that prepare students for sophomore-level courses at the respective senior institution. High school students may take courses for dual enrollment credit through the Move On When Ready program in partnership with area high schools.

A unique feature of South Georgia State College is its location in the heart of South Georgia's outdoor recreation area. Within a 30-mile radius, one can experience the finest in fishing, hunting, camping, canoeing, and waterskiing. Each 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 50 to 90 minutes away.



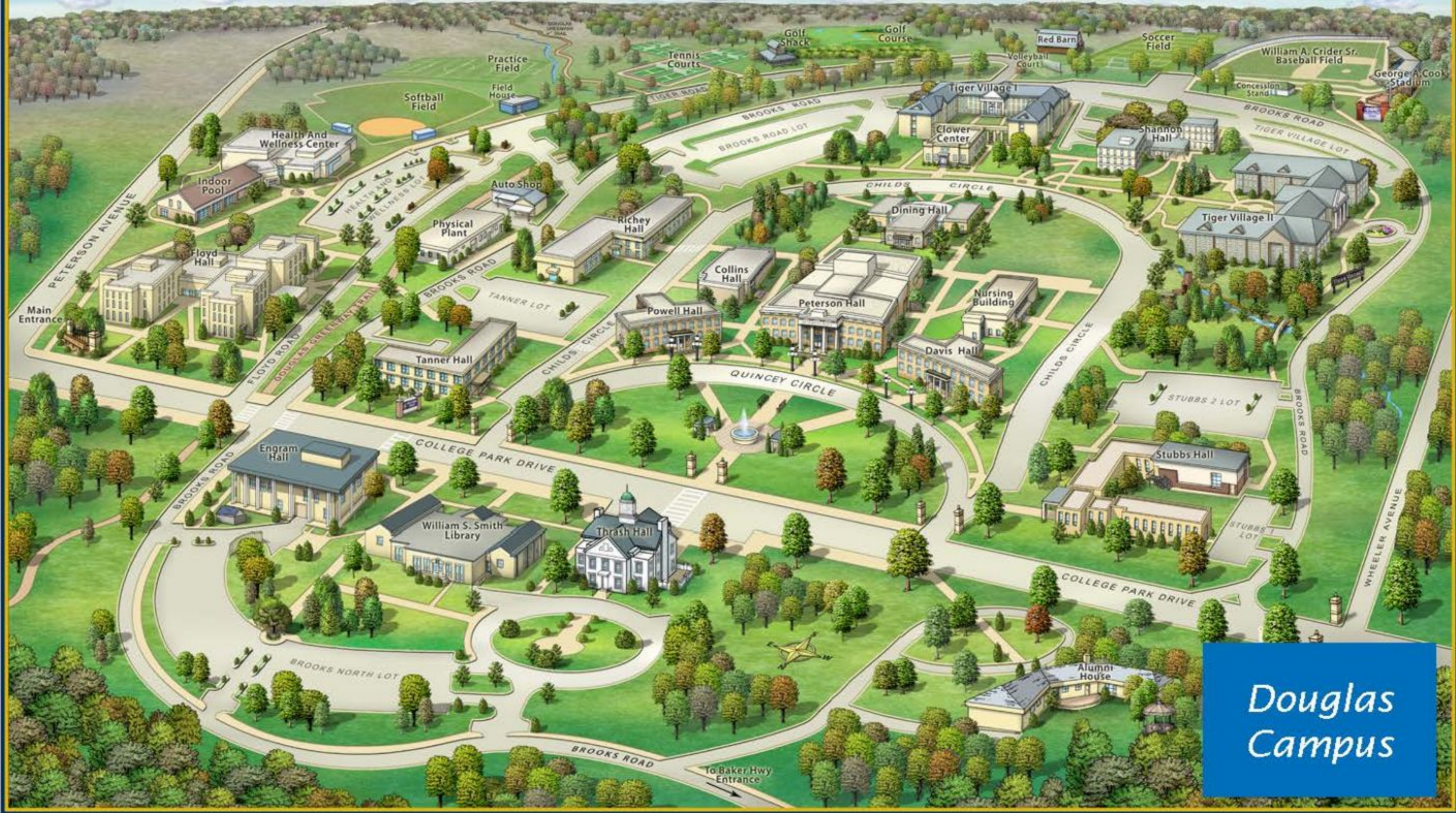




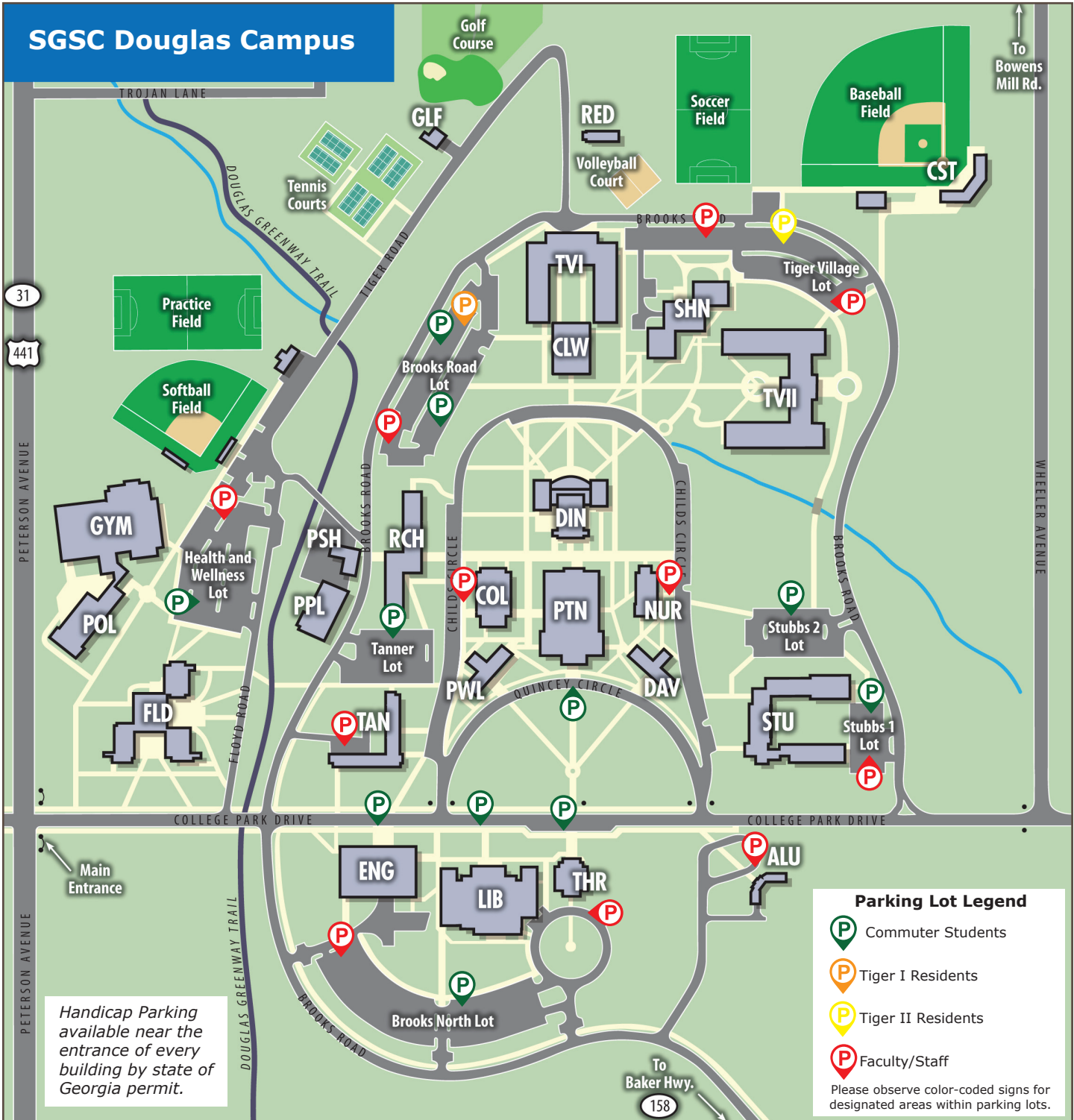
Revised 2-28-17

<b>SUMMER TERM 2018</b>	
Summer Term 2018 Financial Aid Priority Date	Wednesday, February 28, 2018
Summer Term 2018 Admissions Application Priority Date	Wednesday, February 28, 2018
Summer Term Registration Begins	Tuesday, April 3, 2018
Summer Term 2018 Payment Deadline	Friday, May 25, 2018
First Day of Classes	Monday, June 4, 2018
Drop/Add	Monday-Tuesday, June 4-5, 2018
Fall 2018 Financial Aid Priority Date	TBD
Fall 2018 Admissions Application Priority Date for Fall 2018	TBD
Mid-Term	Thursday, June 28, 2018
Last Day to withdraw to receive a W grade	Thursday, June 28, 2018
July 4th Holiday (College Closed)	Wednesday, July 4, 2018
Last Day of Classes	Thursday, July 26, 2018
Final Exams	Monday-Tuesday, July 30-31, 2018
Grades due for summer Thursday	Thursday, August 2, 2018

# South Georgia State College



Douglas  
Campus



**CAMPUS BUILDINGS:**

- ALU Alumni House
- CLW Clower Center
- COL Collins Hall
- CST Cook Stadium/Crider Field
- DAV Davis Hall
- ENG Engram Hall
- FLD Floyd Hall
- GLF Golf Shack

- GYM Health and Wellness Center
- DIN Dining Hall
- LIB William S. Smith Library
- NUR Nursing Building
- POL Indoor Pool
- PPL Physical Plant
- PSH Plant Shop
- PTN Peterson Hall
- PWL Powell Hall

- RCH Richey Hall
- RED Red Barn
- SHN Shannon Hall
- STU Stubbs Hall
- TAN Tanner Hall
- THR Thrash Hall
- TVI Tiger Village I
- TVII Tiger Village II



**South Georgia State College**

100 West College Park Drive  
 Douglas, GA 31533  
 912-260-4200  
 www.sgsc.edu



# South Georgia State College

## Waycross Campus



James M Dye  
Student Services  
Building

Educational  
Building

Physical  
Plant

Administrative  
Building

Gymnasium

TENNIS  
COURTS

ARCHERY  
MOUND

Recreation

ATHLETIC  
FIELD

LAKE

POND

FITNESS TRAIL

FITNESS TRAIL

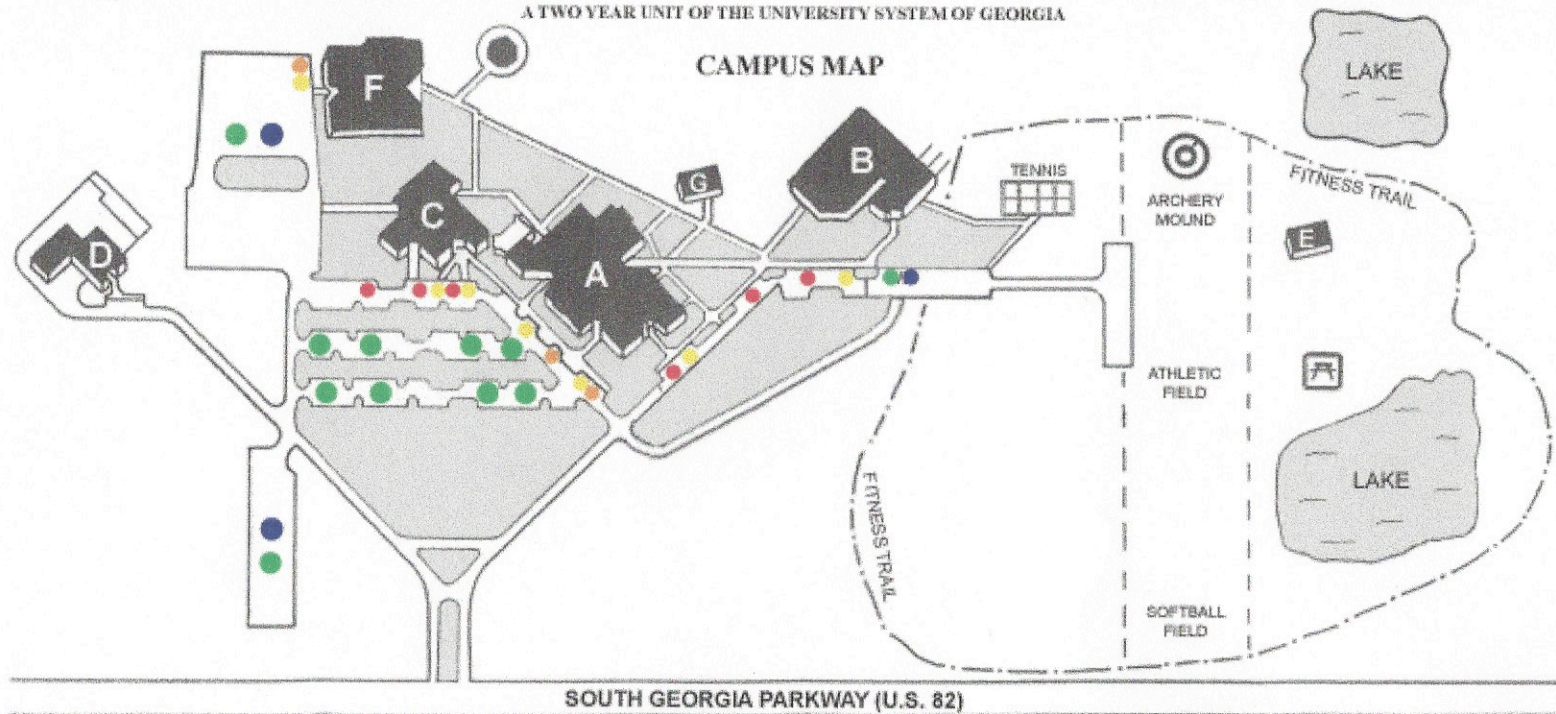
FITNESS TRAIL

S. GEORGIA PKWY

SGSC

# SOUTH GEORGIA STATE COLLEGE - WAYCROSS CAMPUS

A TWO YEAR UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA



- A. ADMINISTRATION BUILDING
- B. GYMNASIUM
- C. EDUCATIONAL BUILDING
- D. PHYSICAL PLANT
- E. RECREATION
- F. JAMES M. DYE STUDENT SERVICES BUILDING
- G. THE LAIR

- STUDENT PARKING
- CONFERENCE PARKING
- FACULTY / STAFF PARKING
- HANDICAP PARKING
- VISITOR PARKING

## **COLLEGE LIFE**

**College Life**  
**Student Services**  
**Student Rights and Responsibilities**

## **COLLEGE LIFE AND STUDENT SERVICES**

South Georgia State 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 academic advising, athletics, campus recreational activities and intramural programs, counseling and disability services, first-year experience course, Honors Day programs, new student orientations, residence life and housing, student activities and cultural experiences, student clubs and organizations, student conduct, student government association, and tutoring. Other services include College post office, Department of Public Safety, food services, online bookstore, SGSC libraries, and vehicle registration.

### **ACADEMIC ADVISING**

Faculty advisement provides an appropriate academic support service for students in their respective academic pathways. Each student is assigned a faculty advisor according to faculty disciplines and student interests. Faculty members serve as advisors to students during times of registration to help students plot their programs of study and take the necessary prerequisites/requirements for graduation (for example, learning support classes and Georgia Required High School Curriculum classes). Faculty advisors also assist students with transfer information as well as career advising appropriate to students' academic pathways. Faculty members hold at least ten (10) hours of posted office hours per week for student consultation. These office hours are for advising purposes as well as tutoring and questions/answers concerning academic course work.

### **ATHLETICS**

The athletic programs at SGSC are members of the Georgia Collegiate Athletic Association (GCAA) and the National Junior College Athletic Association (NJCAA). SGSC supports nine intercollegiate athletic programs: men's baseball, women's soccer, women's softball, men's swimming, women's swimming, men's basketball, and men's and women's cross country. The ultimate goal is to make SGSC's intercollegiate athletic program the best among comparable institutions by recruiting quality student-athletes who will excel in the classroom as well as in sports. Developing the student athlete as a successful individual is one of the main objectives of the program.

### **CAMPUS RECREATIONAL ACTIVITIES AND INTRAMURAL SPORTS**

The College's campus recreational activities and intramural sports program are designed specifically for students and include activities such as volleyball, football, basketball, and softball. In addition, both the College's swimming pool and community golf course on the Douglas campus are available to enrolled students for recreational use. The strength of these programs is drawn from the high levels of student leadership and participation. The School of Sciences works closely with the Director of Campus Life and the Student Activity Coordinator in administering the intramurals program.

## **COUNSELING AND DISABILITY SERVICES**

SGSC's Counseling Program is designed to help students achieve their academic goals by providing short-term counseling services for personal problems, stress, depression, time management, and adjustment to college. Off-campus referrals are made for those students with needs outside of the realm of services provided by short-term counseling. Students may self-refer by completing a Counselor Referral form on the SGSC website or from the Counselor's Office.

All students at SGSC with a documented disability or students who suspect that they have a disability are strongly encouraged to register with the Disability Services Office at the time of making application. Students must self-identify in order to pursue academic accommodations. System accommodations require approval from the Regents Center for Learning Disorders (RCLD). Upon approval, students are responsible for requesting the Disability Services Coordinator's assistance in working with the faculty to devise reasonable classroom accommodations based on the recommendations from RCLD.

## **FIRST-YEAR EXPERIENCE COURSE**

Because many of the students entering into SGSC have never been in a college learning environment, they do not understand how this milieu differs from their previous classroom experiences. The College has implemented this course to provide students with the tools needed to be successful not only at SGSC but also at other institutions should the student desire to continue his or her education elsewhere. The course provides students with much needed skills to be successful in their daily lives and chosen careers.

First-time full-time students are required to take the course. The course is designed to equip each student with the necessary tools to achieve academic success, provide each student with the means to develop a personal strategy for achieving that success, make each student aware of the specific challenges that every college student faces, and help each student feel comfortable and energized as a member of an intellectual community.

## **HONORS DAY PROGRAMS**

For students who have accomplished notable academic achievement, the College holds an annual Honors Day Program on each campus. This program recognizes students who have excelled in areas of academics, athletics, or other co-curricular activities. By recognizing these students and their achievements, the College supports their academic success and helps further their college careers.

## **NEW STUDENT ORIENTATIONS**

During the summer semester before each academic year, there are two highly-concentrated college-wide programs, Resident Orientation and Registration (ROAR) and Student Orientation and Registration (SOAR), designed to introduce new students to SGSC. Students are provided information on academic and student support services. Workshop topics include academic standards, the *SGSC Student Code of Conduct*, policies and procedures, student clubs and organizations, financial aid, and advising.



## RESIDENCE LIFE AND HOUSING

The Office of Residence Life exists to advance the educational mission of the College through its diverse programs and services. The Office of Residence Life seeks to provide a well-maintained and well-managed living and learning environment. The Douglas campus is a residential campus and currently operates two residence halls: Tiger Village I and Tiger Village II. The on-campus residential life options offer contemporary suites with all the amenities of home. SGSC's residence halls feature private furnished bedrooms, computer labs with high-speed Internet access, private and group study rooms, multipurpose entertainment spaces, laundry/vending, 24-hour security, free tutoring within the residence halls, and Resident Assistants on each floor. In addition, Tiger Village I & II are adjacent to the Clower Student Center. Each residence hall has individual ADA-accessible rooms on each wing and each floor.

The College policies for residential living 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 SGSC Entry Programs at Georgia Southwestern State University in Americus and Valdosta State University in Valdosta. For more information, contact Tominica Pines at [tominica.pines@sgsc.edu](mailto:tominica.pines@sgsc.edu) or phone 912.260.4682 in Americus, or Jo Anne Jones at [joanne.jones@sgsc.edu](mailto:joanne.jones@sgsc.edu) or phone 912.260.4664 in Valdosta.

### *Freshman Residency Requirements*

Any student requesting exemption from the Douglas Campus Freshman Residency Requirement must complete the online form found in the Residence Life & Housing subsection of the Current Students section of the College website.

If a student wishes to reside off-campus, then one of the following criteria must be met:

- 21 years of age by the 1st day of the fall semester
- Married (must provide a copy of the marriage license)
- Caring for a dependent child (must provide a copy of the birth certificate)
- Veteran with at least 1 year of active service (must provide a copy of discharge documents)
- 30 or more earned credit hours (not including advanced placement)
- Dual enrollment
- Enrolled in fewer than 11 credit hours
- Medical conditions for which the College cannot achieve reasonable accommodations (condition must be on file with the Office of Disability Services)
- Waiver based on extreme hardship (case by case decision)
- Claims residency in the following counties: Atkinson, Bacon, Ben Hill, Berrien, Coffee, Irwin, Jeff Davis, Telfair, or Ware (must provide a copy of driver's license)

## **STUDENT ACTIVITIES AND CULTURAL EVENTS**

Social and cultural activities at SGSC 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.

## **STUDENT CLUBS AND ORGANIZATIONS**

SGSC's student clubs and organizations exist to assist students in their personal and professional development. These groups have been recognized by the Office of Student Life at SGSC and are eligible for funding through the Student Fees Committee. Additional organizations may be created to reflect students' emerging interests.

## **STUDENT CONDUCT**

SGSC 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 optimal educational environment by protecting the rights of all members of the college community and by prohibiting acts that interfere with the rights of others.

Students subject to disciplinary expulsion, suspension, restitution, or forced withdrawal will be afforded an opportunity to have a hearing before the Student Conduct Board. Students subject to less severe sanctions will have an informal disciplinary conference with the Dean of Students.

## **STUDENT GOVERNMENT ASSOCIATION**

The SGSC Student Government Association establishes and maintains communication between students and the College's administration and faculty. It cultivates and preserves the ideals of responsible citizenship on campus and helps to create an atmosphere of learning. Each student is encouraged to address requests, questions, complaints, or suggestions to Student Government representatives, appropriate faculty members, or administrators. All officially enrolled South Georgia State College students may attend Student Government Association meetings. The SGA is also the student organization on campus that helps to plan student activity programming.

## **TUTORING**

SGSC has established Academic Support on each campus to provide services in the form of peer tutoring, supplemental materials, and programs that address all aspects of learning to support students' matriculation, continued enrollment, personal and professional development, and career preparation. Academic Support offers multiple locations and modalities to meet the needs of students:

- Douglas Academic Support Center (Powell Hall, Room
- 216) Douglas STEM Center (Stubbs Hall, Room 125)
- Waycross Academic Support Center (Dye Building, Room

- 148) Waycross STEM Center (Dye Building, Room 141)
- Online tutoring is available through GeorgiaVIEW with tutor.com

Free tutoring services are also available at the instructional sites listed below:

- Georgia Southwestern State University – Academic Resource Center, ACE Building (#16 on GSW campus map)
- Valdosta State University – Student Success Center, Langdale Hall

When visiting any center, students must sign in and out for each visit. Staff members and tutors are available to assist with this process. For more information about Academic Support and the resources available, please visit <http://www.sgsc.edu/current-students/academicsupportcenter.cms>.

### **COLLEGE POST OFFICE**

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

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

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

### **DEPARTMENT OF PUBLIC SAFETY**

#### *Douglas Campus*

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.

#### *Waycross Campus*

Security of the campus is the responsibility of Physical Plant. Daytime security is accomplished by normal Physical Plant personnel. Each Physical Plant employee is trained to be aware of security concerns and will contact appropriate supervisory authority if required. Cooperation is maintained with local law enforcement personnel also.

### **FOOD SERVICES**

The SGSC Dining Hall, located on the Douglas campus, offers one meal plan option for residential students and a commuter meal plan for non-residential students who wish to use

their ID cards to purchase meals in the Dining Hall or in the café. Since the student population on the Waycross campus consists of only commuter students and no residential students, the food service available on this campus is through vending machines.

## **ONLINE BOOKSTORE**

Students can buy their textbooks from the online bookstore. With this system on the SGSC website, students can click on their class listings and see exactly what they'll need. Students can access the bookstore, allowing them to purchase both new and used books. The online bookstore provides the SGSC course listings, list of instructors, and the required textbooks. Students pay for textbooks through the Nebraska WebPrism system, a network that automatically tracks all student purchases and credits, allowing students to place a secure order with their credit card or any available financial aid.

## **SGSC LIBRARIES**

SGSC maintains libraries with full services to students, faculty, staff, and community users in two locations – Douglas and Waycross. These learning resource centers provide 21<sup>st</sup> century library services with modern technology and an environment conducive to research and study for both independent and collaborative learning.

