



## **East Georgia College**

### **2011 - 2012 Catalog**



The statements set forth in this Catalog are for information purposes only and should not be construed as the basis of a contract between the student and this institution. While the provisions of this Catalog will ordinarily be applied as stated, East Georgia College reserves the right to change any provision listed herein, including but not limited to academic requirements for graduation, without actual notice to the individual student. Every effort will be made to keep students advised of such changes. Information on changes will be available in the Office of the Registrar. Ultimately, each student is responsible for staying apprised of current graduation requirements in their particular degree program. While academic advisors should be consulted regularly, students are responsible for the completion of their chosen degrees.

East Georgia College  
131 College Circle  
Swainsboro, Georgia 30401  
General Information: (478) 289-2000  
Admissions: (478) 289-2017  
Website: [www.ega.edu](http://www.ega.edu)

Hello and welcome to East Georgia College! We are excited that you have chosen our institution and we welcome the opportunity to assist you in furthering your education. In an effort to better educate you to college life in general and this institution in particular, we have attempted to tailor this document to what we perceive to best suit 'your' needs, those of a student. You will find general information at the front, followed by area specific information concerning Admissions, Financial Aid, Academic Policy, Fee Payment, Student Services, Degrees, Programs of Study and an alphabetical listing of course offerings. Please take time to read this information. It will offer valuable insight regarding policies, procedures and services provided by East Georgia College. We hope you enjoy your time with us and if there is anything we may do to assist you, please do not hesitate to contact us. Should you have any suggestions for ways to improve this publication please email the Registrar at [jstrach@ega.edu](mailto:jstrach@ega.edu).

### **Catalog Editions**

Students will normally satisfy the curricular degree requirements of the catalog in effect at the time they enter. It must however be recognized that revisions may be required to provide more effective programs. Changes in academic regulations affect all students. Examples include the scholastic discipline policy, procedures for removing incomplete grades, and appeals procedures. There are several instances, however, when students will be required to "change catalog editions." This means that students will be required to satisfy the curricular degree requirements of the catalog in effect when/if they: change programs of study, re-enter the college after a period of two or more consecutive years in which they have earned no academic credit, or have not graduated by the time their catalog edition is 10 years old. The curricular degree requirements of more than one catalog edition cannot be combined. Students who choose to satisfy requirements of a later catalog must notify the Office of the Registrar.

### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), East Georgia College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the counselor before academic accommodations can be implemented.

### **Equal Opportunity Policy Statement**

East Georgia College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college will not be influenced by race, sex, color, religion, national origin, age, veteran status, or handicap.

### **Annual Notice of Student Rights under FERPA**

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, which is designed to protect the student's rights with regard to education records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, control disclosures of education records with certain exceptions and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. 'Directory information' will be treated as public information and will generally be available on all current and former students at the discretion of the institution. This includes the following: student's name, address, email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports programs, age, hometown, hobbies, and general interest items of members of athletic teams, dates and status of attendance, degrees, honors, and awards and awards applied for and/or received, and previous educational institutions attended by that student. Any student, who does not wish directory information disclosed, must file a written request with the Office of the Registrar. For more information concerning FERPA, refer to the Academic Policy and Procedure section of this catalog.

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## General Information

### **The University System of Georgia, 270 Washington Street, S.W., Atlanta, Georgia 30334**

The University System of Georgia includes all state-operated institutions of higher education in Georgia: 1 Research Institute, 4 research universities, 2 regional universities, 13 state universities, 14 state colleges and 2 two-year colleges. These 36 public institutions are located throughout the state. A 15-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board Members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years. The Chairman, Vice Chairman, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System. The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research.

**Instruction** consists of programs of study leading to degrees, ranging from the associate (two-year) level to the doctoral level. Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

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

**Governance** by the Board of Regents provides a high degree of autonomy for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board. State appropriations for the University System are requested by, made to and allocated by the Board of Regents. The largest share of the state appropriations is allocated by the Board for instruction.