SGSC's students, faculty, and staff have full access to and borrowing privileges at the two college libraries and the collections of all other colleges and universities in Georgia that are members of the GALILEO Interconnected Libraries (GIL) system and Georgia's Virtual Library, GALILEO (Georgia Library Learning Online).

The SGSC libraries provide a variety of print, audiovisual, and electronic collections through direct and shared ownership, membership, and subscription. These resources reflect and support the mission of SGSC. The College maintains a collection of print and non-print items comprising more than 120,000 bound volumes of books and serials and over 4,500 physical audiovisual items (DVDs, videos, and sound recordings) and provides access to approximately 300 electronic databases which include full-text articles, e-books, and streaming videos.

*The William S. Smith Library* is a 32,000-square-foot facility with ample space for expanding collections to support the college's educational programs. Within this facility, students have access to three study rooms equipped with tables, chairs, blackboards, and video viewing equipment. The library also offers additional study tables, study carrels, and soft seating arranged to promote both group and independent study.

More than thirty Internet-accessible computers throughout the library provide students, faculty, staff, and community patrons with access to the SGSC networks, library catalogs, online databases, Microsoft Office Suite, and other course-related software such as MyITLab.

The library houses a special collection of Georgiana materials and the university archives in its Georgia Rooms. Other campus facilities located within the library include a teleconferencing room, a blended smart computer classroom, and the SPSS research room for undergraduate research.

The *Waycross Campus Library* is located in the Administrative Building on the Waycross Campus. The Library was renovated in 2010, increasing the square footage to about 13,600 square feet. A variety of study tables, carrels, and soft seating accommodates up to 150 patrons. The Library also offers two study rooms, an audiovisual room, and a "music room" outfitted with various equipment, including a vintage record player. Students have access to over 38 computer terminals. This campus is home to an Okefenokee Swamp collection and a smaller special collection of materials.

Hours vary with campus location. Wireless Internet is available at both locations and printing can

be handled from any of the WEPA machines located on either campus. Scanning and copier services are available. Books and media resources can be requested by students on either campus. Items not available at either campus or through the USG may be borrowed through the Interlibrary Loan service. A courier service is provided for pick-up and return of requested library materials between the two campuses and other University System of Georgia institutions. Other services include reference assistance, classroom instruction, one-on-one research instruction, access to LibGuides and Ask a Librarian, and orientations and tours.

A student's college ID card serves as the SGSC library card. While overdue fines are not charged, damaged and non-returned materials are the responsibility of the user and may incur financial obligations if not returned.

## **VEHICLE REGISTRATION**

### *Douglas Campus*

No one shall park or operate a motor vehicle on campus unless qualified to do so under applicable state, local, and SGSC regulations and law. Vehicles parked or operated on campus must be registered with the Department of Public Safety from the operator's home state or the State of Georgia.

All vehicles operated on campus must be registered and the permit be displayed on the vehicle no later than 5 p.m. the first day of scheduled classes.

Registration permits must be permanently affixed to the rear bumper or the back window. On a motorcycle, they should be on the rear fender or the windshield. Staff/faculty decals of the hang-up type should be hooked over the rear-view mirror.

Student parking permit fees are assessed each semester. The issued parking decal is valid for the current school year (fall semester through summer semester). Student decals/permits are not transferable from one vehicle to the other. If for any reason a student must drive a vehicle other than the one registered, a temporary registration permit will be issued, free of charge, at the Public Safety office.

When a student wishes to terminate a vehicle's registration and register another vehicle, the parking permit should be scraped from the vehicle and the remains brought to the Public Safety office, where a replacement will be issued.

To obtain a SGSC permit, all personnel must have the following:

- Current operator's permit.
- A receipt from the SGSC cashier indicating that the permit fee has been paid.
- Current state vehicle registration.
- A fully operable motor vehicle.

### *Waycross Campus*

All motor vehicles, including motorcycles and motorbikes operated on the campus, must register officially with the Business Office. To register the vehicle, please furnish the following data at the time of registration:

1. Name
2. Address
3. Year, make, model, color of vehicle
4. State license number
5. Status: i.e., student, faculty, staff, etc.
6. Name of insurance company

7. The name of the owner of the car if different from the driver.

The parking permit for motor vehicles must be displayed. It consists of a pressure sensitive decal that must be placed on the left rear window for automobiles and on the rear fender of motorcycles or motorbikes. The parking fee is \$4.00 per term. The registration fee should be paid at the Business Office. All student parking permits automatically expire at the end of summer term of each year. No registration will be accepted by phone. No student may register the vehicle of another student. Temporary and visitor parking permits are available at no charge for short periods of time.

Persons participating in continuing education courses will be provided a temporary permit when they register for class. Visitors should obtain a temporary parking permit from the Business Office.

Parking decals are issued in different colors designating the individual's specific parking privileges. Parking decals must be attached immediately. All decals remain the property of SGSC and are nontransferable. Financial responsibility for each decal remains with the person to whom issued until completely removed from the vehicle and destroyed. Please remove decal prior to vehicle disposal.

Revised 5/7/18

*The following pages relative to Student Rights and Responsibilities and the Code of Conduct for students have been copied directly from the SGSC Student Handbook (revised October 21, 2016).*

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

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. 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 Office of Campus Life 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 Office of Campus Life 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:

- right to a notice in writing of charges.
- right to admit the alleged violation, waive a hearing, and accept the College's action.
- right to admit the alleged violation but request a hearing.
- right to deny the alleged violation and request a hearing.
- right to a fair hearing.
- right to appear in person at a hearing or not to appear .
- right to call witnesses and present evidence on their behalf.
- right upon request to a list of witnesses who will appear against them.
- right to confront and cross-examine witnesses and/or accusers who are present.
- right to request a copy of any available records or tape recording of a hearing if the offenses involve possible suspension or expulsion.
- right to appeal beyond the point of origin to the administrative officer, the Discipline Committee, then to the President of the College.

**South Georgia State College**  
**STUDENT CODE OF CONDUCT**  
*Revised and posted July 1, 2016*

INTRODUCTION

South Georgia State College has established standards of conduct that are compatible with the academic mission of the institution. An educational approach to infractions of the student code of conduct is employed whenever possible.

Laws, statutes, and regulations at the national, state, and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the academic community.

Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes, and functions of the institution.

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws. [“General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education,” 45 F.R.D. 133/145 (W.D. Mo.1968)].

**The acceptance of these responsibilities is a prerequisite for enrollment at South Georgia State College. It is the responsibility of each student to know and understand the expectations and the established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply. Consequently, the College publishes this Student Code of Conduct in the Student Handbook and informs students of institutional procedures governing student misconduct complaints and investigations as part of new student orientation (Board of Regents Policy Manual, hereafter referred to as BoR,4.6.5).**

Violators may be accountable to both civil and criminal authorities and to the College for acts of misconduct, which constitute violations of this Code. The Code is not intended to replace federal, state, or local legal activities. The College will decide whether to proceed with action before, during, after, or simultaneously with a legal proceeding. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. An action involving the student in a legal proceeding does not free the student of responsibility from participation in a College proceeding. Sanctions may be imposed for acts of misconduct that occur on College property or at any College-sponsored activity. As further prescribed in these rules, off-campus conduct may be subject to student conduct adjudication.

Student conduct policies and procedures at the College are set forth in writing in order to give students general notice of prohibited conduct. The policies and procedures should be read broadly and are not designed to define misconduct in exhaustive terms.



South Georgia State College, an institution of the University System of Georgia (USG), expects students to adhere to USG policies and other South Georgia State College policies as outlined in the Student Handbook. All South Georgia State College regulations must be compliant with the policies of the Board of Regents.

The Student Code of Conduct consists of Part I: Definitions, Part II: Responsibilities and Part III: Student Conduct Procedures and Student Rights. **The Student Code of Conduct applies to student behavior excluding sexual misconduct and academic dishonesty, each of which is covered in separate South Georgia State College policies (BoR 4.6.5).**

## PART I: DEFINITIONS

1. The term “College” means “South Georgia State College” and “the institution.”
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, 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. This Student Code of Conduct does apply at all locations of the College.
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 Dean of Students (Chief Student Conduct Officer).
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 “Recognized Student Organization” or “RSO” means any number of persons who have complied with the formal requirements for the College’s recognized student organizations process.
8. The term “Student Conduct Board” means any person or persons authorized by the College President to determine whether a student has or has not violated the Student Code of Conduct and to recommend sanctions that may be imposed when a violation has been committed. Student Conduct Board panels of three (3) persons may be comprised of faculty, staff, and student members.
9. The term “Appeals Board” means any person or persons authorized by the College President to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the *Student Code of Conduct* or from the sanctions imposed by the Student Conduct Officer.
10. The term “Dean of Students” means a College official who is Chief Student Conduct Officer authorized by the President to administer the Student Code of Conduct and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The President may authorize the Dean of Students to serve simultaneously as the Chief Student Conduct Officer and the sole member or one of the members of the Student Conduct Board. The President authorizes the Dean of Students or the Vice President for Student Success to impose sanctions in all cases. The College President may authorize someone other than the

Dean of Students to serve as Conduct Officer as necessary.

11. **The term “investigator” means the person designated by the Dean of Students to collect, review, document, and report the facts resulting from the thorough investigation of alleged student misconduct. The investigator may also be required to testify at the student conduct hearing but shall otherwise have no part in the hearing process and shall not attempt to influence the proceedings outside of providing testimony. The investigator shall not be a member or chairperson of the Student Conduct Board or an Appeals Board (BoR 4.6.5.2).**
12. **The term “shall” is used in the imperative sense.**
13. **The term “may” is used in the permissive sense.**
14. **The term “policy” means the written regulations of the College as found in, but not limited to, the *Student Code of Conduct*, *Residence Life Handbook*, *Student Handbook*, the College web page and computer use policy, and College Catalog.**
15. **The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the College community submitted the charge itself.**
16. **The term “accused student” means a student against whom there is a written complaint alleging violation of the student code of conduct. An “accused student” is not a “charged student.”**
17. **The term “charged student” means a student accused in writing of a student conduct violation against whom there is sufficient evidence of violation of the *Student Code of Conduct* to bring formal charges that may result in a sanction or sanctions.**
18. **The term “Clery Act” means the federal statute requiring all colleges and universities participating in federal financial aid programs to keep and report information about crime on and near their campuses in order to notify campus communities of crimes representing a potential threat to the safety of students or employees.**
19. **The term “Board of Regents” (BoR) means the State of Georgia governing and management authority of the University System of Georgia, of which South Georgia State College is a member institution.**

## **PART II: RESPONSIBILITIES**

**The primary expectations of all South Georgia State College students are integrity and civility.** Each student should approach his/her academic endeavors, relationships and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. These responsibilities apply to students individually, as well as collectively to members of recognized student organizations. These responsibilities are as follows:

***1. Individuals will respect and foster the academic climate for other members of the College community.***

Examples of prohibited behavior include but are not limited to: harassing a member of the College’s faculty; disrupting teaching or research; creating excessive noise that disrupts classes, studying, or College activities; other activities that seriously disrupt learning. **Academic dishonesty issues are addressed in the College’s separate Academic Dishonesty Policy.**

***2. Individuals will protect and support the personal safety of all members of the College community.***

Examples of prohibited behavior include but are not limited to: stalking (persistent unwelcome contact or observation); threatening with a weapon; fighting; battery; physical violence; unsolicited physical contact with another person; endangering the health or safety of another person; actions taken with disregard for the harm that may ensue. South Georgia State College observes a strict policy with regard to acts of physical violence. Any person perpetrating an act of physical violence is automatically subject to the severest penalty provided in the “Student Conduct Sanctions” section of this Code. **Personal safety issues related to sexual misconduct are addressed in the College’s separate Sexual Misconduct Policy.**

***3. Individuals will respect other members of the College community.***

Examples of prohibited behavior include but are not limited to: disruptive noise; terroristic threats; verbal or written intimidation; verbal or written harassment; e-mail or telephone harassment; harassment based on group membership; falsely accusing another; verbal abuse – beyond a reasonable statement of opinion -- that may cause humiliation or stress to another; hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation); calumny (making false statements with the intent to harm another); slander; any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his or her prior knowledge, or without his or 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; actions that unduly interfere with another student’s right to learn and participate.

***4. Individuals will show regard for the property of the College, its community members, and visitors to the campus.***

Examples of prohibited behavior include but are not limited to: vandalism, theft; destruction of property; acting fraudulently to obtain goods, services, or funds from College departments, student organizations, or individuals; using one’s leadership position for personal gain; misuse and/or wrongful use of College facilities, equipment; failure to comply with policies regarding timely return of materials or equipment checked out or on loan to the student; wrongful sale or use of another’s property; knowingly possessing or using stolen property; failure to report knowledge of an infraction; unauthorized possession or duplication of a College key(s) or key card(s); providing a key or key card to another person without proper authorization; notreporting a crime committed on campus.

***5. Individuals will respect the integrity of the College’s academic and administrative records.***

Examples of prohibited behavior include but are not limited to acting alone or with others to: misrepresent academic status, performance, awards, or graduation material; omit material from or manipulate records; falsify a signature; falsify, alter, steal, or destroy College documents; alter, forge, or misuse College academic records; obtain grades, course access, awards, or endorsements dishonestly; commit computer fraud (**academic integrity is addressed in the separate academic dishonesty policy**).

***6. Individuals will contribute to a safe environment within the College community.***

Examples of prohibited behavior include but are not limited to: possession of weapons, incendiary devices, or explosives; possession of articles or substances that are used as

weapons or simulated weapons unless prior authorization is received from the Chief of Police; misuse of College keys or keycards; willful failure to identify or false identification of oneself or one's guest(s); failure to assume responsibility for the actions of one's guest(s); misuse or damage of firefighting, safety, or other emergency equipment; interference in the provision of emergency services; failure to comply with appropriate requests from Campus Police, College Security or College staff members; intoxication that disrupts other individuals or the College's activities/administrative responsibilities; failure to comply with restriction from areas on campus. Students may not participate in any activity that could cause harm to themselves or others.

***7. Individuals will adhere to federal, state, local, State College Board, and College law/regulations that govern individual actions and relationships among community members.***

Examples of prohibited behavior include but are not limited to: sexual assault; physical assault; unauthorized possession of alcohol; possession, sale, or distribution of illegal substances; violation of College or department regulations, i.e. Drug-Free Campus policy; Residence Life Handbook; parking regulations; violation of College e-mail or computer usage policy; violation of any College or Board of Regents' policy; violations of laws.

***8. Individuals will assist the College in fulfilling its administrative responsibilities.***

Examples of prohibited behavior include but are not limited to: retaliation towards an individual for involvement in a College activity; disruption of programmatic, administrative, or public service activities of the College; harassment of College staff (including student staff); submission of a false or purposely incomplete statement/report; misuse, alteration, or transference to another person of the Student Identification Card; failure to appear, in response to a proper summons, when requested to do so by a College official; disruption of student conduct procedures and activities; dishonesty as part of a College hearing; misuse of one's position within the College; failure to comply with sanctions from a student conduct adjudication and/or hearing.

### **PART III: STUDENT CONDUCT PROCEDURES AND STUDENT RIGHTS**

The purpose of this policy is to establish student conduct procedures to guide the fair and uniform enforcement of the Responsibilities listed in Part II. These procedures are applicable to any student or student organization when charged with a violation of the Responsibilities. These procedures allow for fact finding and decision making in the context of an educational community and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the College.

#### **JURISDICTION**

All students are members of the College community. **South Georgia State College takes necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct is addressed when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution-sponsored events. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply (BoR 4.6.5.2).** Students, faculty, staff and individuals not associated with the College may submit complaints regarding alleged violations

that may have occurred on campus or off campus for review and action by the College. All complaints of alleged violation of the Student Code of Conduct shall be made in writing to the Dean of Students or submitted electronically through the College's Maxient incident report system.

The College may initiate judicial proceedings for off-campus incidents when:

1. Hazing is involved. Hazing is defined as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, 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; or
2. The violation is committed while participating in a College-sanctioned or sponsored activity; or
3. The victim of the violation is a member of the College community; or
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service function of the College.

#### **FAILURE TO COMPLY**

Failure to comply/respond as directed by the Student Conduct Board, the Dean of Students, or the Vice President for Student Success on any matter including, but not limited to, a request to meet concerning an issue or a notice concerning or alleging a violation of the Student Code of Conduct may result in the immediate placement of a hold on the involved student's records **but will not result in automatic findings or sanction(s) against the student.**

After the conclusion of a student conduct hearing or administrative resolution, failure to comply with sanctions imposed by the Student Conduct Board, the Dean of Students, or the Vice President for Student Success will be a further violation of the Student Code of Conduct.

#### **ALTERNATIVE DISPUTE RESOLUTION (Mediation)**

Unfortunately, formal grievance and appeals procedures usually require a great deal of time and energy, may result in high levels of frustration, and produce a less than satisfactory outcome for either or both parties. If a hearing must be conducted, both parties must spend time preparing their statements, presenting witnesses and other data, and relying on another person or committee of persons to decide the outcome. At the end of the process one party "wins" and the other party "loses." This almost always further erodes the relationship between the parties. In addition, records of the proceedings are prepared and kept on file, limiting the confidentiality of the nature of the dispute. Therefore, prior to filing a formal grievance or appeal, persons with a complaint may consider using the College's Alternative Dispute Resolution Program. Alternative Dispute Resolution, commonly referred to as ADR, involves using one or more dispute resolution processes as an alternative to traditional grievance and appeals procedures.

Alternative methods of dispute resolution may include one or more of the following:

1. Frank and open discussion between parties to dispel any miscommunication that may have occurred;

2. Determining the issues to be resolved and negotiating with each other to reach an acceptable conclusion;
3. Participating in a mediation session with a trained objective third party.

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator does not maintain a record of the session – the only written document is the negotiated agreement that is given to both parties. Mediation is not appropriate for cases of academic misconduct.

## **INITIATION OF COMPLAINT OF ALLEGED VIOLATIONS**

### **Reports of Student Misconduct (BoR 4.6.5.1)**

**Complaints addressed to the Dean of Students should include as much information as possible—such as: (1) the type of misconduct alleged; (2) the name and contact information of both the complainant and the accused student; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. The Student Conduct Officer shall assure that all appropriate information is secured.**

**Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.**

**When appropriate, complainants may file a law enforcement report along with an institutional report. Whatever the nature of the complaint, the complainant has the following expectations:**

1. ***Confidentiality:*** When a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the College shall consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The requesting party shall be informed that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the charged student.
2. ***Retaliation:*** Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subject to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Dean of Students or the Vice President for Student Success. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to College disciplinary action.
3. ***False Complaints:*** Individuals who intentionally give false statements to an institution official, or who submit false complaints or accusations, including

during a hearing, in violation of policy shall be subject to disciplinary action.

4. **Amnesty:** Individuals should be encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.
- 5.

Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

### **COMPLAINT REPORTING AND INITIAL RESPONSE PROCEDURES**

1. Complaints of alleged violations shall be submitted in writing to the Dean of Students or electronically through the College's Maxient incident reporting system.

2. Complaints must be submitted within fifteen (15) College business days after detection of an alleged violation unless special conditions for delay can be documented.

3. **Complaints addressed to the Dean of Students should include as much information as possible—such as: (1) the type of misconduct alleged; (2) the name and contact information of the both complainant and the accused student; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. The Student Conduct Officer shall assure that all appropriate information is secured (BoR 4.6.5.1).**

4. When the alleged misconduct is related to discrimination or harassment, the Dean of Students will consult with the Affirmative Action Officer to determine whether an affirmative action investigation is warranted.

5. **The Dean of Students shall make an initial determination as to whether there is sufficient basis to believe that a violation of the Code of Conduct may have occurred. If the reported conduct does not violate College policies, including the *Student Code of Conduct*, the complaint shall be dismissed. Otherwise, the Dean of Students shall ensure that a prompt, fair, thorough, and impartial investigation and review are conducted into each complaint to determine whether charges should be brought against the student (BoR 4.6.5.2).**

6. Prior to and finally including a formal charge or dismissal of a charge of student misconduct, the following procedures shall be followed:

- a. **The accused student shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file. Where applicable, a copy shall also be**

- provided to the alleged victim via the same means.
- b. Upon receipt of the written notice, the accused student shall be given at least three (3) business days to respond in writing. In that response, the accused student shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents—whether written or electronic—in support. A non-response will be considered a general denial of the alleged misconduct.
  - c. Based on this response, the investigation shall consist of interviews of the accused student, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator will retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
  - d. The investigation shall be summarized in writing in an initial investigation report and provided to the accused student and the alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
  - e. To the extent the accused student is ultimately charged with a violation, he or she shall also have the opportunity to respond in writing. The charged student's written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The charged student's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents—whether written or electronic—in support. A nonresponse to the charge(s) by the charged student will be interpreted as a denial of the charge(s).
  - f. The investigator shall conduct further investigation and update the investigative report as warranted by the charged student's response.
  - g. The final investigative report should be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the charged student. A copy shall also be provided to the charged student and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing (BoR 4.6.5.2).

**7. Unrelated charges and cases shall be investigated separately, unless the charged student consents to having them aggregated (BoR 4.6.5.2).**

8. The Dean of Students may arrange a Preliminary Conference with the student accused of violating the *Student Code of Conduct* to review the procedures in items 1 – 7 above.



## **PROCEDURES FOR ADJUDICATING CASES INVOLVING RECOGNIZED STUDENT ORGANIZATIONS (RSOs)**

Should a complaint be filed against an RSO, the Dean of Students will conduct an investigation and hearing, and the Vice President for Student Success may impose the following sanctions, if necessary:

1. Cancellation of recognized status,
2. Imposition of monetary fines, withholding or withdrawal of allocated COA funds and or Dues Account funds,
3. Imposition of restitution for damages,
4. Removal of any of the RSO's officers or members from the RSO or its activities,
5. Restriction of any of the privileges or rights enjoyed by the RSO.

An RSO may appeal any finding and/or sanction imposed provided relevant grounds for appeal are cited. Written notification of the decision to appeal and the grounds for appeal must be received by the Dean of Students within two (2) College business days after the original decision is communicated to the RSO. The appeal will be a review of the record only. The Dean of Students will be responsible for notifying the RSO of the outcome of the appeal within two (2) College business days of the conclusion of the appeal proceedings. This is the final appeal at the institutional level.

The right of provisional organizations to operate may be revoked upon an adverse finding by the Dean of Students, in conjunction with the Director of Campus Life. In cases of revocation of provisional status, there is no institutional appeal of the decision.

### **DUE PROCESS AND STUDENT RIGHTS (BoR 4.6.5.2)**

**When a student is charged with violating the rules and regulations of the College, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:**

- 1. A written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice shall also include the identity of any investigator(s) involved. Notice shall be provided via College email to the address on file. Where applicable, a copy shall also be provided to any alleged victim via the same means.**
- 2. A prompt, thorough, and impartial investigation of the complaint.**
- 3. A fair and impartial hearing.**
- 4. Being informed of the nature of the evidence against him/her and names of witnesses scheduled to appear.**
- 5. Present evidence and witnesses in his/her behalf.**

6. Be accompanied at a hearing by an advisor (including an attorney) of the student's own choosing and at the student's own expense for the express purpose of providing advice and counsel. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. If requested, a maximum of two (2) family members of both the charged student and the victim(s) shall be allowed to attend a hearing but shall not participate directly. Advisors may be present during meetings and proceedings during the investigatory and/or resolution process at which his/her advisee is present.

The complainant may also be accompanied by an advisor (including an attorney) acting in the same capacity as described in #6 above.

7. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, the hearing will be held in the student's absence.

8. Remain silent and refrain from answering questions without inference of guilt.

9. Submit questions for witnesses to the Dean of Students, who, in cases involving adjudication by the Student Conduct Board hearing panel serves as Chairperson of the panel. The Chairperson will determine if the charged student's questions are appropriate and if the charged student's questions will be posed verbally or in writing.

10. An audio recording of the hearing made by the Chairperson of the hearing panel. The deliberation/sanctioning phase of the proceeding will not be taped. The charged student will be provided, upon request, a copy of the hearing recording. Written transcripts of the hearing will not be available.

11. A decision based solely on a preponderance of the evidence presented.

12. A written notice of the results of the hearing and an explanation of the decision and sanction assessment. If a student is found not to be in violation of the charge(s), all related documents and records will be destroyed.

13. Appeal the finding and/or sanction. See the section on appeals below.

#### **WHEN POTENTIAL SANCTIONS INVOLVE SUSPENSION OR EXPULSION: ADDITIONAL PROCEDURES TO PROTECT STUDENT RIGHTS (BoR 4.6.5.2)**

When the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures shall provide these additional, minimum safeguards:

1. The charged student shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.

2. Upon receipt of the written notice, the charged student shall be given at least three (3) College business days to respond in writing. In that response, the charged student shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents—whether written or electronic—in support. A non-response will be considered a general denial of the alleged misconduct.
3. Based on this response, the investigation shall consist of interviews of the charged student, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator will retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the charged student and the alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
5. To the extent the charged student is ultimately charged with a violation, he or she shall also have the opportunity to respond in writing. The charged student's written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The charged student's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents—whether written or electronic—in support. A nonresponse to the charge(s) by the charged student will be interpreted as a denial of the charge(s).
6. The investigator shall conduct further investigation and update the investigative report as warranted by the charged student's response.
7. The final investigative report should be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the charged student. A copy shall also be provided to the charged student and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

## **ADJUDICATION OPTIONS**

The Dean of Students will present the student charged with violation(s) of the Student Code of Conduct with a written document describing the charges filed against him/her. The student will respond in one of the following ways to each charge:

1. Admission of responsibility for the violation(s) and waive the right to a hearing and an appeal. The Dean of Students will determine appropriate sanction(s).
2. Denial of responsibility for the charge(s) and request for a Student Conduct Board hearing or administrative hearing for resolution/adjudication of the charge(s).

## **METHODS OF ADJUDICATION (BoR 4.6.5.2)**

- 1. Administrative Hearing for Behavioral Misconduct: The Dean of Students will serve as the hearing officer for all behavioral misconduct cases in which the possible sanctions of suspension or expulsion are not involved and for cases involving suspension or expulsion when the charged student does not request a hearing by a panel of the Student Conduct Board in a timely manner.**
- 2. A panel of the Student Conduct Board: Members of the Board will serve as a panel for resolving Student Code of Conduct involving students. Each panel may be composed of three voting members drawn from faculty, staff, and students. The Dean of Students serves as non-voting Chairperson of the hearing panel.**

The Student Conduct Board and appellate board members shall be provided training on responsibilities and procedures. **Such training shall not be the responsibility of the institution's individual(s) tasked with investigating allegations of student misconduct.**

### **ABSENCE OF ACCUSED OR LACK OF COOPERATION**

If the charged student is absent from the College community while a student conduct case is pending or declines to participate in the student conduct process, the student is not absolved of responsibility.

Students who have been properly notified of a scheduled hearing, and who fail to appear at the hearing after proper notice has been given, will have their cases adjudicated in absentia at the scheduled hearing time and will be bound by the findings.

### **NOTIFICATION**

In all cases relative to written notification of students, such notification will be considered complete once a message has been sent to the student's college e-mail address and mailing address contained in the Banner Student Information System.

### **THE HEARING PROCESS**

**In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the charged student has had an opportunity to respond in writing, unless the charged student has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases shall be heard separately unless the charged student voluntarily consents to the charges/cases being heard jointly.**

**If the charged student indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the charged student and alleged victim (where applicable), the case shall be set for hearing, unless the charged student and alleged victim (where applicable) have chosen mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Success or his/her designee (BoR 4.6.5.2).**

The focus of the Hearing Process in student conduct proceedings shall be determining the responsibility of those accused of violating the Student Code of Conduct. Hearings are not open

to observers. **Decisions shall be based upon the preponderance of all available evidence in each case; however, any decision to suspend or to expel a student shall also be supported by substantial evidence at the hearing (BoR 4.6.5.2).**

1. If a charged student denies responsibility for alleged violation(s), he/she may request a hearing before a Student Conduct Board. The request shall be in writing and shall be made to the Dean of Students within three (3) College business days of the date on which the Dean of Students has sent notification of formal charges to the charged student via the student's College email address or within three (3) College business days of the scheduled date of a Preliminary Conference between the charged student and the Dean of Students. The hearing will be scheduled within ten (10) College business days after the charged student requests it, **and the student will be given a minimum of five (5) days' notice prior to the hearing date.** Hearings will be held during normal College business hours on the campuses or entry program sites. The charged student may request, in writing, a continuance from the Dean of Students if circumstances are such that a delay is warranted. The charged student will be notified, in writing, of the date, time, and location of the rescheduled hearing.

The Dean of Students will serve as nonvoting Chairperson of the Student Conduct Board hearing panels and will select the members of each Student Conduct Board hearing panel. All procedural questions are subject to the final decision of the Dean of Students.

2. The Complainant has the right to be informed of these hearing procedures and the right to be present throughout the presentation of witnesses and evidence. The Dean of Students will inform the Complainant of these rights prior to the hearing.

The records of the student conduct process and of the sanctions imposed, if any, shall be considered to be among the education records of both the Complainant and the charged student(s) because the educational career and chances of success in the academic community of each may be impacted.

3. The charged student will enter a plea to all charges before the hearing body.

4. The Dean of Students will remind the charged student and each witness present of the importance of providing truthful and accurate information during the hearing process. If a witness fails to tell the truth during student conduct proceedings, student conduct action may result.

5. At the hearing, the Dean of Students will present the evidence and facts of the case to the hearing body. The Dean of Students will present witnesses in support of the case against the charged student.

6. The hearing body may question all witnesses or ask for clarification from the Dean of Students or any witness.

**7. The charged student shall have the right to present witnesses and evidence to the hearing officer or panel, as well as to ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled**

against the charged student. In any event, the hearing officer or panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

8. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.

9. Formal civil rules of evidence do not apply to the investigatory or resolution process.

10. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

11. The College shall maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.

12. Following a hearing, both the charged student and alleged victim (where applicable) shall be provided a written decision via institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing (Items 7 – 12: BoR 4.6.5.2).

13. Concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, the charged student, and/or other witnesses during the hearing may be accommodated 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 Dean of Students to be appropriate.

#### **RECUSAL/CHALLENGE FOR BIAS (BoR 4.6.5.4)**

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge shall be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, a replacement shall be appointed.

#### **FINDINGS OF THE HEARING BODY**

After hearing both sides of the case, the hearing body will, in a closed session, deliberate and

reach a decision regarding the responsibility of the charged student for violation of the Student Code of Conduct.

In cases heard by a Student Conduct Board panel, a majority vote is necessary to reach a decision regardless of the quorum.

## **BEHAVIORAL MISCONDUCT**

- A. Upon finding a student responsible for a behavioral violation of the Student Code of Conduct, the Dean of Students will read the finding into the audio recording and will forward the finding to the Vice President for Student Success.
- B. The Vice President for Student Success will review the record of the case and any prior student conduct history of the adjudicated student and will reach a decision regarding appropriate sanctions to be imposed.
- C. The Dean of Students will read the sanction into the audio recording and will be responsible for notifying the adjudicated student of the finding and the sanction in writing within two (2) College business days (Monday-Friday) of the conclusion of the hearing.

At the request of the adjudicated student, the Dean of Students will meet with the student and provide clarification of the finding and sanction. At this time and at the student's request, information on and assistance with the appeal procedures as outlined in the Student Handbook will be provided.

The finding and sanctions are considered final unless appealed by the adjudicated student.

In cases where no decision can be reached, the Dean of Students may appoint another hearing panel or drop the charges.

## **SANCTIONS**

**In determining the severity of sanctions or corrective actions the following are considered: the frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The student conduct panel or hearing officer will determine sanctions and issue notice of the same (BoR 4.6.5.2).**

The following are student conduct sanctions that may be imposed upon the student. This list is not exhaustive and the College reserves the right to modify or enlarge the list at any time depending on the nature of the violation(s).

Upon imposition of a sanction, the student is notified by email to his/her student email account. In cases of suspension or expulsion, the parents of a minor will be notified by mail.

### **1. Student Conduct Warning**

A Student Conduct Warning is an official written reprimand.

### **2. Student Conduct Probation**

Student Conduct Probation is a period of time during which further violations of the rules and regulations of the College may result in suspension or expulsion. Probation may be imposed

for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's matriculation at the College. Restrictions may be imposed in conjunction with probation and may include:

- a. *Community Service Hours* – Students may be required to complete work at a designated location for a specified number of hours.
- b. *Educational Programs* – Students may be required to attend programs on special topics related to the offense. This does not include academic courses for credit.
- c. *Restricted presence on campus* – Students may be restricted on campus except to attend classes or complete coursework.
- d. *Special Projects* – Students may be required to write papers and/or present programs on topics related to the offense.
- e. *Substance Abuse Assessment* – Students may be required to submit to an assessment for substance abuse. Periodic drug testing, not to exceed two random tests per semester for a minimum of three semesters, may be required.
- f. *Restitution* – Students may be required to reimburse the College or other persons, groups, or organizations for damages incurred as a result of a violation of the Student Code of Conduct.
- g. *Confiscation* – The College reserves the right to confiscate goods used or possessed in violation of the Student Code of Conduct.
- h. *Fines* – Students may be required to pay an additional Student Conduct fine in relation to violations of alcohol and other drugs.

### **3. Loss of Student Office/Leadership Position**

Students in elected/appointed positions may lose the position as a result of a violation of the Student Code of Conduct

### **4. Forced Withdrawal**

Students may be withdrawn from the academic course(s) within which the violation of the Student Code of Conduct occurred without receiving academic credit for the course(s) or refund.

### **5. Removal from the Residence Life Program**

Students found in violation of the Student Code of Conduct may be removed from the Housing/Residence Life Program with no refund of fees. Additionally, these students will be responsible for payment of any remaining costs associated with the housing contract. Removal from the Residence Life program does not equal suspension or expulsion from the College.



## **6. Temporary Suspension from a Course**

Students may receive a temporary suspension from a particular course, not to exceed two class meetings. Students are still responsible for any material covered during the temporary suspension.

## **7. Interim Suspension**

**Interim suspensions—that is, suspensions while the investigation and adjudication process are proceeding—shall occur only when necessary to maintain safety, and shall be limited to those situations where the charged student poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution shall consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.**

**Before an interim suspension is issued, the institution shall make all reasonable efforts to give the charged student the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the charged student, a hearing to determine whether the interim suspension should continue will be held within three (3) business days of the request (BoR 4.6.5.2).** The following considerations apply to interim suspensions:

## **8. Suspension**

A decision of suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not participate in College sponsored activities or be present on campus without specific authorization from the Dean of Students. The Dean of Students may further impose a summary suspension in cases where a suspended student chooses to violate the terms of his/her suspension. Suspended students may not receive academic credit of any kind from another institution if earned during their period of suspension from the College. Students may not receive a refund of fees.

## **9. Expulsion**

A decision of expulsion constitutes a permanent severance of the student's relationship with the College. An expelled student may not enter any part of the campus without specific authorization from the Dean of Students. Students shall not receive a refund of fees. Students shall receive the grade of "W" in any classes in which he or she is enrolled.

## **10. 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.

## **11. Withholding Degree**

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

A student responsible for any type of violation of the Student Code of Conduct will not be permitted to avoid sanction by withdrawing from a class or the College.

Other than suspension, expulsion, or revocation or withholding of a degree, sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record.

Students expelled or suspended for any behavioral reason will be entered into the University System of Georgia's Student Disciplinary Actions Reporting System (SDARS) and is subject to review by other institutions within the University System.

Students who are suspended or expelled from the College for any length of time should be aware of the impact this action may have on the following:

1. Tuition, Residence Hall costs and fees (suspension does not forgive financial obligations)
2. Student financial aid including HOPE scholarship and institutional scholarships
3. Athletic participation and eligibility
4. Health insurance
5. Participation in the Residence Life program
6. Meal plans
7. Use of College resources and access to College facilities/campuses
8. Immigration status for international students
9. Veterans and dependents of veterans
10. Internships, co-ops, and study abroad opportunities
11. Class withdrawal

This is not an exhaustive list.

## **ADMINISTRATIVE WITHDRAWALS**

Students may be administratively withdrawn from classes and/or the College, after consultation with appropriate college personnel, when it is determined that because of physical, mental, emotional, or psychological health conditions, the student:

- a. poses a significant danger or threat of physical harm to the student or to the person or property of others, or
- b. the student interferes 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. the student is unable to meet institutional requirements for continued enrollment as defined in this Student Code of Conduct or other publications of the College.

Students may make a request in writing for an appropriate hearing prior to the final decision concerning continued enrollment.

### **APPEAL PROCEDURES NOT INVOLVING SUSPENSION/EXPULSION (BoR 4.6.5.3)**

Steps for filing and resolving an appeal in cases not involving suspension/expulsion are outlined below:

The charged student shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the charged student for the above reasons in any case where sanctions are issued.

Written notification of the decision to appeal and the grounds for the appeal must be received by the Dean of Students (as designee of the Vice President for Student Success) within five (5) College business days after the original decision is communicated to the charged student. The appeal shall be a review of the record only, and no new meeting with the charged student or any alleged victim will be held. The Dean of Students will convene an Appeals Board comprised of Student Conduct Board members who were not involved in the original hearing. Appeal proceedings shall begin within five (5) College business days of the Dean of Students' receipt of the written notification from the student. The Appeals Board may affirm the original finding and sanction; affirm the original finding but issue a new sanction of lesser severity; correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied otherwise. The Dean of Students will be responsible for notifying the adjudicated student of the outcome of the appeal within two

(2) College business days of the conclusion of the appeal proceedings. This is the final appeal at the institutional level.

### **APPEAL PROCEDURES FOR SUSPENSION/EXPULSION (BoR 4.6.5.3)**

When the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following procedures shall be provided to the student. The alleged offender shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued—even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion (BoR 4.6.5.3)

Steps for filing an appeal in cases involving suspension/expulsion are outlined below:

1. Students who are appealing suspension or expulsion and feel that further action is warranted following a decision may appeal to the Vice President for Student Success of

the College. The appeal must be submitted to the Dean of Students in writing within five (5) College business days after the finding and sanction are communicated in writing to the adjudicated student. The Dean of Students is responsible for submitting the student's written appeal, along with other appropriate documentation to the Vice President for Student Success. At the discretion of the Dean of Students, an extension of no more than one College business day may be granted after notification of suspension or expulsion has been communicated to the student. Students appealing decisions involving suspension or expulsion may have their movements on campus restricted to academic endeavors or other restrictions deemed appropriate during the period of appeal. Otherwise, no sanction will be enforced until a final decision is reached.

2. The appeal shall be a review of the record only, and no new meeting with the charged student or any alleged victim will be held. The Dean of Students will convene an Appeals Board comprised of Student Conduct Board members who were not involved in the original hearing. Based on the findings of the Appeals Board, the Vice President for Student Success, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to the charged student within a reasonable time period.

3. The decision of the Vice president for Student Success or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

4. The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to the charged student within a reasonable time period. The President's decision shall be final decision of the institution.

5. Should the charged student wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

6. The President may, at his or her discretion, review any student conduct case and take such action, as he or she deems appropriate.

## **REGENTS' APPEAL**

Any student aggrieved by a final decision of the Vice President for Student Success or the College President may apply to the Board of Regents, without prejudice to his or her position, for a review of the decision, as provided in the Policies of the Board. Visit the Bylaws of the Board of Regents of the University System of Georgia at:  
<http://www.usg.edu/policymanual/section8/C2363> .

## **RECORDS MANAGEMENT**

Student conduct records, except those pertaining to suspension or expulsion, will be maintained for a minimum of five years after the student's date of graduation or last date of attendance. Records involving suspension or expulsion will be retained permanently.

## **INTERPRETATION AND REVISION**

Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or his or her designee for final determination, unless otherwise determined by the President.

The *Student Code of Conduct* shall be reviewed at least every 3 years under the direction of the Vice President for Student Success. Any revisions shall be subject to the approval of the President.

*This Student Code of Conduct was adapted with the permission of Edward N. Stoner II and John Wesley Lowery from "A Twenty First Century Model Student Conduct Code," as well as from The University System of Georgia Board of Regents Policy Manual, 4.6.5 - 4.6.5.4.*

*Revised July 1, 2016, per USG*

## **ENTERING THE COLLEGE**

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

## GENERAL ADMISSIONS

### PHILOSOPHY

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

### PROCEDURES FOR ALL FIRST-TIME STUDENTS

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

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

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

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

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

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

## **TRANSFER STUDENTS**

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

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

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

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

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



calendar years have elapsed since the applicant's dismissal from the last college or university attended, however, South Georgia State 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 State 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 State College. (More information on Georgia Required High School Curriculum is on pg. 33.)

## **RETURNING STUDENTS**

Former South Georgia State 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 State 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 SGSC must appeal to the Admissions Committee for readmission.

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

The South Georgia State College Entry Program- Valdosta (SGSCEP-V) 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. SGSCEP-V students are subject to the same admissions procedures for first-time students, transfer students, and returning students as are students applying to the Douglas or Waycross campus. SGSCEP-V students may earn no more than 31 hours of transferable credit.

Students may apply to the program on-line at the appropriate link listed as follows (<http://www.sgsc.edu/future-students/1592.cms>), but are encouraged to apply directly through the office located in UC 2037 of the VSU University Center. The SGCEP-V student body of approximately 400 students is taught by the SGSCEP-V faculty of approximately 30 full-time and part-time instructors. The facilities feature Smart Classrooms and a state-of-the-art computer classroom. For more information contact the SGSCEP-V office at 912.260.4660.

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

The South Georgia State College Entry Program (SGSCEP-A) 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. SGSCEP-A 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. SGSCEP-A students may earn no more than 31 hours of transferable credit.

SGSCEP-A students have access to all academic resources and extracurricular activities available to students of GSW. SGCEP-A 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.sgsc.edu/future-students/1592.cms>), but are encouraged to apply directly through the office located at 800 GSW State University Drive, Americus, GA 31709-4376.

The SGSCEP-A student body of approximately 200 students is taught by the SGCEP-A faculty of approximately 14 full and part-time instructors. For more information visit <http://www.sgsc.edu/academics/sgscep.gs> or contact the Coordinator at 912.260.4682.

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

By University System of Georgia policy, South Georgia State College treats “D” grades earned by transfer students in Core Curriculum courses the same as “D” grades earned by native South Georgia State College students. Therefore, a “D” earned in HIST 2112, for example, at another University System institution would be acceptable for credit at South Georgia State College with the provision that the student has an overall grade point average of 2.0 (C) on all courses transferred into South Georgia State College. South Georgia State College requires a minimum grade of “C” in all area A courses. All general education courses required for the Nursing programs must be passed with grades of “C” or better.

### **Immunization Policy**

The minimum immunization requirements for all University System of Georgia colleges and universities are established by the Georgia Board of Regents <http://www.usg.edu/policymanual/section4/C334/>. Specific institutions, with the concurrence of their presidents and the Chancellor, may require some immunizations not required for all new students by this policy. Institutions are also authorized to impose additional immunization requirements for students when, in the opinion of the president of the institution and with concurrence of the Chancellor and appropriate public health authorities, there is a substantial risk of exposure to other communicable diseases preventable by vaccination (BOR Minutes, 1990-91, p.114).

All entering South Georgia State College students are required to provide SGSC with documentation of the minimum immunization requirements set forth by the Board of Regents. These requirements can be found at: <http://www.sgsc.edu/skins/userfiles/files/Immunization%20Form.pdf>

Students who are enrolled in programs of study covered under the University System of Georgia Memorandum of Understanding clinical agency affiliation agreement must meet the immunization requirements of those programs.

Failure to submit a completed Certificate of Immunization will result in a registration hold on your student record.

## **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 State 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 17 units 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 17 units 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 17 units of the RHSC. Students with the RHSC must have a 2.0 HSGPA calculated based on the grades in the 17 units of the RHSC.

All Others: Students who have not completed the RHSC must have a 2.0 HSPGA calculated based on the grades in the appropriate RHSC units.

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 admissibility and 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 (before March 2016), SAT Reading score of 24 (after March 2016), or an ACT English score of 17 to exempt placement testing in LS English and reading;
2. SAT Math score of 400 (before March 2016), SAT Math score of 22 (after March 2016), or an ACT Mathematics score of 17 to exempt placement testing in math.

Applicants who fall into at least one of the following categories are admissible only as Limited Admission students. The College reserves the right to deny admission to these students if space is not available.

1. Students who have a RHSC deficiency.\*
2. Students who score below 32 on the English Compass Test or 45 on AccuPlacer.
3. Students who score below 20 on the Math Compass Test or 19 on AccuPlacer.
4. Students who test into all three areas of Learning Support.

Applicants who fall into at least one of the following categories will be denied admission to South Georgia State College.

1. Students who score below 62 on the Reading Compass Test.
2. Students who have a HSGPA below the required minimums (2.0 for RHSC, 2.2 for all others).

Applicants who are denied admission must make written appeal to the Admissions Committee if they wish to be reconsidered.

\*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 17 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 mathematics I, II, III, and a fourth unit of approved mathematics.

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

**SCIENCE** – 4 units of science, 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. Two units of American Sign Language may be used to satisfy this requirement.

### **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 English, and/or math for those programs of study which have learning support prerequisites. At South Georgia State 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 or AccuPlacer examinations in English and math are administered for final placement determination.

**Students must enroll each semester in required learning support courses.** While completing these required courses, they may enroll in regular credit courses that 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 required learning support course, he/she may remain in all regular credit courses.

University System of Georgia policies require completion of all learning support course work prior to the accumulation of thirty (30) semester hours of credit. Students failing to do so will be restricted to enrollment in learning support courses until all requirements are met.

If a student does not complete requirements for English 0989 or the applicable MATH Foundations course in two/three semesters the student will be suspended. (Students are permitted unlimited attempts in ENGL 0099 and the applicable MATH co-requisite course.) The student may be considered for readmission before the end of one year of the suspension if the student can provide evidence that he/she has taken measures to improve his or her skills.

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.

## OTHER ADMISSIONS CATEGORIES

### DUAL ENROLLMENT

Dual 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 MOWR (Move On When Ready), a program funded through the high school's Full Time Equivalency (FTE) funding.

The following eligibility requirements have been established:

- Rising Sophomores, Juniors, and Seniors
- Minimum high school academic GPA of 3.0
- Eligible SAT, ACT, COMPASS, or AccuPlacer test scores
  - SAT: Minimum Critical Reading 430/Math 400 (before March 2016) OR Minimum Reading subscore 24/Math subscore 22 (after March 2016)
  - ACT: Minimum English 17/Math 17
  - COMPASS: Minimum Reading 74/Writing 60/Algebra 37
  - AccuPlacer: Minimum Reading 63/WritePlacer 4/Elementary Algebra 79\*. If Reading score is 75 or higher, WritePlacer is not required
- \* An Algebra score of 79 is required for students who need MATH 1111 (College Algebra) for the Honors Track or if their intended program of study requires College Algebra. An Algebra score of 67 is required *only* if the student does not need College Algebra for the Honors Track and their intended program of study only requires MATH 1001 (Quantitative Reasoning) or MATH 1101 (Mathematical Modeling).
- On track towards the completion of the Required High School Curriculum (RHSC) requirements and high school graduation.

The MOWR (Move on When Ready) 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. MOWR pays for tuition for the Fall, Spring, and Summer Semesters.

Additional information regarding these programs may be obtained by contacting the Office of Admissions.

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

Admission requirements include submission of:

- An application for enrollment
- A one-time \$20.00 enrollment fee
- Evidence of completion of 17 units of University System of Georgia's Required High School Curriculum (RHSC), typically done with a portfolio. A good portfolio will consist of a transcript of all high school courses completed, evidence of the student's work in each of the 17 areas of the RHSC, and a statement signed by the home school principal (usually the mother or father) attesting that the student has met the requirements for graduation from that home school and giving a date of graduation. Most portfolios that have been submitted are approximately one inch thick and contain a syllabus, examples of work (writing samples, assignments), and a final examination for each course.

- An immunization record, completed by a health care professional
- Lawful Presence
- Completion of the AccuPlacer Test through the Admissions Office at South Georgia State College
  - The AccuPlacer and/or COMPASS Test can be exempted if the following requirements are met: SAT scores of 430 English, 400 Math (before March 2016), Reading 24 and Math 22 (after March 2016), or ACT scores of 17 English, 17 Math. The AccuPlacer Test and/or the COMPASS Test is used for entrance and placement purposes to determine whether learning support classes are needed.
    - The COMPASS Test is no longer being offered; however, we will continue to accept COMPASS scores. The new placement exam is AccuPlacer.