### **East Georgia College, 131 College Circle, Swainsboro, Georgia 30401**

East Georgia College is a two-year unit of the University System of Georgia. The College offers Associate in Arts and Associate of Applied Science degrees.

### **Mission Statement**

East Georgia College is an associate degree granting, liberal arts institution of the University System of Georgia providing its students access to both academically transferable programs of study and collaborative programs in occupation related fields. The College also offers targeted baccalaureate level degrees that support the University System's initiative to expand educational opportunities. The College prepares traditional and nontraditional students for success in the global 21<sup>st</sup> century through a technologically advanced teaching and learning environment that fosters personal growth by utilizing an expanding range of resources and amenities, including an on-campus student residential option. The College also continuously engages the communities it serves through public service and cultural enrichment.

### **Accreditation**

East Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts and the Associate in Applied Science 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 East Georgia College.

### **Memberships and Affiliations**

American Association of Community Colleges  
American Library Association  
Association of Departments of English  
Council for Advancement and Support of Education

Georgia Association of Chiefs of Police  
Georgia Association of College Stores  
Georgia Association of Colleges  
Georgia Association of Collegiate Registrars and Admissions Officers  
Georgia Association of Physical Plant Administrators  
Georgia Association of Student Financial Aid Administrators  
Georgia Education Advancement Council  
Georgia Honors Council  
Georgia Junior College Athletic Association  
National Association of Student Financial Aid Administrators  
National Association of College and University Attorneys  
National Association of College and University Business Officers  
National Junior College Athletic Association  
South Atlantic Association of Departments of English  
Southern Association of Collegiate Registrars and Admissions Officers  
Southern Association of Student Financial Aid Administrators

### **The Campus**

East Georgia College blends the modern buildings of the campus into a beautiful scenic setting that includes a small lake. Much of the land was a gift from Mrs. David Gambrell, a native of Swainsboro.

The following buildings serve as focal points for campus activities:

- The Student Services Complex is the hub of East Georgia College activity. The building consists of Enrollment Services Offices (Admissions, Student Records, Financial Aid, Student Activities, Information/Help Desk, and Guidance/Counseling area), Business Office, café and cyber-dining area, the Richard L. Brown Cafetorium, bookstore, game room, student government office, student meeting rooms, classrooms/computer labs, administrative offices for the Chief Business Officer, Comptroller, Office of Facilities and the Vice President for Student and Enrollment Services.
- The Academic building houses faculty offices, the Academic Instructional Resource (AIR) center, eight general classrooms, two large lecture classrooms and four laboratories designed for biology, chemistry, physics and geology. The laboratories are supported by a completely networked computer lab dedicated to Science and Mathematics.
- The George L. Smith building contains the Computer Services offices and help desk, Institutional Research and Effectiveness, and Athletics staff offices.
- The Gymnasium and physical education facilities can accommodate 700 students and contains the gym, classrooms, art studio and graphic design computer lab, athletic weight/training room, multi-functional seminar classrooms and the fitness center. Adjacent to the physical education building the Bobcat Athletic Complex which serves the baseball, softball fields and tennis courts. A disc golf course is located on campus along with a 'ropes' course and general use areas. The nature trail is located near the entrance to the college by the Fulford Community Learning Center. Parking areas to accommodate approximately 1,000 automobiles are also provided.
- The Luck Flanders Gambrell building contains classrooms, a computer lab, auditorium, library, the Heritage Center and administrative offices for the President, Vice President for Academic Affairs, Legal Counsel and Assistant to the President, Marketing/Community Relations, Public Information, Human Resources, and Development/Alumni Relations.

### **Tobacco Free Campus**

East Georgia College prohibits the use of any tobacco products on campus to foster the health and safety of our students, faculty, staff, and visitors and to promote the cleanliness of our facilities and grounds.