## **ACADEMIC RENEWAL**

South Georgia State 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 State 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 State 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 State 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 SGSC 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 State 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 State 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 sixty-two 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' Reading and Writing Skills 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 State College. Persons with visas that 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 State 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 State 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 State 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 State 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**

The Office of Disability Services (ODS), a division of Student Success, is committed to providing an equal educational opportunity for all qualified students with disabilities.

All students with a documented disability or students that suspect they have a disability are strongly encouraged to register with the ODS at the time of making application. **Students must self-identify in order to pursue academic accommodations.** System accommodations require approval from the Regents Center for Learning Disorders. Upon approval, students are responsible for requesting the Disability Services Coordinator's assistance in working with the faculty to devise reasonable classroom accommodations based on the recommendations from RCLD. Accommodations and services comply with Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, and the policies of the Board of Regents of the University System of Georgia. Students with questions and/or needs relating to disability services may contact the following:

Disability Services Coordinator  
912-260-4435  
Room 118-Powell Hall

### **SGSC 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) and who plan to request accommodations for a disability must see Valerie Webster in the SGSC Entry Program office, Entrance #9 of the University Center or contact the SGC Disability Services Coordinator, Annette Nation, on the Douglas Campus at 912-260-4435.

### **SGSC 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) and who plan to request accommodations for a disability must see Tominica Pines in the SGSC Entry Program Office, Collum Hall, or contact the SGSC Disability Services Coordinator, Annette Nation, at 912.260.4435.

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

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

### **ASN Program of Study**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **CLINICAL EXPERIENCE**

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

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

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

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

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

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

### **RECURRENT ENROLLMENT IN NURSING**

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

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

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

### **AUDITING NURSING COURSES**

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

## **PROGRAM COMPLETION**

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

## **ADVANCED PLACEMENT IN NURSING**

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

## **NURSING EXPENSES**

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

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

## **APPLICATION FOR LICENSURE**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **CLINICAL EXPERIENCE**

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

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

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

## **ACADEMIC STANDARDS IN NURSING COURSES**

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

## **RECURRENT ENROLLMENT IN NURSING**

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

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

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

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

## **PROGRAM COMPLETION**

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

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

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

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

## **ACCREDITATION School of Nursing**

Georgia Board of Nursing

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

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

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

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



## **STUDENT TUITION CLASSIFICATION POLICY**

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

### **INDEPENDENT STUDENTS**

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

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

### **DEPENDENT STUDENTS**

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

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

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

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

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

## NON-CITIZENS

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

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

## OUT-OF-STATE TUITION WAIVERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Students under 24

- If the parent, or United States court-appointed legal guardian has maintained domicile in Georgia for at least twelve (12) consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court-appointed legal guardian has existed for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. Under Georgia code, legal guardianship must be established prior to the student's 18th birthday or
- If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term.

2. Students 24 and Older

- If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled.

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

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

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

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

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

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

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

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

- Examples of appropriate documentation are listed on the form.

#### Tuition Classification: Enrollment Application Correction

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

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

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

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

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

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

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

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

### **EQUAL OPPORTUNITY POLICY**

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

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

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

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

## **FINANCIAL MATTERS**

**Expenses**

**Refunds**

**Financial Aid**

## 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 terms. 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 State College strives to offer quality education at minimum cost. This cost is comparable to or below that of other institutions of the University System of Georgia.

**A current schedule of fees is available on the South Georgia State College website (<http://www.sgsc.edu/current-students/fee-payment.cms>). Links on this page also provide details about fees for the 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 all mandatory fees as listed on the above fee schedule located on the SGSC website with the exception of the Special Institutional Fee, which is prorated for students taking 4 or fewer hours. Students taking online courses only are exempt from paying Athletic, Activity, Access Card, Student Center, and Parking 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.sgsc.edu](http://www.sgsc.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:** The cost of books and supplies for the student during any given term depends on the courses taken and the special instructional supplies needed.

**Graduation Fee:** A \$40.00 non-refundable graduation application fee is required and covers all costs associated with graduation, with the exception of the cap and gown which may be purchased separately through the SGSC Bookstore.

**Lab Fees:** Certain courses offered by the College require 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:** Students are assessed a parking fee of \$10.00 per term.



**Lost and/or Damaged Library Materials and Delinquent Fees:** A student who has lost and/or damaged library materials or who is delinquent payment of any fee associated with lost and/or damaged library materials will have his/her transcript withheld until the delinquency is removed or the lost material is returned. Nonpayment of these charges will prevent registration for a succeeding term.

**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 Fee:** A one-time \$125.00 non-refundable housing application fee is required.

**Housing Renewal Fee:** A \$40.00 non-refundable renewal fee is required each year before an application for a residence hall room is processed.

**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.

**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 or out-of-state tuition.

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

All mandatory fees, with the exception of the Parking Fee, 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 include weekends, but exclude 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 \$30.00 or 5% percent of the face amount of the returned check (whichever is greater) will be charged. Webchecks paid through Touchnet/Paypath that are returned as insufficient will incur a service charge of \$30.00 or 5% of the face amount of the returned check (whichever is greater) will be charged.

If the indebtedness resulting from the returned check (including the returned check charge) is not cleared within ten days of receipt of the notice, the student will be dropped from class rolls,

the student's registration will be cancelled for that term if possible, and the returned check will be turned over to the Magistrate Court for collection and criminal prosecution.

## **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 State College reserves the right to refer any debts to an outside agency for collection.

## **FINANCIAL AID**

### **PURPOSE**

The purpose of the student aid program is to help make higher education a reality for persons who would be unable to attend without financial assistance. However, financial aid is awarded only to eligible students who have been admitted to the College. The Free Application for Federal Student Aid (FAFSA) may be submitted at any time.

Financial aid applications are accepted and processed throughout the academic year, but priority is given to those submitted by May 15.

This material was prepared in advance and is subject to changes in state or federal laws or regulations.

### **NEED-BASED AWARDS**

The College is committed to assisting qualified students in acquiring the financial support needed to enroll at South Georgia State College. The Office of Financial Aid personnel are available to discuss programs with students and parents. Please call the office at 1-912-260-4282 or toll-free, 1-800-342-6364 (Georgia only), or email at [www.finaid@sgsc.edu](mailto:www.finaid@sgsc.edu) for information.

### **Grants**

**Federal Pell Grant** – A Pell Grant is gift aid, with no repayment required, and is available to undergraduate students who show financial need and who have not received a bachelor's degree. A FAFSA is required.

**Federal Supplemental Educational Opportunity Grants (SEOG)** – SEOG is gift aid, with no repayment required and is available to undergraduate students who show financial need and who have not received a bachelor's degree. First priority goes to students who also qualify for a Federal Pell Grant and have the greatest need. A FAFSA is required.

## Work

**Federal Work-Study Program (FWS)** – The College participates in the Federal Work-Study Program. Eligible students may work part-time during the academic year. To apply for and be considered for the FWSP, the students must complete and submit all required financial aid documents to the Office of Financial Aid. Priority is given to those students who have completed financial aid applications by May 15.

## Loans

**The Federal Direct Stafford/Ford Loan** – This loan allows students enrolled at least half-time to borrow money at low interest for educational expenses. There are two types of Federal Direct Stafford/Ford Loans: (1) Federal Direct Subsidized Stafford/Ford Loans and (2) Federal Direct Unsubsidized Stafford/Ford Loans. The Federal Direct Subsidized Stafford/Ford Loans is need based, and the Federal Government subsidizes and pays the interest on this loan while the student is in school and during the six-month grace period. The unsubsidized loan is not need-based. This loan was created for borrowers who do not qualify for federal interest subsidies. The student either pays the interest while in school and during the six-month grace period or it is added to the balance of the loan. A FAFSA is required.

**Federal Direct Parent (PLUS) Loan** – This loan is an educational loan for parents of dependent undergraduate students enrolled at least half-time. Financial need is not an eligibility requirements, parent borrowers must be credit worthy to qualify. Loan eligibility is based on the cost of attendance minus other aid received. A FAFSA is required.

## HOW TO APPLY FOR NEED-BASED ASSISTANCE

1. Apply for admission to South Georgia State 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.ed.gov](http://www.fafsa.ed.gov). A student must add South Georgia State College in the appropriate section of FAFSA by adding the **Title IV school code, which is 001592**.
3. Approximately two to four 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 and Zell only need to complete the FAFSA as well.
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 the **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 State 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 SGSC 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 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.

## SCHOLARSHIPS

**HOPE (Helping Outstanding Pupils Educationally) Scholarships** – HOPE Scholarship (Helping Outstanding Pupils Educationally) is funded by the Georgia Lottery for Education and is available to eligible Georgia 1993 or later high school graduates. HOPE provides funding to assist students in paying tuition.

### HOPE Scholarship Eligibility Requirements

- Be a Georgia resident or receive a tuition waiver and be a graduate of a Georgia high school.
- As an entering freshman, have a final high school GPA of 3.0 or better as determined by the high school and reported to the Georgia Student Finance Commission (GSFC).
- Regardless of high school graduation or high school grade point average, students with a cumulative grade point average of 3.0 at the 30th, 60th, or 90th attempted hour are eligible to participate in the Program if they were Georgia residents at the time they first enrolled in a post-secondary institution in Georgia.
- Maintain a 3.0 cumulative grade point average while in college. This requirement covers all prior colleges attended as well as SGSC. The grade point average is reviewed at the 30th, 60th, and 90th attempted hour and at the end of each spring semester.
- The HOPE Scholarship Regulations for public institutions are different from those at the private and technical institutions.

If you lose the HOPE Scholarship at any checkpoint because your grade point average drops below 3.0, you are eligible to reapply for the HOPE at the 30<sup>th</sup>, 60<sup>th</sup>, or 90<sup>th</sup> attempted hour, provided your cumulative grade point average is a 3.0.

The HOPE Scholarship will not pay for more than 127 attempted hours at SGSC and any other college(s) combined. Attempted hours include any letter grade for A, B, C, D, F, W, WF, I, U, S. The HOPE scholarship is limited to 127 paid hours. Paid hours include all hours paid for by the Move On When Ready program, the HOPE grant program since summer 2003, the Zell Miller Scholarship, and the HOPE Scholarship Program.

Full-time enrollment is not a requirement.

All students who meet the HOPE Scholarship eligibility requirements and wish to apply for the HOPE Scholarship are required to complete the FAFSA and provide any additional documents as requested by the Office of Financial Aid for verification purposes.

For the complete HOPE Scholarship Program Regulations, visit the <https://www.gafutures.org>; or if you have questions, you may contact the Office of Financial Aid at 912-260-4282, email at [www.finaid@sgsc.edu](mailto:www.finaid@sgsc.edu), or contact the Georgia Student Finance Commission at 1-800-505-GSFC.

**Zell Miller Scholarships** – Zell Miller Scholarships are funded by the Georgia Lottery for Education and are available to eligible Georgia high school graduates of 2007 or later. The Zell Miller Scholarship provides funding to assist students in paying tuition and fees.

### **Zell Miller Scholarship Eligibility Requirements**

- Must be a Georgia resident or be receiving a tuition waiver and be graduated from a Georgia high school.
- Had a final high school GPA of 3.7 or better as determined by the high school and reported to the Georgia Student Finance Commission (GSFC) and earned a 1200 math/reading SAT or 26 composite ACT score.
- Maintain a 3.3 cumulative grade point average while in college. This requirement covers all prior colleges attended as well as SGSC. The grade point average is reviewed at the 30<sup>th</sup>, 60<sup>th</sup>, and 90<sup>th</sup> attempted hour and at the end of each spring semester.
- Students who do not meet the high school requirements cannot earn the Zell Miller Scholarship.

If you lose the Zell Miller Scholarship after your freshman year because your grade point average drops below 3.3, you are eligible to reapply for the Zell Miller Scholarship at the 30<sup>th</sup>, 60<sup>th</sup>, or 90<sup>th</sup> attempted hour, provided your cumulative grade point average is a 3.3. If you lose the Zell Miller Scholarship for failing to maintain a 3.3 GPA, but you still maintain a 3.0 GPA, you can be awarded the HOPE Scholarship in its place.

The Zell Miller Scholarship will not pay for more than 127 attempted hours at SGSC and any other college(s) combined. Attempted hours include any letter grade for A, B, C, D, F, W, WF, I, U, S. The Zell Miller Scholarship is limited to 127 paid hours. Paid hours include all hours paid for by the Move On When Ready program, the HOPE Scholarship Program, and the Zell Miller Scholarship.

Full-time enrollment is not a requirement.

All students who meet the HOPE Scholarship eligibility requirements and wish to apply for the HOPE Scholarship are required to complete the FAFSA and provide any additional documents as requested by the Office of Financial Aid for verification.

For the complete HOPE Scholarship Program Regulations, visit the <https://www.gafutures.org>; or if you have questions, you may contact the Office of Financial Aid at 912-260-4282, by email at [www.finaid@sgsc.edu](mailto:www.finaid@sgsc.edu), or contact the Georgia Student Finance Commission at 1-800-505-GSFC.

**Foundation Scholarships** – Apply first for admission to South Georgia State 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 Office of Financial Aid. The College offers a number of merit-based scholarships each year.

The South Georgia State 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 State College Foundation is to help transform the lives of South Georgia State 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 SGSC.

A variety of scholarships are available through the SGSC 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 912-260-4274.

## **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 (VA). The Fiscal Affairs Office at South Georgia State 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 Fiscal Affairs Office at South Georgia State College for VA questions. Please call 912-449-7527 or 912-449-7524. Interested students may also contact the Department of Veterans Affairs, 1700 Clairmont Road N.E., Decatur, GA 30033-4032, phone 888-442-4551, or visit [www.gibill.va.gov](http://www.gibill.va.gov).

**Post-9/11 GI Bill** – The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill became effective for training on or after August 1, 2009. The amount of support that an individual may qualify for depends on where they live and what type of degree they are pursuing. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate

degrees and vocational/technical training. All training programs must be offered by an institution of higher learning (IHL) and approved for GI Bill benefits. Additionally, tutorial assistance and licensing and certification test reimbursement are approved under the Post-9/11 GI Bill. The Post-9/11 GI Bill will pay your tuition based upon the highest in-state tuition charged by an educational institution in the state where the educational institution is located. The Post-9/11 GI Bill also offers some service members the opportunity to transfer their GI Bill to dependents.

**Montgomery GI Bill (Active Duty)** – This program of education benefits is for students who enter active duty for the first time after June 30, 1985. The student must, with certain exceptions, serve continuously on active duty for three years of a 3-year enlistment, or for a lesser benefit, two years of an initial active duty obligation of less than three years. A student also may qualify for benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve Service.

**Montgomery GI Bill (Selected Reserve)** – This program of education benefits is for reservists of the armed forces as well as the Army National Guard and the Air National Guard. To be eligible for this program, a reservist must have a 6-year obligation to serve in the Selected Reserve, complete Initial Active Duty for Training, have a high school diploma or its equivalent, and remain in good standing in a drilling Selected Reserve Unit.

If a student has a parent who is a military veteran with a disability, the student may qualify for help from the U.S. Department of Veterans Affairs. Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees at colleges and universities.

## **VOCATIONAL REHABILITATION ASSISTANCE**

The State of Georgia Rehabilitation Service provides assistance to students with physical limitations. Usually fees are paid for eligible students. To apply, a student 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 South Georgia State College: (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 Office of Financial Aid 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 that 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 Office of Financial Aid 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 Federal 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.

## **STUDENT ACCOUNTS**

South Georgia State 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 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.**

Students have the option to have their excess funds electronically disbursed to the checking or savings account that they designate. If students do not elect direct deposit, a paper check will be issued and mailed to the student's most current address on file. This disbursement will take place within fourteen (14) days after Financial Aid funds have been posted to students' accounts. Any student who withdraws from all courses immediately following the drop/add period will not receive an award balance refund. These funds are refunded to the respective financial aid programs. 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 CORE AND PROGRAM INFORMATION**

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

## **THE PROGRAM OPTIONS**

To carry out its academic mission, South Georgia State College has instituted degree options to meet the needs of its diverse student clientele. 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. All degree pathways may be pursued on either the Douglas or Waycross campuses. The Bachelor of Science in Nursing (BSN), the Bachelor of Science in Biological Sciences (BSBS), and the Bachelor of Science in Management (BSM) degree programs are currently offered only in Douglas.

### **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 pathways designed to lead to the bachelor's degree at a senior college or university. Specific options are spelled out in the pages that 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 83).

### **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.).

### **THE BACHELOR OF SCIENCE IN NURSING DEGREE (B.S.N.)**

The Bachelor of Science in Nursing Degree consists of 122 semester hours, which includes hours earned in pursuing an A.S.N. degree. This program requires that the entering student possess a current valid R.N. license.

### **THE BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCES (B.S.B.S.)**

The Bachelor of Science in Biological Sciences consists of 124 semester hours, which includes 64 hours earned in pursuing an AS in Biology or related degree. Biological Sciences offers students two options: a Nature and Ecology track or a Pre-Professional track.

### **THE BACHELOR OF SCIENCE IN MANAGEMENT (B.S.M.)**

The Bachelor of Science in Management consists of 124 semester hours, which includes 64 hours earned in pursuit of an AS in Business Administration. The B.S.M degree requires the completion of two of three concentrations: Management and either Organizational Behavior or Marketing.

## **ACADEMIC PROGRAM ORGANIZATION, DIVISIONS AND SCHOOLS**

Whether it leads to an Associate's or a Bachelor's 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 SCHOOLS**

The College is organized by Schools. The present structure involves the School of Arts and Professional Studies, the School of Nursing, and the School of Sciences.

#### **SCHOOL OF ARTS AND PROFESSIONAL STUDIES**

The instructional programs of the School of Arts and Professional Studies 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 School offers a variety of courses for academic transfer and career pathways. Pathways in the School lead to the Associate of Arts degree, the Associate of Science degree and the Bachelor of Science in Management degree. Toward these ends, the School offers courses in history, art, music, political science, sociology, theater appreciation, English composition, economics, anthropology, business and accounting, Spanish, speech communication, world literature, American and British literature, Humanities, logistics, education, criminal justice, psychology and computer information systems. The School also offers courses in practical work in journalism, theater, chorus, and creative writing.

In addition to attracting guest lecturers, providing individualized instruction, and offering course credit by examination, the School 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.

#### **SCHOOL OF SCIENCES**

The School of Sciences offers the Associate of Science degree program with courses in biology, chemistry, computer science, health/human performance, mathematics/pre-engineering, physics/pre-engineering, pre-allied health, and recreation, and the B.S. degree in Biological Sciences. Completion of an approved A.S. pathway 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.

#### **NURSING**

The School of Nursing offers the Associate of Science in Nursing and the Bachelor of Science in Nursing degrees. The School of Nursing is approved by the Georgia Board of Nursing. The ASN program is approved by the Accreditation Commission for Education in Nursing (ACEN), and the BSN program is seeking candidacy. ASN graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the graduate to practice as a Registered Nurse (R.N.). B.S.N. graduates will acquire an educational credential increasingly in demand by most healthcare providers.

## THE CORE CURRICULUM AND A.A. AND A.S. PATHWAYS

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 specific academic pathway leading to transfer into a baccalaureate degree program. 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 42 semester credit hours of the core curriculum as follows:

AREA A: Essential Skills	9
AREA B: Institutional Options	4
AREA C: Humanities/Fine Arts	6
AREA D: Science, Mathematics, and Technology	11
AREA E: Social Sciences	12

In addition to the 42 hours of core curriculum courses required in all A.A. and A.S. pathways of study, all A.A. and A.S. pathways with the exception of the Associate of Science in Nursing Degree require an additional 18 semester credit hours of courses related to the program of study (AREA F), 2 semester credit hours of Health, and 2 semester credit hours of Physical Education, for a total of 64 semester credit hours.

AREA F: Courses Related to the Program of Study	18
Health and Physical Education:	<u>4</u>
TOTAL:	64

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 pathways appropriate to the different academic disciplines 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 degrees or associated pathways may have to complete additional hours of coursework beyond those required for completion of the pathway. A student who experiences difficulties in transferring credit to a University System of Georgia institution should contact the Chief Transfer Officer at that institution or at South Georgia State College. The Chief Transfer Officer at SGSC is the Director of Enrollment Services.

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 State College. Students are advised to follow the Pathway Map identified below for their plan of study for timely completion of their program.

## **ASSOCIATE OF ARTS DEGREE**

With Transfer Pathways In

Communications

English

Foreign Language

General Studies

History

Journalism

Philosophy

Political Science

Psychology

Sociology

Theatre

## ASSOCIATE OF ARTS: COMMUNICATIONS

Students who earn the Associate of Arts degree in communications 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 pathway is provided by the School of Arts & Professional Studies.

### PATHWAY MAP

#### **\*\*AREA A - Essential Skills**

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111.....	3
	9 hours

#### **AREA B - Institutional Options**

DVRS 1101.....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	3
	4 hours

#### **AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

#### **AREA D - Science, Mathematics, Technology**

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K, 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280.....	3-4
	11-12 hours

#### **AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select one of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293. ....	6
	12 hours

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

COMM 1100, 1110, 2000 and 2010 .....	9
One two-course foreign language sequence.....	6
Select one of the following: ARTS 2205; CISY 1105, 2210; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; POLS 2401; PSYC 1101; SOCI 1160, THEA 1100 .....	3
	18 hours

#### **Physical Education Requirements**

HLTH 1103 .....	2
Physical Education .....	2
	4 hours

TOTAL 64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Arts & Professional Studies. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111.....	3
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCL 2501; SABR 2001 .....	3
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K, 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280.....	3-4
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select one of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCL 1101, 1160, 2293. ....	6
	12 hours

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

Select two of the following: ENGL 2111, 2112, 2121, 2122, 2131, 2132.....	6
One two-course foreign language sequence .....	6
Select two of the following: ARTS 2205; CISY 1105; COMM 1110, 2000, 2010; HIST 1121, 1122, 2111, 2112; HUMN 2111, 2112; MUSI 1100; POLS 2401 .....	6
	18 hours

### Physical Education Requirements

HLTH 1103.....	2
Physical Education .....	2
	4 hours

TOTAL                    64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 choose any number of programs offered by the college of arts and sciences. Academic advisement is provided by the School of Arts & Professional Studies.

### PATHWAY MAP

#### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111.....	3
	9 hours

#### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001 .....	3
	4 hours

#### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

#### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K, 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280.....	3-4
	11-12 hours

#### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select one of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293. ....	6
	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; CISY 1105; COMM 2010; ECON 2105, 2106; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; HIST 1121, 1122; MUSI 1100; POLS 2401 ..	0-6
	18 hours
<b>Physical Education Requirements</b>	
HLTH 1103.....	2
Physical Education .....	2
	4 hours

TOTAL                      64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher



## ASSOCIATE OF ARTS: GENERAL STUDIES

Students who complete this program are prepared to transfer to pursue a wide range of four-year degrees in Humanities, Sciences, and Social Sciences. Those undecided about their field of study may select this study area for the first two years. Academic advisement is provided by the School of Arts & Professional Studies. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111.....	3
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	3
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K, 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280.....	3-4
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select one of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293. ....	6
	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).....	0-9
	18 hours

### Physical Education Requirements

HLTH 1103.....	2
Physical Education .....	2
	4 hours

TOTAL                      64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## ASSOCIATE OF ARTS: HISTORY

Students who complete this program can transfer to 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 School of Arts & Professional Studies. **PATHWAYMAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111.....	3
	9 hours

### AREA B - Institutional Options

DVRS 1101.....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	3
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K, 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280.....	3-4
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select one of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293. ....	6
	12 hours

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

One two-course foreign language sequence .....	6
Select two of the following: HIST 1121, 1122, 2111, 2112 .....	6
Select two of the following: MATH 2280; ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2401; PSYC 1101; SOCI 1101, 1160 .....	6
	18 hours

### Physical Education Requirements

HLTH 1103.....	2
Physical Education .....	2
	4 hours

TOTAL            64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Arts & Professional Studies.

### \*\*AREA A - Essential Skills

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

### AREA B - Institutional Options

DVRS 1101 .....	1	
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>	
	<u>4</u>	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3	
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>	
	<u>6</u>	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4	
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>	
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280 .....	<u>3-4</u>	
	<u>11-12</u>	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3	
POLS 1101.....	3	
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293.....	<u>6</u>	
	<u>12</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: CISY 1105; COMM 1110, 2000, 2010; ECON 2105, 2106; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HIST 1121, 1122, 2111, 2112; HUMN 2111, 2112; MUSI 1100; POLS 2401; PSYC 1101; SOCI 1101, 1160.....	<u>6-12</u>	
	<u>18</u>	18 hours

### Physical Education Requirements

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

TOTAL            64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Arts & Professional Studies.

### \*\*AREA A - Essential Skills

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

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; THEA 1100; or any three hour foreign language.....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280 .....	<u>3-4</u>
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293.....	<u>6</u>
	12 hours

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

PHIL 2010 .....	3
Two foreign language courses .....	6
Select one of the following: ARTS 2205; COMM 2010; HUMN 2111, 2112; MUSI 1100.....	3
Select two courses 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

\*\*All Courses in Areas A and F require a grade of "C" or higher

## ASSOCIATE OF ARTS: POLITICAL SCIENCE

Students who complete this program can transfer to 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 School of Arts & Professional Studies. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

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

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; SOCI 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280 .....	<u>3-4</u>
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

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

POLS 2401.....	3
Select zero to three foreign language courses.....	0-9
Select one to five of the following: COMM 2010; CRJU 1101; ECON 2105, 2106; MATH 2280; HIST 1121, 1122, 2111, 2112, 2200, 2220; POLS 2100, 2201, 2401; PSYC 1101; 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

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Arts & Professional Studies. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

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

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOVI 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280.....	<u>3-4</u>
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 2101, SOVI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

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

PSYC 1101.....	3
PSYC 2201.....	3
PSYC 2103.....	3
MATH 2280 .....	3
Select two of the following: CISY 1105; COMM 2010; CRJU 1101; ECON 2105, 2106; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HIST 1121, 1122, 2111, 2112, 2200, 2220; PSYC 2101 SOVI 1101, 1160; 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

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Arts & Professional Studies. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111 .....	3
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	3
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 2280 or MATH 1113.....	3-4
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; .....	6
	12 hours

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

SOCI 1101.....	3
SOCI 1160.....	3
SOCI 2293.....	3
Select two of the following: COMM 2010; CRJU 1101; ECON 2105, 2106; POLS 2401; PSYC 1101, 2101, 2103; SOCI 2501 .....	6
Select one of the following: MATH 2280; any foreign language course .....	3
	18 hours

### Physical Education Requirements

HLTH 1103.....	2
Physical Education .....	2
	4 hours

TOTAL 64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Arts & Professional Studies.

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended) or MATH 1111 .....	3
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	3
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; or any three hour foreign language .....	3
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280 .....	3-4
	11-12 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	6
	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 of the following: ARTS 2205; COMM 2010; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; POLS 2401; PSYC 1101; SOCI 1160.....	3
	18 hours

### Physical Education Requirements

HLTH 1103 .....	2
Physical Education .....	2
	4 hours

TOTAL                      64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher



## **ASSOCIATE OF SCIENCE DEGREE**

With Transfer Pathways 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 Performance

Logistics

Mathematics or Pre-Engineering

Physics or Pre-Engineering

Allied Health

Recreation

## ASSOCIATE OF SCIENCE: BIOLOGY

Students completing the program may pursue a bachelor's degree in biology at SGSC or elsewhere or a related field at a senior college or university. Biologists study 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 the program is provided by the School of Sciences. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1113 .....	<u>4*</u>
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOVI 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

CHEM 1211K, 1212K .....	8
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CSCI 1301; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; MATH 2253, 2254, 2255 SCIE 1111/1111L, 1121/1121L .....	<u>4*</u>
	11 hours

### AREA E - Social Sciences

HIST 2111 or 2112.....	3
POLS 1101.....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOVI 1101, 1160, 2293 .....	<u>6</u>
	11 hours

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

BIOL 2107K.....	4
BIOL 2108K.....	4
CHEM 2401K .....	4
CHEM 2402K .....	4
Two excess hours from Area D and Area F .....	<u>2</u>
	18 hours

### Physical Education Requirements

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

TOTAL 64 hours

\*One excess hour in both Area A and D used in Area F  
 \*\*All Courses in Areas A and F require a grade of "C" or higher

**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 School of Arts & Professional Studies. **PATHWAY MAP**

**AREA A - Essential Skills**

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1111 or MATH 1113.....	<u>3-4</u>
	9 hours

**AREA B - Institutional Options**

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

**AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

**AREA D - Science, Mathematics, Technology**

BIOL 1010K, CHEM 1151K, CHEM 1211K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>
One more science core course from the list above or MATH 1113 or MATH 2280.....	<u>3-4</u>
	11 hours

**AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select two of the following: HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293.....	<u>6</u>
	11 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, or CISY 2210.....	<u>6</u>
	18 hours

**Physical Education Requirements**

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

TOTAL     64 hours

## 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 the program is provided by the School of Sciences. **PATHWAY MAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1113 .....	<u>4*</u>
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 2107K/2108K; PHYS 1111K/1112K, 2211K/2212K .....	8
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CSCI 1301; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; MATH 2253, 2254, 2255 SCIE 1111/1111L, 1121/1121L .....	<u>4*</u>
	11 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	<u>6</u>
	11 hours

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

CHEM 1211K .....	4
CHEM 1212K .....	4
CHEM 2401K .....	4
CHEM 2402K .....	4
Two excess hours from Areas A and Area D.....	<u>2</u>
	18 hours

### Physical Education Requirements

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

TOTAL 64 hours

\*One excess hour in both Area A and D used in Area F

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 the program is provided by the School of Sciences. **PATHWAYMAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3	
ENGL 1102.....	3	
MATH 1113 .....	<u>4*</u>	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1	
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001 .....	<u>3</u>	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3	
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 2107K/2108K; PHYS 1111K/1112K, 2211K/2212K .....	8	
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CSCI 1301; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; MATH 2253, 2254, 2255 SCIE 1111/1111L, 1121/1121L .....	<u>4*</u>	11 hours

### AREA E - Social Sciences

HIST 2111 or 2112.....	3	
POLS 1101.....	3	
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	<u>6</u>	11 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 Areas A and D .....	<u>2</u>	18 hours

### Physical Education Requirements

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

TOTAL    64 hours

\*One excess hour in both Area A and D used in Area F

\*\*All Courses in Areas A and F require a grade of "C" or higher

**ASSOCIATE OF SCIENCE: CRIMINAL JUSTICE**

This pathway is designed to provide preparation for transfer into a B.A. or B.S. degree program in criminal justice or a similar field and leads to career opportunities in criminal justice at the federal, state, county, and local levels in courts, corrections, law enforcement, parole, private security, and probation. Academic advisement for this pathway is provided by the School of Arts & Professional Studies. [PATHWAY MAP](#)

**\*\*AREA A - Essential Skills**

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

**AREA B - Institutional Options**

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	3
	<u>4</u> hours

**AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	<u>6</u> hours

**AREA D - Science, Mathematics, Technology**

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	4
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280 ...	3-4
	<u>11-12</u> hours

**AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	6
	<u>12</u> hours

**\*\*AREA F - Courses Related to the Program of Study**

CRJU 1101, 2100, 2200, and 2300.....	12
Select two courses from: CISY 1105; COMM 2010; ECON 2105; any foreign language course(s); POLS 2401; PSYC 1101, 2103; SOCI 1101, 1160 .....	6
	<u>18</u> hours

**Physical Education Requirements**

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

TOTAL                      64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

**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 & passing the Reading, Writing, & Mathematics portions of the GACE basic skills assessment test. Academic advisement for the program is provided by the School of Arts & Professional Studies. **PATHWAY MAP**

**\*\*AREA A - Essential Skills**

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1001 (Recommended), or MATH 1111, or MATH 1113 (required for Science/Math educ. majors) .....	<u>3-4</u>
	9 hours

**AREA B - Institutional Options**

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

**AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

**AREA D - Science, Mathematics, Technology**

BIOL 1010K, CHEM 1151K, CHEM 1211K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1151K, 1152K 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>
One more science core course <b>from the list above</b> or MATH 1113 or MATH 2280 .....	<u>3-4</u>
	11-12 hours

**AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101 (highly recommended), 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	<u>6</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): Language Arts, Mathematics, Science, or Social Studies.....	6
Secondary Concentration: Language Arts, Mathematics, Science, or Social Studies.....	<u>3</u>
	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 2201.....	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 2107K and 2108K 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)

\*\*All Courses in Areas A and F require a grade of "C" or higher



## **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. Academic advisement for this program is provided by the School of Sciences. **PATHWAY MAP**

**\*\*AREA A – Essential Skills**

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

**AREA B - Institutional Options**

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

**AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

**AREA D - Science, Mathematics, Technology**

BIOL 2107K/2108K; CHEM 1211K/1212K, or PHYS 1111K/1112K .....	8
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; SCIE 1111/1111L, 1121/1121L; MATH 2253, 2254, 2255, 2280 .....	<u>3-4</u>
	11-12 hours

**AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	<u>6</u>
	12 hours

**\*\*AREA F – Courses Related to the Program of Study**

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

**Physical Education Requirements**

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

TOTAL      64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## ASSOCIATE OF SCIENCE: LOGISTICS

Students who complete this program are prepared to pursue the bachelor's degree in business administration with a major in logistics and intermodal transportation at a senior university awarding this degree such as Georgia Southern University. Transportation firms, industry and government alike employ graduates trained and qualified in the coordination of intermodal transportation and supply chain management. With appropriate advisement, the A.S. degree in Logistics also prepares graduates for 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 School of Arts & Professional Studies. **PATHWAYMAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1111 or MATH 1113.....	<u>3-4</u>
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 1010K, CHEM 1151K, or PHYS 1111K.....	4
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 1010K, 1020K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L .....	<u>4</u>
MATH 2280, MATH 1113, or MATH 2253.....	<u>3-4</u>
	11 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101.....	3
Select two of the following: ECON 2105; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293.....	<u>6</u>
	11 hours

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

ACCT 2101 .....	3
ACCT 2102 .....	3
CISY 2210.....	3
ECON 2106.....	3
BUSA 2270.....	3
BUSA 1105.....	<u>3</u>
	18 hours

### Physical Education Requirements

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

TOTAL      64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Sciences. **PATHWAYMAP**

### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1113.....	<u>4*</u>
	9 hours

### AREA B - Institutional Options

DVRS 1101 .....	1
Select one of the following:	
ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401;	
SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

### AREA C - Humanities/Fine Arts

Select one of the following:	
ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following:	
ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112;	
MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

### AREA D - Science, Mathematics, Technology

BIOL 2107K/2108K; CHEM 1211K/1212K, or PHYS 1111K/1112K .....	8
Select one of the following:	
ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L;	
CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K;	
SCIE 1111/1111L, 1121/1121L; MATH 2253, 2254, 2255.....	<u>4*</u>
	11 hours

### AREA E - Social Sciences

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following:	
ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220;	
POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293 .....	<u>6</u>
	11 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 Areas A and D .....	<u>2</u>
	18 hours

### Physical Education Requirements

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

TOTAL 64 hours

\*One excess hour in both Area A and D used in Area F

\*\*All Courses in Areas A and F require a grade of "C" or higher

## 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 School of Sciences.

### PATHWAY MAP

#### \*\*AREA A - Essential Skills

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1113.....	4*
	9 hours

#### AREA B - Institutional Options

DVRS 1101.....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001.....	3
	4 hours

#### AREA C - Humanities/Fine Arts

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language.....	3
	6 hours

#### AREA D - Science, Mathematics, Technology

BIOL 2107K/2108K; CHEM 1211K/1212K, or PHYS 1111K/1112K.....	8
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, 1121/1121L; MATH 2253, 2254, 2255.....	4*
	11 hours

#### AREA E - Social Sciences

HIST 2111 or 2112.....	3
POLS 1101.....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; SOCI 1101, 1160, 2293.....	6
	11 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 Areas A and D.....	2
	18 hours

#### Physical Education Requirements

HLTH 1103.....	2
Physical Education.....	2
	4 hours

TOTAL 64 hours

\*One excess hour in both Area A and D used in Area F

\*\*All Courses in Areas A and F require a grade of "C" or higher

**ASSOCIATE OF SCIENCE: 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 School of Sciences. **PATHWAY MAP**

**\*\*AREA A - Essential Skills**

ENGL 1101.....	3
ENGL 1102.....	3
MATH 1111 or MATH 1113.....	<u>3-4*</u>
	9 hours

**AREA B - Institutional Options**

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOC 2501; SABR 2001 .....	<u>3</u>
	4 hours

**AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112.....	3
Select one of the following: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any three hour foreign language .....	<u>3</u>
	6 hours

**AREA D - Science, Mathematics, Technology**

BIOL 2107K/2108K; CHEM 1211K/1212K, or PHYS 1111K/1112K .....	8
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; SCIE 1111/1111L, 1121/1121L; MATH 2253, 2254, 2255, 2280 .....	<u>3-4*</u>
	11-12 hours

**AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; 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 2107K, 2108K, 2210K, 2211K, 2215K; CHEM 1211K, 1212K, 2401K, 2402K .....	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 Areas A and D .....	<u>1-2</u>
	18 hours

**Physical Education Requirements**

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

TOTAL                    64 hours

\*Excess hours in both Area A and D used in Area F  
\*\*All Courses in Areas A and F require a grade of "C" or higher

**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 School of Sciences.

**\*\*AREA A - Essential Skills**

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

**AREA B - Institutional Options**

DVRS 1101 .....	1
Select one of the following: ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001 .....	<u>3</u>
	4 hours

**AREA C - Humanities/Fine Arts**

Select one of the following: ENGL 2111, 2112, HUMN 2111, 2112 .....	3
Select one of the following: ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; PHIL 2010; THEA 1100; or any three hour foreign language .....	3
	6 hours

**AREA D - Science, Mathematics, Technology**

BIOL 2107K/2108K; CHEM 1211K/1212K, or PHYS 1111K/1112K.....	8
Select one of the following: ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; SCIE 1111/1111L, 1121/1121L; MATH 1113, MATH 2280 .....	<u>3-4</u>
	11-12 hours

**AREA E - Social Sciences**

HIST 2111 or 2112 .....	3
POLS 1101 .....	3
Select two of the following: ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201, 2103; 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 .....	2
	4 hours

TOTAL            64 hours

\*\*All Courses in Areas A and F require a grade of "C" or higher

**ASSOCIATE OF SCIENCE**  
**in**  
**NURSING DEGREE**



**ASSOCIATE OF SCIENCE IN NURSING**

Students who earn 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 advisement for this program is provided by the School of Nursing.

**Freshman Year**

BIOL 2210K and 2211K .....	8
BIOL 2215K.....	4
ENGL 1101 .....	3
PSYC 1101 .....	3
PSYC 2103 .....	3
NURS 1100.....	4
NURS 1101.....	4
NURS 1102.....	5
NURS 1103.....	5
	<u>39 hours</u>

**Sophomore Year**

DVRS 1101 .....	1
ARTS 2205, HUMN 2111, 2112; MUSI 1100, PHIL 2010, THEA 1100, FREN 1001, or SPAN 1001 .....	3
SOCI 1101 .....	3
POLS 1100.....	1
NURS 2211.....	10
NURS 2213.....	6
NURS 2214.....	6
NURS 2215.....	1
HLTH 1103.....	2
	<u>33 hours</u>

TOTAL 72 hours

**ASSOCIATE OF SCIENCE IN NURSING (LPN to RN)**

Students who earn 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 advisement for this program is provided by the School of Nursing.

**Freshman Year**

BIOL 2210K and 2211K .....	8
BIOL 2215K.....	4
ENGL 1101 .....	3
PSYC 1101 .....	3
PSYC 2103 .....	3
NURS 1104.....	10
	<u>31 hours</u>

**Sophomore Year**

DVRS 1101 .....	1
ARTS 2205, HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; FREN 1001 or SPAN 1001 .....	3
SOCI 1101 .....	3
POLS 1100.....	1
NURS 2211.....	10
NURS 2213.....	6
NURS 2214.....	6
NURS 2215.....	1
HLTH 1103.....	2
	<u>33 hours</u>

TOTAL 64 hours

**BACHELOR OF SCIENCE**  
**in**  
**NURSING DEGREE**

## BACHELOR OF SCIENCE IN NURSING

Students who earn this degree are prepared to pursue the master's degree program in a variety of specialty areas. Academic advisement for this program is provided by the School of Nursing. Applicants must have an associate of science in nursing and RN licensure in Georgia to be eligible to apply.

Area	Courses	Credit Hours
A. Essential Skills (9 Semester Hours)	ENGL 1101 ENGL 1102 MATH 1001 or MATH 1111	3 3 3
B. Institutional Options (4 Semester Hours)	DVRS 1101 (choose one) ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR2001	1 3
C. Humanities/Fine Arts (6 Semester Hours)	(choose one) ENGL 2111, 2112; HUMN 2111, 2112 (choose one) ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any 3-hour foreign language	3 3
D. Science, Mathematics, Technology (11-12 Semester Hours)	BIOL 2107K and 2108K OR CHEM 1211K and 1212K; MATH 2280	8 3
E. Social Sciences (12 Semester Hours)	HIST 2111 or 2112 POLS 1101 (choose two) ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201; SOCI 1101, 1160, 2293	3 3 6
F. Courses Related to the Program of Study (18 Semester Hours)	BIOL 2210K BIOL 2211K BIOL 2215K PSYC 2103 PSYC 2201, SOCI 1160 or 2293	4 4 4 3 3
<b>Completion of the USG Core</b> ASN Course Work	<b>From South Georgia State College or transferred</b> Held in escrow until student successfully completes 6 semester hours of RN-BSN credit at SGC. NURS 1101, NURS 1102, NURS 1103 OR NURS 1104 and NURS 2211 NURS 2213 NURS 2214	<b>60</b>
RN-BSN Major Required Courses	NURS 3104 (3) NURS 3105 (3) NURS 3106 (3) NURS 4107 (3) NURS 4108 (6) NURS 4109 (6) NURS 4110 (3) NURS 4111 (3)	32
		30
	<b>TOTAL SEMESTER HOURS</b>	<b>122</b>

**BACHELOR OF SCIENCE**

**in**

**BIOLOGICAL SCIENCES**

## BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCES

The South Georgia State College Bachelor of Science in Biological Sciences offers students two options to engage in learning experiences that lead to rewarding careers. Students in the Nature and Ecology track will engage in study related to the unique ecological sites in the region and, upon completion, may seek advanced study or find employment in a variety of fields within governmental and private sectors. The Pre-Professional track is designed to meet prerequisite courses for entry into the professions of medicine, dentistry, pharmacology, and other health-related fields.

Area	Courses	Credit Hrs.
A. Essential Skills (9 Semester Hours)	ENGL 1101	3
	ENGL 1102	3
	MATH 1113	4
B. Institutional Options (4 Semester Hours)	DVRS 1101	1
	(choose one) ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001	3
C. Humanities/Fine Arts (6 Semester Hours)	(choose one) ENGL 2111, 2112; HUMN 2111, 2112	3
	(choose one) ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any 3- hour foreign language	3
D. Science, Mathematics, Technology (11-12 Semester Hours)	CHEM 1211K, 1212K;	8
	(choose one) ASTR 1010/1010L, 1020/1020L; BIOL 2000/2000L; CSCI 1301; PHSC 1011/1011L; PHYS 1111K, 1112K, 2211K, 2212K; MATH 2253, 2254, 2255; SCIE 1111/1111L, 1121/1121L	4
E. Social Sciences (12 Semester Hours)	HIST 2111 or 2112	3
	POLS 1101	3
	(choose two) ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201; SOCI 1101, 1160, 2293	6
F. Courses Related to the Program of Study (18 Semester Hours)	BIOL 2107K	4
	BIOL 2108K	4
	CHEM 2401K	4
	CHEM 2402K	4
	Two excess hours from Area D and Area A	2
Physical Education Requirements	HLTH 1103 Physical Education	2 2

**Completion of the A.S. from South Georgia State College or transferred 64**

PRE-PROFESSIONAL TRACK	Credit Hours	NATURE & ECOLOGY TRACK	Credit Hours
BIOL 2210K Anatomy and Physiology I	4	BIOL 2215K Microbiology	4
BIOL 2211K Anatomy and Physiology II	4	BIOL 3100 Biochemistry	3
BIOL 2215K Microbiology	4	BIOL 3130 Principles of Genetics	3
BIOL 3100 Biochemistry	3	BIOL 3133 Evolution and Ecology	3
BIOL 3130 Principles of Genetics	3	BIOL 3440K Field Biology	4
BIOL 3133 Evolution and Ecology	3	BIOL 3500K Ecology	4
BIOL 3400 Cell Biology	3	BIOL 3545K Vertebrate Zoology	4
BIOL 3440K Field Biology	4	BIOL 3630K Freshwater Ecosystems	4
BIOL 3910 Topics in Biology	6	BIOL 3910 Topics in Biology	6
BIOL 4090 Conservation Biology	3	BIOL 4090 Conservation Biology	3
PHIL 3150 Professional Ethics	3	BIOL 3950K Ornithology	4
BIOL 4500 Introduction to Biological Research	3	BIOL 4500 Introduction to Biological Research	3
BIOL 4501 Senior Seminar	3	BIOL 4501 Senior Seminar	3
BIOL 3500K Ecology	4	MATH 2280 Statistics	3
MATH 2280 Statistics	3	PHIL 3150 Professional Ethics	3
Free Electives for this Track	7	Free Electives for this Track	6
Total Credit Hours	60	Total Credit Hours	60
<b>Total Semester Hours</b>	<b>124</b>	<b>Total Semester Hours</b>	<b>124</b>

All Courses in the B.S.B.S. degree must be completed with a grade of "C" or better. Pre-Professional Track students must take PHYS 1111K or PHYS 2211K.

**BACHELOR OF SCIENCE**  
**in**  
**MANAGEMENT**

## BACHELOR OF SCIENCE IN MANAGEMENT

The Bachelor of Science in Management program is designed to allow students to complete two of three concentrations, each consisting of 24 credits of upper-level coursework. The concentrations are also intended to link coursework with work experiences in the areas of Management and either Organizational Behavior or Marketing. The goal of the program is to elevate the knowledge and skills of individuals who already possess the A.S. in Business and who seek the knowledge and skills needed to be effective middle managers or small business owners or who seek career advancement. Students who have not completed the Area F requirement may take up to 12 hours of these courses concurrently as program electives. The Bachelor of Science in Management program is offered on the Douglas campus only.

Area	Courses	Credit Hrs.
A. Essential Skills (9 Semester Hours)	ENGL 1101	3
	ENGL 1102	3
	MATH 1111 or 1113	3
B. Institutional Options (4 Semester Hours)	DVRS 1101	1
	(choose one) ANTH 1102, 1104; COMM 1100, 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001	3
C. Humanities/Fine Arts (6 Semester Hours)	(choose one) ENGL 2111, 2112; HUMN 2111, 2112	3
	(choose one) ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; PHIL 2010; THEA 1100; or any 3-hour foreign language	3
D. Science, Mathematics, and Technology (11-12 Semester Hours)	(choose one) BIOL 1010K; PHYS 1111K	4
	(choose one) BIOL 1010K, 1020K; CHEM 1211K; PHYS 1111K, 1112K; ASTR 1010/1010L, 1020/1020L; SCIE 1111/1111L, 1121/1121L	4
E. Social Sciences (12 Semester Hours)	MATH 2280 (strongly recommended) or one of the above courses	3-4
	POLS 1101	3
F. Courses Related to the Program of Study (18 Semester Hours)	HIST 2111 or 2112	3
	(choose two) HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2103, 2201; SOCI 1101, 1160, 2293	6
Additional Requirements (4-5 Semester Hours)	ACCT 2101, 2102	6
	ECON 2105, 2106	6
	(choose two) BUSA 1105, 2105, 2270; CISY 1105, 2210; COMM 2010	6
	SGSC 1000 (not required for transfer or returning students)	0-1
	HLTH 1103	2
	Physical Education	2
<b>Completion of the A.S. from SGSC or transferred</b>		<b>64</b>

Foundation Courses for Bachelor of Science in Management	Credit hours
BUSA 3000, BUSA 3100, MGMT 3150	9
<b>Management Concentration</b>	
MGMT 3101, 3102, 3104, 4101, 4200; FINA 3103	18 (Required for all students in the program)
<b>AND Organizational Behavior Concentration</b>	
PSYC 3101, 3201; BUSA 3300; MGMT 3301; MGMT 3401; MGMT 4100	18 (Not required for Marketing Concentration)
<b>OR</b>	
<b>Marketing Concentration</b>	
MKTG 3101, 3102, 3103, 3104, 3105; MGMT 4100	18 (Not required for Org. Behavior Concentration)
<b>Capstone</b>	
MGMT 4600 Senior Seminar	3
<b>Electives</b>	
SOCI 3501, MGMT 4102, MKTG 4102, PSYC 3200	12
<b>TOTAL: 124 Hours</b>	

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

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

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

### **COURSE CREDIT**

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

### **STUDENT ACADEMIC LOAD**

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

### **OVERLOADS**

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

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

### **ACADEMIC ADVISEMENT AND REGISTRATION**

Students are assigned to an Academic Advisor who will assist them in planning a program of study and selecting appropriate courses. The advisor is available to the student for advice and counsel regarding academic plans, progress, and other matters related to academic achievement. It is to the advantage of the student to select an area of concentration as early as possible in his/her academic career. Students who are undecided about a program of study should follow the general guidelines for Areas A, B, C, D, and E of the Core Curriculum until an area of concentration has been chosen. Although faculty advisors are provided, the student is responsible for knowing and fulfilling graduation requirements for a degree from South Georgia State College.



An applicant whose placement test results require enrollment in one or more courses numbered below 1000 will be classified as a Learning Support student and admitted to the Learning Support program. Learning Support students must first complete or exempt any required Foundations-level LS courses before taking any courses with such prerequisites.

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

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

### **AUDITING COURSES**

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

### **FRESHMAN-SOPHOMORE-JUNIOR-SENIOR CLASSIFICATION**

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

### **GRADING SYSTEM**

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

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

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

- I - This symbol indicates that a student was doing satisfactory work but for non-academic reasons beyond his/her control was unable to complete the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Director of Admissions and Records, will change the "I" to an "F." Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F."
- W - This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midterm of the total grading period except in cases of hardship.
- V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa.
- K - This symbol indicates that a student was given credit for the course via a credit by examination program approved by the South Georgia State College faculty (CLEP, AP, Proficiency, etc.)
- NR - This symbol indicates that no grade was reported for the course in question.
- S - This symbol indicates that credit has been given for completion of degree requirements other than academic course work.
- IP - This symbol indicates that the student has completed all coursework, but is not prepared to proceed to the next level, and must repeat the course. This symbol cannot be substituted for an "I" (Incomplete).
- U/U\$ - This symbol indicates unsatisfactory performance in learning support courses.

### GRADE POINT AVERAGE (GPA)

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

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

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

## ACADEMIC PROGRESS

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

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

## ACADEMIC PROBATION

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

## DEFINITIONS

A student is placed on Academic Probation when he/she fails to achieve the required grade point average. Academic Probation is also assigned when a student's grades for a given term consist only of "F's" or "WF's" or a combination thereof. Subsequent failure to achieve the required grade point average will result in the student's suspension from the College unless the student earns a 2.0 average on the hours of academic credit taken and achieves an "S" or "IP" grade in the learning support course if one is taken. The student on Probation is eligible for financial aid.

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

## ACADEMIC SUSPENSION

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

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

suspension will be placed on Academic Probation.

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

## **ACADEMIC RENEWAL**

South Georgia State College students who have been readmitted or reinstated after a period of absence of 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 State 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 State 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 State College. Academic renewal may be granted only once. For additional information, students should contact the [Registrar's Office](#).

## **LEARNING SUPPORT REQUIREMENTS**

Students enrolled in any Learning Support course are classified as Learning Support students. Students who enroll in a Learning Support course are required to meet all appropriate exit standards for that area. Completion or exemption from **Foundations-level** LS courses is a prerequisite for many collegiate courses. Some collegiate courses also require placement in, completion of, or exemption from, **co-requisite** Learning Support courses (see course descriptions).

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

To exit a Learning Support area, students must satisfactorily complete all **Foundations-level** LS courses if required **and/or** all collegiate courses taken simultaneous with required **co-requisite** Learning Support courses.

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

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

Students enrolled in two learning support courses who receive grade symbols of "S" or "IP" in at least one course are considered to be making satisfactory progress in their learning support courses. The student who receives grade symbols of "U" or "WF" in two Learning Support courses is not considered to be making adequate progress and will be placed on learning support probation and Financial Aid Warning. The student must satisfy that learning support requirement at the conclusion of the next attempted semester or lose financial aid.

If a student does not complete requirements for Foundations-level English or mathematics in two attempts the student will be suspended for a calendar year. Suspended students may be considered for readmission before the end of one year if they can provide acceptable evidence

that they have taken measures to improve their skills. There are no limits on attempts in co-requisite learning support courses. The student enrolled in a combination of learning support courses and degree credit courses is subject to both the Academic Standards of Progress and the Standards of Progress for Learning Support. Details on learning support suspension may be obtained by contacting the Dean of the School of Professional Studies.

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

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

[http://www.sgsc.edu/skins/userfiles/files/FIN%20AID/Final%20Copy%20SAP%20Policy%20revised%2005062015%20\(4\).pdf](http://www.sgsc.edu/skins/userfiles/files/FIN%20AID/Final%20Copy%20SAP%20Policy%20revised%2005062015%20(4).pdf)

## **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 State College; all appeals are subsequently referred to the Admissions or Financial Aid Appeals Committee for its review and recommendations. The Admissions Committee is authorized to impose the conditions and limitations it deems appropriate upon the readmission of a student to the College and upon reinstatement or denial of financial aid. Also, the Admissions Committee may, at its discretion, require the student to appear before the Committee. For further information on eligibility requirements for financial aid reinstatement following exclusion, see the Financial Aid Office.

## **APPEAL OF A GRADE**

Students who think that they have been graded unfairly must appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. (The written appeal follows step 1 below and must be addressed to the Chair/Dean of the Division or School, signed by the student, and delivered or postmarked within the 30-day limit.) Because the appeal of a grade is an in-house procedure, and not a court of law, no legal counsel or any other person may be present other than the persons specifically mentioned in each step below. Exceptions to this may be granted by the Vice President for Academic and Student 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 and Student Affairs. The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved\*. This meeting should occur within three weeks of the last day of the final examination period for the semester in which the grade was assigned. The majority of grade disputes are resolved at this step.
2. In the rare cases that the disputes are not resolved in step 1, the student must file a written appeal to the Division Chair or Dean of the School within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Only the final course grade may be appealed. Individual assignment grades are to be

addressed with the instructor as needed throughout the semester and are not subject to appeal. The letter should clearly address the basis for the appeal which must be grounded in one of the following situations:

- a) Computational or clerical error by the instructor.
- b) Bias on the part of the instructor resulting in a negative impact on the student's grade.
- c) The grading was arbitrary or capricious.

Within two weeks of receipt of the written appeal, the Division Chair or the Dean of the School will meet with the student and the instructor to resolve the difficulty. A memorandum of records will be prepared that will include the substance of the conversation during the meeting.

3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair or the Dean of the School to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after step two above.

- (1) There will be three members of this board, to be chaired by the Division Chair or the Dean of the School.
- (2) The instructor involved will not be a member of this board.
- (3) In small divisions, the membership of the board may come from outside the division.
- (4) If the charge of unfair grading is made against a Division Chair or the Dean of the School, the review board will be appointed by the Vice President for Academic and Student Affairs, who will serve as its chair.
- (5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.\*\*
- (6) A record will be kept of the review board's proceedings.
- (7) The findings of the review board will be reported to the Vice President for Academic and Student Affairs, along with a recommendation. The decision of the Vice President for Academic and Student Affairs shall be submitted to the student in writing within seven days.

4. 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 and Student Affairs.

5. The decision of the President regarding grades is final.

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

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

## **TRANSIENT PERMISSION**

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to South Georgia State College must be secured in advance of such enrollment. Such permission originates with the student's requesting approval from his/her academic advisor and division chair or the dean of the school. The Registrar's Office processes transient permission. Only students in Good Standing may receive transient status and permission will be given only for courses in the student's program of study. Students are reminded that

courses taken on a transient basis may not qualify for financial aid. Learning Support courses may be taken only at another University System of Georgia institution. Please be advised that some institutions do not accept transient students who have learning support requirements. Students who have not exited learning support at South Georgia State College must meet all University System of Georgia guidelines regarding learning support.

## **MULTIPLE ENROLLMENTS**

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

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

## **TRANSFER CREDIT**

1. Credit will be given for work earned at a collegiate institution accredited by the Southern Association of Colleges and Schools or a similar regional accrediting association. Occasionally, credit from certain specialized schools or institutions may prove to be acceptable.
2. No freshman English courses, Area A Math courses or Area F courses with grades less than "C" may be transferred.
3. Credits earned at an institution that is not a member of an appropriate regional accrediting agency can be accepted on provisional basis only. Students transferring from a non-accredited institution must achieve a minimum grade point average of 1.5 during their initial semester of enrollment at South Georgia State College in order to be eligible to receive the transfer credit. In certain areas validation of credits by examination may be required.
4. The College has the right to use discretion in accepting credit for courses taken by correspondence or through extension centers, for completion of military service schools, for courses exempted by examination, and for successful completion of appropriate courses or programs of study offered by non-collegiate institutions or agencies. (See "Credit by Examination" below)
5. The amount of credit that South Georgia State College will allow for work done in residence at another institution may not exceed the amount of credit that could be earned in a corresponding period of time at South Georgia State College. A maximum of 42 semester hours of combined academic credit from all sources, plus required physical education credit may be accepted as degree credit. Of this total, not more than 30 semester hours may be earned through correspondence and/or extension courses.
6. All courses accepted for transfer credit will be used to compute the overall grade point average. Only those accepted transfer courses used to satisfy degree requirements will be used to compute the graduation grade point average.

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

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

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

1. The student must be currently enrolled at South Georgia State College.
2. South Georgia State College awards credit-by-examination only for courses offered by South Georgia State College.
3. South Georgia State College does not award credit-by-examination if a student has been previously enrolled in the course.
4. No credit will be awarded for prerequisite courses after higher-level courses have been attempted.
5. No more than 20 semester hours of credit may be earned by examination.
6. When credit is awarded, a grade of “K” will be recorded on the student’s permanent academic record.

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

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

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

## **WITHDRAWING FROM COURSES**

The student who officially withdraws 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 Registrar's Office. (See below for details on “Ws” after mid-point.) The student who officially withdraws after the mid-point of a term will receive a “WF” unless he or she can establish a valid reason for the withdrawal. In that case, the student may request a hardship withdrawal.

## **WITHDRAWAL FROM THE COLLEGE**

Students who decide to withdraw from South Georgia State College before completing a semester must report to the Registrar's Office and complete a withdrawal form. By signing this form, students indicate that they understand the following:

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

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

## **ADMINISTRATIVE WITHDRAWAL OF STUDENTS FOR NON-ACADEMIC REASONS**

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

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

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

## **ATTENDANCE POLICY**

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

regarding class absences. Instructors are responsible for counseling with students regarding the consequences of absences from classes or laboratories.

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

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

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

### **HARDSHIP WITHDRAWALS (“W’s”)**

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

### **ACADEMIC HONORS**

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

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

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

Students eligible for graduation who have taken a minimum of 18 semester hours\* of study at South Georgia State College, have an average on all South Georgia State College credit of no less than 3.5, and have a total cumulative average on all course work (institutional and transfer) of no less than 3.5 will be "graduated with honors."

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

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

## **REPEATING COURSES**

Courses completed with grades of D, IP, F, W, or WF may be repeated. A “C” or better must be earned in Area A and Area F courses to be considered passing. When a student repeats a course in an attempt to earn a higher grade, both attempts remain on the student's permanent record, and both grades are figured into the student's cumulative grade point average. However, the higher of the two grades will be used, if appropriate, in calculating the graduation average (see item 3 under Requirements for Graduation).

## **STUDY ABROAD AND THE SYSTEM COUNCIL ON INTERNATIONAL EDUCATION**

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

Through the Council on International Education, the University System seeks to provide international development programs for faculty and study abroad opportunities for students, as well as to internationalize the collegiate curriculum. South Georgia State College fully subscribes to the Council's goals. The College encourages students to participate in its own study abroad programs, as well as those developed by the European, African, Americas, and Asian Councils of the Council on International Education. For information on study abroad programs, students should contact the International/Study Abroad Coordinator, who is the Assistant Vice President for Academic and Student Affairs.

## **EUROPEAN UNION STUDIES CERTIFICATE PROGRAM**

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

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

The certificate is composed of six courses, each worth three-semester hours of academic credit, in which students must maintain a 3.0 cumulative GPA upon graduation. Although coursework can be commenced at two-year institutions, certificate requirements necessitate the completion

of the program at a four-year university. In addition, a “real-life” practicum experience pertaining to the EU must be performed either in the form of an overseas visit or an internship.

Further information on beginning work on the certificate and on certificate requirements may be obtained from SGSC’s European Union Studies representative, the Assistant Vice President for Academic and Student Affairs, or from the chairperson of the Division of Business and Social Sciences.

### **DIRECTED INDEPENDENT STUDY (DIS)**

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

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

### **REQUIREMENTS FOR GRADUATION**

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

1. The completion of a formal “Notification of Graduation,” must be returned to the Registrar’s Office at least one term prior to the expected date of graduation.
2. The satisfactory completion of the prescribed course requirements for a specific educational program with the minimum number of semester credit hours designated for each program. All degree programs at South Georgia State College (A.A., A.S., A.S.N., B.S.N., B.S.M., and B.S.B.S.) require that a minimum of 25% of the credit hours toward the degree must be earned at SGSC. In addition, to be awarded an A.S.N. degree by South Georgia State College, all courses in the curriculum with an NURS prefix must be earned at South Georgia State College. Any exceptions must receive approval from the Dean of the School of Nursing. Further, to be awarded a B.S.N., B.S.M., or B.S.B.S. degree by South Georgia State College, all courses in each degree program must be completed with a grade of “C” or better and a cumulative GPA of 2.0 must be achieved.
3. The achievement of a cumulative grade point average of 2.0 (a “C” average) in all courses presented for graduation. All courses earned in Area A and Area F must have a grade of “C” or higher. In addition, the student must be in Good Standing academically.
4. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.

5. The satisfaction of the South Georgia State College residency requirement; i.e., the student must be registered at South Georgia State College during the term in which graduation requirements are met. Exceptions may be made when no more than two courses are involved and approval of the Registrar and is secured in advance. If more than two courses are involved, approval must be secured from the Vice President for Academic and Student Affairs.
6. The clearance of all financial obligations to South Georgia State College.

## **GRADUATION WITH HONORS**

To earn the designation of "graduate with honors," students must be eligible for graduation, have taken a minimum of 18 semester hours\* of study at South Georgia State College, have an average on all South Georgia State College credit of no less than 3.5, and have a total cumulative average on all course work (institutional and transfer) of no less than 3.5.

## **EXCEPTIONS OR SUBSTITUTIONS**

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

## **SECOND OR SUBSEQUENT DEGREES**

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

## **HISTORY AND CONSTITUTION REQUIREMENTS**

The State of Georgia requires that all students receiving degrees from an institution in the University System of Georgia demonstrate knowledge of and pass an examination on the history and government of the United States and Georgia. This requirement at South Georgia State College may be satisfied by the successful completion of HIST 2111 or 2112 and POLS 1101. Transfer credit for these courses from some institutions may not satisfy the requirements of the State of Georgia. Nursing students may only satisfy the requirements by the successful completion of POLS 1100.

Students seeking further information on the legislative requirements should contact the Chair of the Division of Business and Social Sciences.

## **HEALTH AND PHYSICAL EDUCATION REQUIREMENTS**

Exemption from physical education requirements prescribed in any of the educational programs must be approved, in writing, by the chair of the Division of Natural Science, Mathematics and Physical Education and the Vice President for Academic and Student Affairs. Veterans who qualify under the DD 214 may be exempt from two hours of physical education activity requirements. Please contact the VA Coordinator at South Georgia State College for this exemption. Specific health and physical education requirements are spelled out in each SGSC program of study.

## **ISSUANCE OF TRANSCRIPTS**

South Georgia State College will release an official transcript upon written request from the student. All transcript requests must include the student's signature. The request should also contain the student's full name and date of birth, most recent dates of attendance, other names used while in attendance, and the name and address of the party to receive the transcript. Transcripts requested to be sent electronically, mailed, or faxed will be processed within 2-3 business days. There is a 24-hour processing time for all transcripts requested to be picked up.

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

Transcripts can be requested, for no fee, by submitting a completed Transcript Request Form. Contact information for submission can be found on the form. Forms are available online (<http://www.sgsc.edu/current-students/request-transcript.cms>) or at the following locations:

Douglas Campus: Registrar's Office - Engram Hall

Waycross Campus: Enrollment Services Office - James M. Dye Student Services Building

SGSC Entry Program at GSW: Entry Program Office - Collum Hall, 2nd Floor

SGSC Entry Program at VSU: Entry Program Office - University Center, Entrance #9

Transcripts can also be ordered online. The charge for online ordering is \$3.00. Federal Law requires a signed (pen to paper signature) Consent Form be returned before orders can be processed by the school. Once received and approved, the Consent Form satisfies the account requirements and does not need to be re-submitted for future orders. The Consent Form is presented at the end of the order. Access online ordering can be found at <https://iwantmytranscript.com/sgsc>.

## **STUDENT RECORDS**

Procedures relating to the establishment, utilization, availability, and retention of student records are in accord with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, the Policies of the Board of Regents, University System of Georgia, and Records Management Office Procedures and Regulations, as established by the State of Georgia. Students should contact the Student Records Office on all matters relating to their academic records, registration, transfer of credit, withdrawal, veterans affairs, other governmental or institutional certifications and graduation. Students who wish to grant approval

for specific individuals to view and/or discuss their educational records should complete the Consent for Access to Student Educational Records form and submit to the Records Office. South Georgia State College reserves and intends to exercise its right to withhold copies of educational records and/or to cancel enrollment of students who owe the institution money. A student will not be allowed to register for future semesters until financial obligations are cleared.

## **ACADEMIC HONESTY**

Success depends on personal skills and knowledge, as well as hard work. The knowledge gained belongs to the individual and can be used only if gained through individual effort. Chances of future success are diminished if a grade is recorded in a course without acquiring the knowledge that goes with it. Academic dishonesty is in violation of the student conduct code in the South Georgia State College Student Handbook. All such cases will be dealt with through the Academic Appeals Process. Academic dishonesty may include any of the following activities:

Plagiarism

Cheating in any form – giving or receiving information/help

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

Forging or falsifying information, etc.

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

## **INTELLECTUAL DIVERSITY**

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

## **FACULTY ACADEMIC FREEDOM**

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

## **STUDENT ACADEMIC FREEDOM**

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

## **STUDENT GRIEVANCE POLICY**

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

1. Unless the grievance is of such an egregious nature that the student believes meeting with the instructor is unacceptable, the student should meet with the instructor about grievance resolution during the instructor's scheduled office hours.
2. If no resolution is reached, the student should meet with the appropriate division chair or dean to mediate a discussion between the instructor and the student.
3. If no resolution is reached, the student should meet with the Vice President for Academic and Student Affairs, the division chair or dean, and the instructor to discuss resolution options.
4. If no resolution is reached, the student should petition the Office of the Vice President for Academic and Student Affairs, who shall hear the case and make its recommendation.
5. If all else fails, the student should appeal in writing to the College President for terminal resolution.

## **COLLEGE EXPECTATIONS AND RESPONSIBILITIES**

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

Elements & Limitations of Academic Freedom:

- (a) Classes should not be used as vehicles to propagate personal views or to indoctrinate students
- (b) Faculty will foster an environment of cultural competency in which students are exposed to a variety of ideological, social, political, and other perspectives.
- (c) Students are encouraged to challenge prevailing dissident ideologies, thoughts, and beliefs that are relevant.
- (d) The expression and discussion of divergent points of view will be civil and respectful.
- (e) Grading policies will reflect student achievement and will not be adversely affected because of perspectives, personalities, or appearance.
- (f) The college web site and all course syllabi will include statements of the college intellectual diversity policies.
- (g) Instructions for filing grievances can be accessed on the college web site.



## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

- (a) Know the policies and procedures that will be used to determine his/her grade.
- (b) Be assessed and graded according to a uniform academic standard.
- (c) Initiate discussions expressing varying points of view, perspectives, and/or alternative ideologies.
- (d) Seek redress when he/she perceives that the college policies and procedures have been violated, neglected, and/or circumvented.

Revised 6/11/18

## 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 that 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)

**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

### ANTHROPOLOGY (ANTH)

**ANTH 1102.** Introduction to Anthropology. An introduction to the origins, evolution, and present-day adaptations of the world's peoples. Emphasis is on the study of fossils, archaeological remains, and culturally diverse life ways. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**ANTH 1104.** Introduction to Archaeology. An introduction to the methods, goals, and theoretical concepts of archaeology. Archeological interpretations of human societies using material remains are explored. Topics include the history of archaeology; developing a research design field methods, laboratory analyses, chronology, exaction, and analytical techniques. Prerequisites: SOCI 1101 or ANTH 1102 and passing or exempting MATH 0987 or MATH 0989. 3-0-3

### ART (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)

**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 ENGL 0989. 3-0-3

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

**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 ENGL 0989. 3-0-3

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

## **BIOLOGY (BIOL)**

**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 ENGL 0989. 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 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 2107K or permission of the instructor and passing or exempting ENGL 0989. 3-0-3

**BIOL 2000L.** Laboratory for Introductory Botany. A laboratory course to augment and support BIOL 2000. Prerequisite or Corequisites: BIOL 2000, Introductory Botany. Passing or exempting ENGL 0989. 0-2-1

**BIOL 2107K.** Principles of Biology I. The first course in a two-semester sequence addresses biological principles. This course covers topics from a molecular perspective. 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 desirable. Prerequisite: Passing or exempting ENGL 0989. 3-2-4

**BIOL 2108K.** Principles of Biology II. This course provides an overview of life at the organismal level. Emphasis will be placed on systematic relationships, diagnostic characters, functional systems and reproduction. Topics covered include biotic evolution, phylogeny, taxonomy, evolutionary history, and biodiversity of life. Prerequisite: BIOL 2107K. 3-2-4

**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 2107K or divisional or school approval and passing or exempting ENGL 0989. 3-2-4

**BIOL 2211K.** Anatomy and Physiology II. The course is a continuation of the study of the anatomy and physiology of the organ systems of humans. Animal dissection is included in laboratory work. Prerequisite: BIOL 2210K. Also, BIOL 2107K or divisional or school approval and passing or exempting ENGL 0989. 3-2-4

**BIOL 2215K.** Microbiology. The course is the study of microscopic forms of life. Emphasis is placed on infectious diseases highlighting the nature of organisms, the interrelationships 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 2107K or BIOL 2210K3-2-4

**BIOL 3100.** Biochemistry. This survey course deals with the structure and function of biological molecules, including proteins, carbohydrates, lipids, the fundamentals of enzymology, and the molecular basis of metabolism. Prerequisite: BIOL 2107K, BIOL 2108K and CHEM 2401 and CHEM 2402. 3-0-3

**BIOL 3130.** Principles of Genetics. Course focuses on the investigation of principles of heredity at the molecular and cellular level; genetic mechanisms in viruses, bacteria, and eukaryotic cells with an emphasis on classical and modern experimentation; basis concepts for structure, expression, recombination and function of genetic material and principles. Prerequisite: BIOL 2107K and BIOL 2108K. 3-0-3

**BIOL 3133.** Evolution and Ecology. This course addresses the principles of evolution and ecology, and the manifestation of evolution, as mediated by ecology and genetics. Prerequisite: BIOL 2107K and BIOL 2108K. 3-0-3

**BIOL 3400.** Cell Biology. The course addresses the structure and function of cells, cell architecture and organization, cell cycle, membrane phenomena, energy transduction and cellular control mechanisms. Prerequisite: BIOL 2107K, BIOL 2108K and BIOL 3130 3-0-3

**BIOL 3440K.** Field Biology. This course examines field study of the basis natural history of plants and animals of the southeastern United States. Lectures and field trips emphasize the ability to locate, observe, collect, and identify organisms in the field, as well as, manage field data. Prerequisite: BIOL 2107K and BIOL 2108K, BIOL 3133. 3-2-4

**BIOL 3500K.** Ecology. This course covers the history of the field of ecology and the relationship between ecology and other fields of science. Topics will include applied ecological principles from individuals to ecosystems in connection with biogeochemical cycles, world biomes, and the economics and politics of pollution. The geographic history and ecology of the southeastern region of Georgia will serve as the local laboratory for this course. Prerequisite: BIOL 2107K, BIOL 2108K and BIOL 3133. 3-2-4

**BIOL 3545K.** Vertebrate Zoology. The course focus is the study of the classes of vertebrates in relation to taxonomy, life history, population, and evolution. Laboratory and field collections focus on vertebrates in Southeastern Georgia. Prerequisite: BIOL 2107K and BIOL 2108K and BIOL 3133. 3-2-4

**BIOL 3630K.** Freshwater Ecosystems. This course focuses on physical, chemical and biological processes occurring in lakes, streams and wetlands with special focus on the Okefenokee Swamp, the second largest freshwater ecosystem in Southeastern United States. Attention will be given to life cycles and adaptations of organisms and the impacts of human activity. Prerequisite: BIOL 2107K, BIOL 2108K and BIOL 3133. 3-2-4

**BIOL 3910** Topics in Biology (variable). Variable credit topics will be offered and transcribed accordingly. Courses offered include areas of study outside the normal curriculum. Students may take one or two topics courses to meet degree requirements. Prerequisites: Biology major with junior standing; Passing or exempting ENGL 0989 2-0-2 or 3-0-3

**BIOL 3950K.** Ornithology. An examination of the classification, evolution, distribution, ecology, behavior, gross anatomy, migration, and life histories of birds. The laboratory emphasizes identification of avian species from Southeast Georgia based on external appearance and vocalization. Field trips are required. Prerequisite: BIOL 2107K and BIOL 2108K. 3-2-4

**BIOL 4090.** Conservation Biology. The course focuses on the history of the conservation movement; research on populations of animals and plants relevant to man's impact on the environment; pollution in terrestrial and aquatic ecosystems; the management of endangered species; wildlife biology; government regulation; and sustainable ecosystems. Prerequisite: BIOL 3500K. 3-0-3

**BIOL 4500.** Introduction to Biological Research. This course introduces the student to research methodologies and the student's assessment of topics in biology, and their ability to assimilate and disseminate information in an organized and understandable fashion in both written and oral forms. Prerequisite: Biology major with senior standing, MATH 2280 or permission of the instructor. 3-0-3

**BIOL 4501.** Senior Seminar. Exploration of the nature of science, ethics in science, critical analysis, hypothesis testing and statistical analysis, peer review, and research skills define this capstone course. Students engage in an independent research project or analyze professional research papers and present their analyses orally and in writing. Prerequisite: Biology major with senior standing, BIOL 4500. 3-0-3

## **BUSINESS/BUSINESS ADMINISTRATION (BUSA)**

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

**BUSA 2105.** Communicating in the Business Environment. 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 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 ENGL 0989. 3-0-3

**BUSA 3000.** Planning and Management. In today's world of work, it is critical that students understand the dynamics of the employment marketplace and the importance of self-direction. This course focuses on self-assessment, managing personal and professional change, enhancing work performance and maintaining a balance between work and family. Students will gain insight through self-assessment, networking, resume writing, interviewing, planning and directing their career. Students will develop a degree and career map that identifies learning outcomes essential to their academic and professional success. 3-0-3

**BUSA 3100.** Effective Communications Strategies. Effective communication skills are essential for personal and professional success. This course will explore the role of strategic communications within the professional context of contemporary organizations. Topics include strategic communications in business; interpersonal communications; team communications; electronic media and social media with a focus on best practices. Students will engage in assessing and creating strategic proposals, presentations and reports. 3-0-3

**BUSA 3300.** Negotiation. This course engages students in both the theory and practice of negotiation, comparing and contrasting different models and methods of negotiation, bargaining, and conflict resolution. Stages of negotiation, including pre-negotiation, negotiation itself, and finally post-settlement negotiation are emphasized, along with practical skills necessary to enable students to apply theory to cases. 3-0-3

## **CHEMISTRY (CHEM)**

**CHEM 1151K.** Survey of Chemistry I. First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Laboratory exercises supplement the lecture material. Prerequisite: Passing or exempting ENGL 0989; completion of or exemption from Foundations- level MATH courses. 3-2-4.

**CHEM 1152K.** Survey of Chemistry II. Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors. Laboratory exercises supplement the lecture material. Prerequisite: CHEM 1151K with a grade of "C" or better. 3-2-4

**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 or Corequisite: MATH 1111 or MATH 1113. Prerequisite: Passing or exempting ENGL 0989. 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 with a grade of "C" or better. 3-2-4

**CHEM 2401K.** Organic Chemistry I. The first course in a two-semester sequence covering the chemistry of carbon compounds. Emphasis is placed on synthesis, reactions and reaction mechanisms, and functional groups. Prerequisite: CHEM 1212K with a grade of "C" or better. 3- 2-4

**CHEM 2402K.** Organic Chemistry II. The second course in a two-semester sequence covering the chemistry of carbon compounds. Emphasis is placed on compounds of biological interest including heterocyclic compounds, carbohydrates, amino acids and proteins, and nuclear acids. Prerequisite: CHEM 2401K. 3-2-4

## **COMMUNICATIONS (COMM)**

**COMM 1100.** Human Communication. An introductory course emphasizing a broad approach to oral communication skills, including intrapersonal, interpersonal, small group, public speaking, and mass communication. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**COMM 1110.** Public Speaking. An introductory course in fundamental principles and practices of oral communication with special emphasis on the organization, content, and delivery of public speeches. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**COMM 2000.** Introduction to Mass Communications. A course emphasizing the study of the processes, elements, uses and the impacts of mass communication, including the history, development, operation, and cultural effects of various forms of media (e.g., books, newspapers, magazines, motion pictures, radio, television, sound recordings, and computer media) on society. Prerequisites: Passing or exempting ENGL 0989. 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: Passing or exempting ENGL 0989. 3-0-3

## **COMPUTER INFORMATION SYSTEMS (CISY)**

**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 2210.** Advanced Computer Applications. An intensive study of electronic spreadsheets, database applications, and their integration with word processors. Prerequisite: CISY 1100 and CISY 1101 or CISY 1105 or permission of instructor. 3-0-3

## COMPUTER SCIENCE (CSCI)

**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). Pre-requisite: Passing ENGL 1101 and Passing MATH 1113 with a grade of C or higher. 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)

**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 ENGL 0989. 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: Passing or exempting ENGL 0989. 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: Passing or exempting ENGL 0989. 3-0-3

**CRJU 2300.** Judicial Process. A study of the jurisdiction, policies, and procedures of courts in the administration of criminal justice. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

## DIVERSITY (DVRS)

**DVRS 1101.** Topics in Diversity. A broad overview of the elements of cultural diversity. The course defines the concepts of "culture" and "diversity" and reinforces awareness as a strategy for success in a global society. Prerequisite: Passing or exempting ENGL 0989. 1-0-1

## ECONOMICS (ECON)

**ECON 2105.** Principles of Macroeconomics. This course is intended to introduce students to the concepts that will enable them understand and analyze economic aggregates and evaluate economic policies. Prerequisite: Passing or exempting ENGL 0989. 3-0-3



**ECON 2106.** Principles of Microeconomics. This principle of economics course is 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 ENGL 0989. 3-0-3

## **EDUCATION (EDUC)**

**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 ENGL 0989. 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 ENGL 0989. 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 ENGL 0989. 3-0-3

## **ENGLISH (ENGL)**

**ENGL 0989.** Foundations for English Composition. This is the first course in a year-long pathway leading to ENGL 0999 and ENGL 1101 in the second semester. \$3.00 lab fee. 3-0-3 (Institutional Credit.)

**ENGL 0999.** Support for English Composition. This course is intended to provide corequisite support for students requiring remediation in English or reading while they are enrolled in ENGL 1101 – English Composition I. 0-2-1 (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. Prerequisites: Passing or exempting ENGL 0989. Learning support students who have taken and successfully completed ENGL 0989 or who have tested into ENGL 0999 must take ENGL 0999 as a corequisite to ENGL 1101. 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 1102 with a grade of "C" or better. 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 1102 with a grade of "C" or better. 3-0-3

**ENGL 2121.** British Literature I. A survey of important works of British literature from the Old English period through the neoclassical age. Prerequisite: ENGL 1102 with a grade of "C" or better. 3-0-3

**ENGL 2122.** British Literature II. A survey of important works of British literature from the Romantic era to the present. Prerequisite: ENGL 1102 with a grade of "C" or better. 3-0-3

**ENGL 2131.** American Literature I. A survey of American literature from the pre-colonial age to the mid-nineteenth century. Prerequisite: ENGL 1102 with a grade of "C" or better. 3-0-3

**ENGL 2132.** American Literature II. A survey of American literature from the mid-nineteenth century to present. Prerequisite: ENGL 1102 with a grade of "C" or better. 3-0-3

## **FINANCIAL MANAGEMENT (FINA)**

**FINA 3103.** Financial Management. This course provides an overview of business financial management. Emphasis is on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. The course is intended to develop a basic understanding of financial concepts and techniques, and an ability to apply them in arriving at management decisions within the context of specific business situations. It covers the development and use of the basic tools and operational/ quality measures for financial administration, financial analysis, planning and control, investment decisions, and management of sources of funds. Prerequisites: ACCT 2101 and ACCT 2102. 3-0-3

## **FRENCH (FREN)**

**FREN 1001.** Elementary French I. Grammar, reading, writing, simple listening and speaking skills. Prerequisite: Passing or exempting ENGL 0989. 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)**

**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.

## **HEALTH & HUMAN PERFORMANCE(HLHP)**

**HLHP 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.

**HLHP 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

**HLHP 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

**HLHP 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

**HLHP 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

## **HISTORY (HIST)**

**HIST 1111.** World History I. A survey of World History to early modern times. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**HIST 1112.** World History II. A survey of World History from early modern times to the present. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**HIST 1121.** Western Civilization I. A survey of Western Civilization to early modern times. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**HIST 1122.** Western Civilization II. A survey of Western Civilization from early modern times to present. Prerequisite: Passing or exempting ENGL 0989. 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 ENGL 0989. 3-0-3 (Cross-listed as POLS 2100.)

**HIST 2111.** American Civilization I. A survey of U. S. History to the post-Civil War period, with special emphasis on Georgia history. (Satisfies the Georgia Legislative in United States and Georgia history.) Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**HIST 2112.** American Civilization II. A survey U. S. History from the post-Civil War period to the present, with special emphasis on the State of Georgia. (Satisfies the Georgia Legislative in United States and Georgia history.) Prerequisite: Passing or exempting ENGL 0989. 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: ENGL 0989, prior approval of the instructor and successful completion of POLS 1101. 3-0-3 (Cross-listed as POLS2200)

**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: ENGL 0989. 3-0-3

## **HUMANITIES (HUMN)**

**HUMN 2111.** A Survey of the Humanities in the West I. A literary comparative study of European philosophy, art, history, politics, and the sciences from the Classical Period through the Renaissance; includes a focus on the writings of the great artists, philosophers, and scientists who created and developed Western liberal learning. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**HUMN 2112.** A Survey of the Humanities in the West II. A literary comparative study of European and American philosophy, art, history, politics, and the sciences from the end of the Renaissance to the 21<sup>st</sup> Century; includes a focus on the writings of the great artists, philosophers, and scientists who created and developed Western liberal learning. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

## **INTEGRATED SCIENCE (ISCI)**

**ISCI 2001.** Life/Earth Science. A lab science activity-based and inquiry-based Area F content course for early education majors. This course emphasizes the characteristics of life, biodiversity/heredity, energy flow, the interdependence of life, the cell, earth systems, and the lithosphere and hydrosphere and biosphere. These topics are in direct correlation with the Georgia Performance Standards (GPS) K-5. Prerequisite: Passing or exempting ENGL 0989. 2- 2-3

**ISCI 2002.** Physical Science. A lab science activity-based and inquiry-based Area F content course for early education majors. This course emphasizes the concepts of matter, energy, force, and fields. These topics are in direct correlation with the Georgia Performance Standards (GPS) K-5. Prerequisite: Passing or exempting ENGL 0989. 2-2-3

## **JOURNALISM (JRNL)**

**JRNL 1100-1105.** 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)

## **MANAGEMENT (MGMT)**

**MGMT 3101.** Principles of Management. This survey course emphasizes the skills and knowledge needed to successfully manage an organization. Students will study the basic managerial functions of planning, organizing, leading and controlling resources to accomplish organizational goals. 3-0-3.

**MGMT 3102.** Management and Supervision. Students will develop and demonstrate skills necessary for supervisory roles in business, including identifying and communicating performance objectives and standards, leading, motivating, and coaching teams and individuals, and developing strategies to improve on-the-job performance. Students will learn about effective delegation, performance management, and writing performance reviews and will be able to discuss the specifics of the supervisor's role and responsibilities, and strategies for improving their overall effectiveness as a leader. Prerequisite: MGMT 3101. 3-0-3.

**MGMT 3104.** Quality Management. This course offers an introduction to the management of quality in organizations. Areas of study include statistical quality control. The design of quality management systems, implementation, measurement and management issues in quality program. Prerequisite: MGMT 3102. 3-0-3.

**MGMT 3150.** Business Ethics. This seminar course will enable students to engage in critical thinking and analysis as they examine difficult moral and ethical problems that many arise in a variety of professional settings. Readings and discussion will focus on issues of personal decision-making and public policy in the context of their social, political, economic and legal parameters. Students will be engaged in discussions, case studies, and the development of a persuasive argument based on research from multiple sources. 3-0-3

**MGMT 3301.** Developing and Managing Teams. The ability of a group to function as a team to run things, to make things, or to provide recommendations about things is a powerful organizational dynamic. This course addresses teaming as a leadership tool to be used in appropriate situations to maximize individual talent through collective interactions. Students

will learn what makes a group a team, how to build and lead a team, and how to facilitate team performance. Structured exercises and assessments carried out both in and outside of the classroom will provide students with teaming experiences that develop their team consultation and facilitation skills. The most recent body of research literature will be used to develop a realistic understanding of what teaming can and cannot do as a leadership tool. 3-0-3.

**MGMT 3401.** Diversity in Business. This course presents the basic concepts, principles and techniques associated with leading cultural diversity in the global marketplace. Emphasis will be on the students developing and understanding of the interplay between leadership, cultural diversity and the global business model. 3-0-3.

**MGMT 4100.** Applied Project. The Applied Project is intended to allow students interested in linking their studies with work by following a structured project pathway. Students develop a proposal, action plan and complete a project drawing upon appropriate research resources. Prerequisite: Completion of year one of program curriculum. 3-0-3

**MGMT 4101.** Project Management. This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. The course includes major topics of strategy, priorities, organization, project tools and leadership. Primary class emphasis is on the project management process and the tools available to help ensure success. Prerequisite: MGMT 3104. 3-0-3.

**MGMT 4102.** Entrepreneurship. This course provides an overview of the multiple elements associated with starting and operating a small business. The course covers a wide range of fundamentals including: identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing and introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices. Prerequisites: MGMT 3101. 3-0-3.

**MGMT 4200.** Sustainable Enterprise Planning. This course introduces students to the ecological and economic benefits of sustainability and green practices. Students will learn how product, process and service decisions affect sustainable enterprise concepts. The course examines social and environmental challenges, marketing, supply chain decisions, recycling, reusing, reconditioning and other product and service decisions in order to realize a competitive advantage. Prerequisites: MGMT 3101 and MGMT 3104. 3-0-3.

**MGMT 4600.** Senior Seminar. The Senior Seminar allows students to engage in an independent research project or analyze professionally related research papers. The Senior Seminar serves as a capstone course validating student achievement of higher order learning outcomes. To be completed in final semester of program. 3-0-3

## **MARKETING (MKTG)**

**MKTG 3101.** Principles of Marketing. This course provides the fundamental principles in the marketing of goods, services, and ideas. Course includes planning, pricing, promotions, and distribution. The role of marketing management is to help companies better understand customer preferences, link that knowledge to designing appropriate products and services

for selected customers, and determine appropriate methods to communicate, to deliver, and to capture value. Successful firms are those that pursue objectives, deploy resources, and invest in the future of an organization, to consistently satisfy the needs of customers better than their competitors. The basic principles of marketing apply to both for-profit and not-for-profit organizations. 3-0-3.

**MKTG 3102.** Consumer Behavior. This course explores the application of psychological and sociological theories and research findings to the decision-making process and their implications for consumer behavior decisions. Students will explore research findings and studies on purchasing patterns. 3-0-3.

**MKTG 3103.** Marketing Research. This course introduces students to research methods and designs used in market research and the application of research findings. Students will engage in hands-on application of research methodology including planning, implementation and presentation of results. Prerequisite: MKTG3101. 3-0-3.

**MKTG 3104.** Marketing Management. This course helps develop the marketing knowledge and skills necessary for the successful manager to address the intermediate marketing issues surrounding a complex demand management problem all organizations face. Students will gain an understanding of marketing concepts, including the development of a marketing strategy. The course will focus on consumer and business-to-business management. Prerequisite: MKTG 3101. 3-0-3.

**MKTG 3105.** Marketing Information Systems. This course focuses on the concepts, tools, trends and organization of information systems. Topics include: e-commerce, social media, network technologies, enterprise resource management and digital technologies as well as emerging technologies influencing marketing and management. Prerequisite: MKTG 3101. 3-0-3.

**MKTG 4102.** Integrated Marketing Communications. Processing relevant, effective marketing communications is critical to building brands, creating and maintaining relationships, managing expectations and delivering value. This course offers a broad introduction to integrated marketing communications (IMC). Prerequisite: MKTG 3101. 3-0-3.

## **MATHEMATICS (MATH)**

**MATH 0987.** Foundations for Quantitative Reasoning. This is the first course in a year-long pathway leading to MATH 0997 and MATH 1001 in the second semester. 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)

**MATH 0989.** Foundations for College Algebra. This is the first course in a year-long pathway leading to MATH 0999 and MATH 1111 in the second semester. A review of basic arithmetic concepts with special attention to fractions and decimals. Special emphasis on exploring the language of algebra, linear equations, polynomial operations, factorization, rational expressions and word problems. 4-0-4 (Institutional Credit)

**MATH 0988.** Foundations for Math Modeling. This is the first course in a year-long pathway leading to MATH 0998 and MATH 1101 in the second semester. Topics include properties of

real numbers, linear equations in a single variable, operations with polynomials, quadratic equations, graphing linear and quadratic equations in two variables, and factoring. 4-0-4 (Institutional Credit).

**MATH 0998.** Support for Mathematical Modeling. This course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1101 – Introduction to Mathematical Modeling. 0-2-1 (Institutional Credit)

**MATH 1001.** Quantitative Reasoning. This course emphasizes quantitative reasoning skills needed for informed citizens to understand the world around them. Topics include logic, basic probability, data analysis, and modeling from data. Prerequisite: Passing or exempting MATH 0987. A grade of “C” or better is required for graduation. 3-0-3

**MATH 1101.** Introduction to Mathematical Modeling. This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. Prerequisite: Passing or exempting MATH 0988. A grade of "C" or better is required for graduation. 3-0-3

**MATH 1111.** College Algebra. This course provides an in-depth study of the properties of algebraic, exponential, and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Prerequisite: Passing or exempting MATH 0989. A grade of "C" or better is required for graduation. 3-0-3

**MATH 1113.** Pre-calculus. This course is an intensive study of the basic functions needed for the study of calculus. Topics include algebraic, functional and graphical techniques for solving problems with algebraic, exponential, logarithmic, and trigonometric functions and their inverses. Prerequisite: MATH 1111 or departmental permission. A grade of “C” or better is required for graduation if course is used in Area A or Area F. 4-0-4

**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: Completion of, or exemption from, Foundations-level MATH courses. 3-0-3

## **MUSIC (MUSI)**

**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. The chorus will perform at College and community events, as well as by invitation outside of the local community. No prerequisite. 0-4-2

**MUSI 1010, 1011, 1012, 1013.** This two-hour institutional credit lab course is for the purpose of organizing, instructing, and rehearsing a jazz band ensemble emphasizing a popular, jazz, blues and show tune repertoire. The jazz band will perform at college and community events, as well as by invitation outside of the local community. No prerequisite. 0-4-2 (Institutional credit)

**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)**

**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 four- semester-hour course placed in the first semester of the nursing sequence. This course will be taught during Fall Semester Term A. There are eight 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 PSI background and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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. Concurrent enrollment in or completion of BIOL 2210K and PSYC 1101 with grades of “C” or better. 4-0-4

**NURS 1101.** Fundamentals of Nursing. A four- semester-hour course taught during Fall Semester Term B of the nursing sequence. There are four hours of class and eight hours of lab experiences weekly. This course is designed to provide the student with basic skills and to facilitate the acquisition of fundamental knowledge upon which sequential study will be developed. Practical application and hands-on learning experiences for basic nursing skills, patient assessments, vital signs and medication administration are provided. Basic therapeutic skills are learned, practiced and demonstrated safely in the campus laboratory as simulated experiences. Prerequisites: Completion PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 and concurrent enrollment in or completion of BIOL 2210K and PSYC 1101 with grades of “C” or better. Completion of NURS 1100 Term A with a grade of “C” or better. 2-4-4

**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: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 NURS 1100 and 1101, PSYC 1101, BIOL 2210K, and concurrent enrollment in or completion of BIOL 2211K with grades of “C” or better. 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 will be with mental health clients in acute, residential and community agencies including day treatment centers and substance abuse centers. Prerequisites: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 NURS 1100 and 1101, BIOL 2210K and PSYC 1101 with grades of “C” or better. 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. Clinical experiences will be with mental health clients in acute, residential and community agencies including day treatment centers and substance abuse centers. Other clinical experiences will utilize campus labs, case studies and simulated learning experiences. Prerequisites: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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. 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 27 semester credit hours of required general education courses with grades of "C" or better. 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: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 NURS 1100, 1101, 1102, 1103 or 1104, BIOL 2210K, BIOL 2211K, BIOL 2215K, PSYC 1101, and PSYC 2103 with grades of "C" or better. 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: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 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. 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: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 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. 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: Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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 BIOL 2210K, BIOL 2211K, BIOL 2215K, PSYC 1101, and PSYC 2103 with grades of "C" or better. 1-0-1

**Nursing 3104.** RN to BSN Career Mobility. This course will build upon previous knowledge and skills obtained at the associate degree level. This course will focus on nursing theory, changing demographics of our population, healthcare financing, expanding care outside the hospital and other new issues in an evolving healthcare system and is the foundation for socialization from an ASN graduate to a Baccalaureate prepared RN. Prerequisites: Current RN Licensure in Georgia. Completion of PSI background check and drug screening. Current health insurance and current physical examination, PPD and immunizations. 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. 3-0-3

**Nursing 3105.** Nursing Pathophysiology. The influence of mechanisms upon structure and function of the body's adaptive and compensatory mechanisms will be explored. The interaction of life-style, culture, gender differences, and intrinsic and extrinsic environmental factors will be examined. Emphasis is placed upon the pathophysiological concepts for understanding the rationale for prevention of disease and promotion of health and wellness through therapeutic nursing interventions and therapeutic nursing interventions. Prerequisite is completion of Anatomy and Physiology I and II with the grade of 'C' or better. 3-0-3

**Nursing 3106.** Health Assessment. This course will build on assessment skills acquired in the ASN and practice setting. Current skill levels will be enhanced through didactic instruction for clients across the life span. The interview process will be explored, emphasizing the health history. A cultural approach will be included. The clinical hours will allow the practice of new assessment techniques and offer opportunities to develop interview skills. 2-2-3

**Nursing 4107.** Nursing Research. This course is designed to introduce nursing research techniques and will explore practical application of research to delivery evidence-based practice. This course will enable the student to think critically about research and formulate questions of inquiry. Methods and strategies related to quantitative and qualitative research are investigated. A major focus is on increasing the ability to analyze, criticize, and interpret research and its application to clinical practice. Prerequisite: Completion of MATH 2280 with a grade of "C" or better. 3-0-3

**Nursing 4108.** Nursing Leadership and Management. This course will examine current trends in nursing leadership and management in order to improve care delivery in a cost-effective manner. Organizational leadership styles and quality indicators will be examined to improve patient outcomes. Students will utilize core measures as quality indicators and explore reimbursement as an indicator of performance-based funding. 4-4-6

**Nursing 4109.** Community Health. This course emphasizes concepts of healthcare delivery to individuals, families, and groups found in the community. Disease prevention, health promotion, and health restoration are themes that will be explored. Certain global topics will be included. An overview of the philosophy of community health services delivery. The emphasis is on prevention of illness and promotion of health of individuals, families, communities, and related socio-cultural and environmental factors. Healthcare policy and financial aspects associated with care delivery will be examined at the local, state and national level. 4-4-6

**Nursing 4110.** Informatics. This course provides an introduction to healthcare informatics and electronic medical records. In this course, general computer office applications and

healthcare specific information technology applications are presented and used. The major product for this course will focus on information systems as related to healthcare safety, quality improvement, resource utilization, and data management to improve patient outcome. Ethical and legal issues impacting the use of technology in healthcare are explored. 3-0-3

**Nursing 4111.** Ethics in Nursing. This course will explore current models for ethical decision-making. Selected ethical dilemmas in nursing practice will be analyzed. There will be an emphasis on the self- evaluation of personal and professional values. 3-0-3

## **PHILOSOPHY (PHIL)**

**PHIL 2010.** Introduction to Philosophy. This course engages students in opportunities for analysis and critical thinking as they examine a variety of positions and arguments that are central in the history of philosophy. Course topics include, but are not limited to, time, the existence of God or gods, free will personal identity, the nature of morality and knowledge. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**PHIL 3150.** Professional Ethics. This course will enable the students to engage in critical thinking and analysis as they examine difficult moral problems that may arise in a variety of professional settings. Readings and discussion will focus on issues of personal decision-making, and public policy in the context of their social, political, economic and legal parameters. Prerequisite: Junior standing or permission of the instructor. Passing or exempting ENGL 0989 3-0-3

## **PHYSICAL EDUCATION (PHED)**

**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 1120.** Baseball/Softball Techniques and Strategy. Practical experience in fundamental skills and techniques, team play & strategy. 0-2-1

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

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

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

**PHED 1210.** Badminton. An introduction to badminton stressing the basic skills, rules and strategies of play needed to participate in the sport successfully. 0-2-1.

**PHED 1230.** Golf. Designed primarily for beginners; emphasis on teaching the basics of the game of golf. Instruction focuses on the grip, stance, and the basic swing pattern. There may be an additional golf fee. 0-2-1.

**PHED 1240.** Racquetball. A course designed to provide instruction in the rules, strategies, and basic skills necessary to play the sport of racquetball. 0-2-1.

**PHED 1250.** Beginning Tennis. An introduction to tennis stressing the rules, court etiquette, skill development and the language of the sport. 0-2-1.

**PHED 1280.** Introduction to Yoga. This course promotes the connection of breath and movement through a dynamic flow of asanas, building strength and flexibility. Classes will generally begin with sun salutations and progress through standing and balancing postures, forward folding, lateral opening, twists, backbends, and inversions. This physical practice helps us to go within ourselves and create a deep, peaceful awareness of body and mind. By learning and practicing physically challenging flow sequences, your body will begin to rid itself of physical and mental blocks that dwell within. The result is improved circulation, a light and strong body, and a calm mind. This course will also promote the use of yoga for relaxation and meditation. 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 1410.** Canoeing. An introduction to basic solo and tandem navigational and canoeing fundamentals. Prerequisite: basic swimming ability, comfortable in deep water, self-rescue skills. 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

### **PHYSICAL SCIENCE (PHYS)**

**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 ENGL 0989. 3-0-3

**PHSC 1011L.** Laboratory for Foundations of Physical Science. A laboratory course to augment and support PHSC 1011. Prerequisite: Passing or exempting ENGL 0989. Prerequisite or Corequisite: PHSC 1011. 0-2-1

**PHYS 1111K.** Introductory Physics I. An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary algebra and trigonometry will be used. Prerequisites: MATH 1113 and passing or exempting ENGL 0989. 3-2-4

**PHYS 1112K.** Introductory Physics II. An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary algebra and trigonometry will be used. Prerequisite: PHYS 1111K. 3-2-4

**PHYS 2211K.** Principles of Physics. An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary calculus will be used. Prerequisite or Corequisite: MATH 2253. Prerequisite: Passing or exempting ENGL 0989. 3-2-4

**PHYS 2212K.** Principles of Physics II. An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary calculus will be used. Prerequisite: PHYS 2211K. Prerequisite or Corequisite: MATH 2254. 3-2-4



## **POLITICAL SCIENCE (POLS)**

**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 ENGL 0989. 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 ENGL 0989. (See HIST 2100.) 3-0-3

**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: ENGL 0989, 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 ENGL 0989. 3-0-3

## **PSYCHOLOGY (PSYC)**

**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. Prerequisite: Passing or exempting ENGL 0989. 3-0-3.

**PSYC 2101.** Introduction to the Psychology of Adjustment. An introductory examination of the applied psychological theory and research concerning mental health and well-being. Prerequisite: Passing or exempting ENGL 0989. 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.

**PSYC 2201.** 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 ENGL 0989. 3-0-3.

**PSYC 3101.** Human Behavior in Organizations. This course deals with human behavior in organizations. Conceptual frameworks, case discussions, and skill-oriented activities are applied to course topics which include: motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Class sessions and assignments are intended to help participants acquire skills and analytic concepts to improve organizational relationships and effectiveness. 3-0-3.

**PSYC 3200.** Leadership Development. The course is designed to improve personal awareness in the areas of self-management, professionalism, work attitudes and motivation, personality, innovation and creativity, communication, diversity, and ethical decision making. In addition, students will gain an appreciation and understanding of the diverse individual differences that leaders encounter in a global workforce. Students can apply concepts from this class to their own professional development and also use concepts to promote and sustain a diverse working environment. Upon completion of this course, students will recognize their strengths and weaknesses and create a professional development plan that emphasizes self-management practices. 3-0-3.

**PSYC 3201.** Industrial/Organizational Psychology. This course focuses on both research and the application of research findings to practical problems in the workplace. Topics include the recruitment, selection, training, motivation and job performance of individuals at work. 3-0-3.

## **RECREATION (RECR)**

**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)

**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 ENGL 0989. 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 ENGL 0989. 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

## SOCIOLOGY (SOCI)

**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 ENGL 0989. 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 ENGL 0989. 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. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**SOCI 2501.** The Multiple Aspects of Diversity. An introduction to the sociology of race and ethnic relations, examining selected racial and ethnic subcultures with respect to past and present history, past and present patterns of participation, minority-majority relations, maintenance patterns and consequences of prejudice and discrimination for American life. A multicultural perspective and an analysis of minority groups in American society will be included. Prerequisite: Passing or exempting ENGL 0989. 3-0-3

**SOCI 3501.** Gender in Work. Students will examine the differences in the work experiences of men and women within organization. Topics include gender-role attitudes, occupational segregation, gender and leadership, sexual behavior in the workplace, career mobility and workforce diversity. 3-0-3.

## **SPANISH (SPAN)**

**SPAN 1001.** Elementary Spanish I. Grammar, reading, writing, simple listening and speaking skills. Prerequisite: Passing or exempting ENGL 0989. 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 with emphasis on imperatives, present subjunctive, and description and narration in simple tenses (past, present and future). Culture lessons focus on Spain, Mexico and Central America. Prerequisite: SPAN 1002 or permission of instructor. 3-0-3 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 with emphasis on conditional, past subjunctive and compound tenses. Culture lessons focus on Spanish-speaking countries in South America and the Caribbean. 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.)

## **COLLEGE ORIENTATION AND SUCCESS (SGSC)**

**SGSC 1000.** South Georgia State College Orientation and Success. This course is designed to help students learn skills that will make them better college students, 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.)

### **STUDY ABROAD (SABR)**

**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. May be repeated for credit when topics vary. No prerequisite. 0-2-1 (Institutional credit)

**SABR 2001-2005.** Study Abroad. An interdisciplinary course of selected areas of history, political science, economics, arts, and literature. Awareness and understanding of cultural, ethnic, racial, and gender diversity will be addressed. [SABR 2001 – United Kingdom; 2002 – South Pacific & Asia; 2003 – European Union; 2004 – Africa; 2005 - Latin America]. 3-0-3.

### **THEATER (THEA)**

**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: Passing or exempting ENGL 0989. 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

Revised 5/7/18

## FACULTY

- Abdalla, Badr** ..... Assistant Professor of Physics  
B.S., M.S., Ph.D., Sudan University of Science & Technology
- Abercrombie, Ronald** ..... SR Lecturer of Accounting and Business  
B.A., M.S., Valdosta State University
- Adams, Margaret** ..... Assistant Professor of Mathematics  
B.A., Pace University; M.A., Brooklyn College;  
Ph.D., B.A., University of North Carolina
- Anderson, Crystal** ..... Associate Professor of Communications  
B.A., Valdosta State University; M.A., University of Georgia
- Barnhart, Ronald** ..... Assistant Professor of Mathematics  
M.S., West Virginia University; Ph.D., University of Pittsburgh
- Batten, Lisa Ann** ..... Assistant Professor of Nursing  
B.S.N., M.S.N., Valdosta State University
- Berry, Allen** ..... Temporary Assistant Professor of English  
B.S., Freed Hardeman University; M.A., University of Alabama;  
Ph.D., University of Southern Mississippi
- Brown, Wesley** ..... Assistant Professor of Computer Information Systems  
B.S., M.Ed., Valdosta State University
- Brucie, Thom** ..... Professor of English  
B.A., Hobart College; M.A., Ph.D., University Louisiana, Lafayette
- Caldemeyer, Dana** ..... Assistant Professor of History  
M.A., Ph.D., University of Kentucky
- Carson, Paul** ..... Professor of Education  
B.S., M.Ed., Valdosta State University; Ed.D., Walden University
- Carter, Jaime L.** ..... Professor of Nursing  
B.S.N., M.S.N., Valdosta State University;  
Ed.D., University of West Georgia
- Chen, Yuna** ..... Professor of Economics  
B.A., Jinan University; M.A., Ph.D., Florida International University
- Clement, Susan A.** ..... Associate Professor of Nursing  
B.S.N., M.S.N., Valdosta State University
- Cook, A. G.** ..... Professor of Biology  
M.S., B.S., Brigham Young University; M.S., Ph.D., University of Georgia

- Cozma, Codrina** ..... Associate Professor of English & Learning Support  
 B.A., Cuza University; M.A., Valdosta State University;  
 Ph.D., University of South Florida
- Crawford, Jacob** ..... Lecturer of Physical Education and  
 Head Ladies' Soccer Coach  
 B.S., Valdosta State University; M.S., Georgia Southern University
- Dingler, Tammy** ..... Lecturer of Mathematics  
 B.S., M.S., Georgia Southwestern State University
- DiNicola, Andrew** ..... Instructor of English & Learning Support  
 B.A., State University of New York at Buffalo;  
 M.A., University of North Florida
- Dye, Bryson** ..... Assistant Professor of Chemistry  
 B.S., M.S., University of Idaho; Ph.D., University of Georgia
- Dye, Kathryn** ..... Temporary Assistant Professor of Biology  
 B.S., Microbiology, University of Idaho; Ph.D., University of Georgia
- Ellis, Kevin** ..... Temporary Lecturer of English  
 B.A., M.A., Georgia Southwestern State University
- Esenabhalu, Victor** ..... Assistant Professor of Anatomy & Physiology  
 B.S., University of Llorin, Nigeria; M.S., University of Benin, Nigeria  
 Ph.D., University of Graz, Australia
- Fales, Paula M.** ..... Associate Professor of English/Education  
 B.A., University of Central Florida; M.A., Florida State University
- Flowers, Ed** ..... Lecturer of History  
 B.S., M.S., Valdosta State University
- Griffin, Rebecca** ..... Associate Professor of Mathematics  
 B.S.Ed., M.Ed., Georgia Southern University
- Guedes, Rosa** ..... Assistant Professor of Biology/Ecology  
 M.S., Federal University of Rio, Grande do Sul, Brazil  
 Ph.D., University of Georgia
- Hancock, Bobbi** ..... Instructor of Sociology  
 B.A., M.S., Valdosta State University
- Havens, Julie** ..... Assistant Professor of Biology  
 B.S., University of Arkansas; M.S., University of South Florida;  
 Ph.D., University of Arkansas
- Holiwski, Frank** ..... Associate Professor of Psychology  
 B.A., East Tennessee State University;  
 M.A., Ph.D., DePaul University

- Howell, Lisa** ..... Professor of Mathematics  
B.S., M.S., Ed.D., Georgia Southern University;
- Hunt, Kimberly** ..... Assistant Professor of Biology/Ecology and  
Biological Sciences Coordinator  
B.S., University of Florida, B.S., University of Florida;  
Ph.D., University of Georgia
- Johnson, Charles W.** ..... Dean of the School of Sciences and  
Professor of Physics  
B.A., SUNY at Geneseo; M.S., St. Bonaventure University;  
Ph.D., Kent State University
- Kelley-Heath, Rhonda** ..... Associate Professor of English & Learning Support  
B.A., M.A., Ph.D., University of Georgia
- Kirkland, Cindi** ..... Professor of Computer Information Systems  
B.A., M.Ed., Ph.D., Valdosta State University
- Madrid de Mata, Guadelupe** ..... Assistant Professor of Spanish  
B.S, M.S., Universidad de Oriente, Venezuela;  
M.A., M.A., West Virginia University
- Majdi, Bernard F.** ..... Associate Professor of Chemistry/Biology  
B.S., Metropolitan ST College of Denver 1984;  
M.A., Western State College of Colorado
- Maul, Glen W.** ..... Professor of Psychology  
B.S., Rutgers University; M.S., City University of New York Brooklyn College;  
Ed.D., Rutgers University
- Musgrove, Bobby Jean** ..... Associate Professor of Nursing  
B.S., M.S.N, Valdosta State University;  
Ed.D., University of Alabama
- Niroula, Nirmal** ..... Assistant Professor of Sociology  
B.S., M.S., Tribhuvan University, Nepal; M.A., University of Akron;  
Ph.D., University of Kentucky
- Norris-Holiwski, Candace** ..... Lecturer of Psychology  
B.S., M.S., Valdosta State University
- Page, Robert** ..... Vice President for Academic & Student Affairs and  
Professor of History  
B.A., M.A., University of Central Florida; Ph.D., Georgia State University
- Petrella, Jeremy** ..... Instructor of History  
B.A., Niagara University; M.A., Valdosta State University
- Pirkle, Darlene** ..... Assistant Professor of Nursing  
B.S.N., Medical College of Georgia; M.S.N., Valdosta State University



- Porter, Ruth Ellen** ..... Dean of the School of Arts & Professional Studies and  
Professor of English/Spanish  
B.A., Randolph-Macon Women's College; M.A., Hollins College  
Ph.D., University of North Carolina, Chapel Hill
- Potter, Robert**.....Assistant Professor of Biology  
B.S., M.S., Colorado State University, Ph.D., University of Georgia
- Pradhan, Kishore**..... Instructor of Mathematics  
B.S., Garhwal University, Nepal;  
M.S., Mathematics, Tribhuwan University, Nepal;  
M.S., University of Memphis
- Pridemore, Frank**..... Assistant Professor of Political Science  
B.S., Florida Southern College; M.P.A., Valdosta State University
- Reiman, Richard A.** ..... Professor of History  
B.A., Miami University; M.A., Ph.D., University of Cincinnati
- Sasser, Shirley** ..... Associate Professor of Nursing  
B.S.N., Medical College of Georgia; M.S.N., Valdosta State University
- Savage, Jeff** ..... Lecturer of Student Success and  
Head Women's Softball Coach  
B.S., University of Rio Grande; M.S., Delaware State University
- Scheeser, Hayley** .....Lecturer of Communications  
B.A., M.A., Georgia State University
- Selby, Sara E.**..... Academic Affairs Projects Specialist and  
Professor of English  
B.A., M.A., University of Mississippi
- Sims, Rebecca** ..... Associate Professor of Political Science  
M.P.A., Valdosta State University; J.D., Baylor University
- Smith, Charles** ..... Chair of Business and  
Assistant Professor of Management  
B.B.A., Texas Wesleyan College;  
M.B.A., Dallas Baptist University; Ph.D., Capella University
- Smith, Molly E.**..... Professor of Biology  
B.S., Mercer University; Ph.D., Clemson University
- Spires, Curt** ..... Assistant Professor of Nursing  
B.S.N., Medical College of GA; M.S.N., University of Alabama
- Stephens, Elaine**.....Assistant Professor of English  
B.S., M.Ed., Ed.S., Georgia Southern University

- Strickland, Kasey** ..... Assistant Professor of Nursing  
B.S.N., M.S.N., Valdosta State University
- Sundram, Yoga** ..... Associate Professor of Biology  
D.V.M., University of Ceylon, Peradeniya, Sri Lanka;  
M.S., Ph.D., Louisiana State University
- Talbott, R. Michael** ..... Instructor of English  
B.A., M.Ed. and Ed.S., Valdosta State University
- Thigpen, Scott** ..... Dean of the School of Nursing and  
Professor of Nursing  
B.S.N. and M.S.N., Valdosta State College;  
D.N.P., Medical College of Georgia
- Thornton, Dean** ..... Assistant Professor of Anatomy & Physiology  
BS, Chapman University;  
D.C., Sherman College of Straight Chiropractic
- Thornton, Lauren** ..... Assistant Professor of Nursing  
B.S.N., M.S.N., Walden university
- Thumann, Erik** ..... Lecturer of Health and Human Performance and  
Athletic Trainer  
B.S., University of Miami; M.S., University of North Georgia
- Timothy, Jeff** ..... Lecturer of Physical Education and  
Head Baseball Coach  
B.S., Southern Polytechnic State University;  
M.B.A., Brenau University; M.Ed., University of Houston
- Vickers, Jacqueline H.** ..... Library Director  
B.S., Valdosta State University; M.S., Florida State University
- Ward, Charles** ..... Instructor of Mathematics  
B.S., M.Ed., Valdosta State University
- Webster, Valerie F.** ..... Director of Entry Programs & Planning and  
Assistant Professor of Business Administration  
B.B.A., M.B.A., Georgia Southern College
- Webster, William S.** ..... Professor of English & Learning Support  
B.A., M.A., Middle Tennessee State University;  
Ph.D., Purdue University
- Williams, Janice St. Claire** ..... Reference Librarian  
B.A., M.L.S., University of West Indies
- Yonz, Randy O.** ..... Assistant Professor of Physical Education  
B.S., M.Ed., Ed.S., Valdosta State University

## **SOUTH GEORGIA COLLEGE\* EMERITUS FACULTY**

### **Barrow, William H.**

Professor Emeritus of Physics and Mathematics  
B.S.Ed., M.S., Ed.S., Georgia Southern University; Ph.D., University of Georgia

### **Bowen, Dorothy C.**

Associate Professor Emerita of Nursing  
B.S.N., M.S.N., Georgia State University; Ed.Sp. University of Missouri

### **Burch, Elizabeth D.**

Assistant Professor Emerita of Nursing  
R.N., Grady Memorial Hospital; B.S.N., Georgia Southwestern College; M.S.N., Medical College of Georgia

### **Clara, Louise P.**

Chair Emerita of the Division of Developmental Studies/Humanities  
Professor Emerita of English and Reading  
B.S.Ed., M.Ed., Delta State University; Ed.D., Memphis State University

### **Deen, Delano**

Associate Professor Emeritus of Chemistry  
B.S.Ed., B.S. Georgia Southern College; M.S.Ed, University of Georgia

### **Douglas, Charles A.**

Associate Professor Emeritus of Mathematics  
B.S., University of Georgia; M.Ed., Ed.S., Georgia Southern College

### **Fales, Shirley L.**

Associate Professor Emerita of Humanities  
A.B., University of Georgia; M.A., Duke University

### **Fisher, Michael D.**

Professor Emeritus of English and French  
Diplome, Alliance Francaise de Paris; B.A., Centenary College; M.A., Baylor University;  
M.A., Middlebury College; Ph.D., University of Georgia

### **Franklin, J. Marion**

Vice President Emeritus of Business Affairs  
B.B.A., University of Georgia; M.B.A., Valdosta State College

### **Harrington, Terry L.**

Associate Professor Emeritus of Biology  
A.B.J. University of Georgia; M.A., Ed.S. Appalachian State

### **James, Grace M.**

Vice President for Academic Affairs Emerita,  
Chair Emerita of the Division of Health, Physical Education, and Recreation,  
Athletic Director Emerita, and Professor Emerita of Physical Education  
B.S. Ed, M.Ed., Georgia Southern College; Ed.D. University of Georgia

**Johnson, Martha M.**

Professor Emerita of English Language and Literature  
B.A., M.A., Ed.S. Central Missouri State University; Ph.D., University of Missouri

**Johnson, Robert R.**

Registrar Emeritus and Associate Professor Emeritus of Physical Education  
B.S., M.S., University of Illinois

**Lott, Wilma R.**

Professor Emerita of Mathematics  
B.S.Ed., Georgia Southern College; M.Ed., M.Ed., Ed.S. Valdosta State College;  
Ph.D., Georgia State University

**MacQuinn, Janice M.**

Assistant Professor Emerita of Nursing  
B.S.N., M.S.N., Russell Sage College

**Norman, W. Albert**

Associate Professor Emeritus of Science  
A.A., Georgia Southwestern College; B.S.Ed., M.S.Ed., Ed.S., Georgia Southern College

**Nye, Roger D.**

Chair Emeritus of the Division of Business and Social Sciences  
Professor Emeritus of Criminal Justice and Sociology  
B.S., York College of Pennsylvania; M.S., Eastern Kentucky University;  
M.S., Valdosta State College; Ed.D. University of Georgia

**Perkins, Wade S.**

Assistant Professor Emeritus of Physical Education  
B.S.Ed., M.Ed., Georgia Southern College

**Prewett, James F.**

Associate Professor Emeritus of Industrial Technology  
Chairman Emeritus of the Division of Business Administration  
B.S.I.E., University of Tennessee; M.B.A., University of Chicago

**Richards, Marlene K. Bush**

Assistant Professor Emerita of Learning Support Reading  
B.S.Ed., University of Georgia; M.Ed., Valdosta State University

**Schuur, Douglas C.**

Assistant Professor Emeritus of Business Administration  
B.B.A., MA. Eastern Michigan College; M.B.A., Georgia Southern University

**Swilley, Monroe F., III**

Associate Professor Emeritus of History  
A.B., M.A., Georgia State University

**Trowell, Christy T.**

Associate Professor Emerita of Social Science  
B.S.Ed., Ed.S., Georgia Southern College

**Watts, Sherrill G.**

Chair Emerita of the Division of Natural Sciences/Mathematics,  
Professor Emerita of Science,  
Director Emerita of Planning and Assessment  
B.A., M.S., University of Southern Mississippi; Ph.D., Emory University

**Wilkerson, Thomas A.**

Vice President for Academic Affairs Emeritus and Professor Emeritus of Speech  
A.A., Augusta College; B.S.Ed., Georgia Southern College;  
M.F.A., Ed.D. University of Georgia

\* South Georgia College and Waycross College were consolidated by the Board of Regents of the University System of Georgia on January 8, 2013, to form South Georgia State College.

revised 11/06/17

**WAYCROSS COLLEGE\* EMERITUS FACULTY**

**Davis, Charles W.**

Professor Emeritus of English  
B.S., Florida State University; M.A., Ph.D., Georgia State University

**\*\*Deason, William E.**

Vice President for Business Affairs Emeritus  
B.B.A., Georgia College; M.B.A., Valdosta State University

**\*\*Helms, James M.**

Professor Emeritus of Mathematics  
AS., Wallace Junior College; B.S., University of South Alabama;  
M.S., Florida State University; Ed.D., University of Georgia

**Losty, Barbara P.**

President Emerita  
B.A., Wellesley College; M.A., Ph.D., University of Connecticut

**Paul, Gillian W.**

Assistant Professor Emerita of Mathematics  
B.S., College of Charleston; M.Ed., Auburn University;  
additional study, University of Georgia

**Ratliff, Leigh M.**

Assistant Professor Emerita of Mathematics/Computer Science  
B.A., Agnes Scott College; M.Ed., Georgia Southern College;  
additional study, University of North Carolina at Chapel Hill

\* South Georgia College and Waycross College were consolidated by the Board of Regents of the University System of Georgia on January 8, 2013, to form South Georgia State College.

\*\*Charter Faculty at Waycross College