### **The Library**

The library is located in the heart of the Luck Flanders Gambrell Center and serves as the focal point for the college's learning experience. The facility provides an aesthetically pleasing, open atmosphere for study and relaxation. The library's book collection totals more than 42,000 volumes, and over 28,000

e-books. Subscriptions are maintained to approximately 130 periodicals, both popular and scholarly. A three-year back-file is maintained on all current subscriptions and some periodical back-files are available in bound volumes and on microfilm.

The library also subscribes to ten newspapers, including local, regional, and national titles. The library has an extensive collection of non-print material including video and cassette tapes, microfilm, microfiche, films, and slides. The library houses a photocopy machine and reader-printer for microform copies. The library's collection of periodicals is supplemented by GALILEO, a World Wide Web-based virtual library, accessed through PeachNet, Georgia's educational computer network. GALILEO provides access to multiple information resources, including secured access to licensed products. The library catalog provides access to the library's book and video collection and is available through GALILEO. Within the library is The Heritage Center which houses a special collection of materials on Emanuel County history and histories of surrounding counties. The Heritage Center contains census records, a photograph collection, numerous folders of miscellaneous documents and back-files of *The Blade*, the Swainsboro and Emanuel County newspaper. The library is open five days, which includes four evenings along with selected Sundays while classes are in session. Library staff and student assistants are available to assist students and community patrons.

### **Sudie A. Fulford Community Learning Center**

The center is a multidisciplinary, community-focused learning facility open to all Emanuel County residents and the surrounding area. The facility provides space for life-long individual and small group learning opportunities and serves as an educational resource center for teacher education students, K-12 students and teachers and teachers and college faculty. Tutoring, group studies and flexible classroom style areas for meetings, workshops, and small conferences are just a few of the services provided by the Fulford Center, The Center is also home to a 20-ft., full-dome planetarium. The Fulford Center also provides community outreach services to a lunch-and-learn series and youth summer camps.

### **On-Line Degrees**

East Georgia College offers on-line Associate in Arts degrees in general studies, psychology and sociology. Pursuing an on-line degree at EGC is resourceful, flexible and convenient: individualized learning and accessible faculty enable students to study and learn at their own comfortable and successful pace, which often translates into goals being reached in a shorter period of time; and often, when the cost of gas, parking, housing, and other fees associated with a traditional campus-based education are eliminated, students can save money by earning an on-line degree. There may be instances that students may have to come to either campus location at the discretion of the instructor.

### **Collaborative Agreements**

The East Georgia College Statesboro Instructional Site is an innovative model for the delivery of learning support and general education courses to students who, because of rising University System admission standards, are denied admission to Georgia Southern University. The site specializes in small classes and enhanced opportunities of one-on-one student-faculty interaction.

A cooperative nursing program is in place between East Georgia College and Darton College in which EGC provides the general education component of the program and Darton provides the nursing component for awarding an Associate Degree in nursing. Students must meet eligibility requirements in order to be accepted into the Darton College School of Nursing; final entrance into the program is competitive. Graduates are allowed to take the National Council of Licensure Examination (NCLEX-RN) for qualification as a registered nurse. All courses for this cooperative program, general education and nursing, are available in Swainsboro.

A cooperative Bachelor of Business Administration in Management degree program is in place between East Georgia College and Georgia Southwestern State University in which EGC provides the AA degree in Business Administration and Economics and Georgia Southwestern provides the BBA degree in Management. Students must meet eligibility requirements in order to be accepted into the BBA program. All courses for this cooperative program are offered via interactive video and on-line classes.

East Georgia College has a cooperative Associate in Applied Science degree program with the Heart of Georgia Technical College (Dublin), Ogeechee Technical College (Statesboro), Sandersville Regional Technical College (Sandersville), and Southeastern Technical College (Vidalia).

### **East Georgia College Foundation**

The primary purpose of the East Georgia College Foundation is to promote higher education in the area through development of the local college. The Foundation is empowered to create scholarships and/or endowments and to furnish grants for research or scholarly work in arts, science, education or other fields in which East Georgia College has an interest. Established in 1975, the Foundation is governed by a Board of Trustees whose officers are: Mr. Bill Rogers, Jr., Chair; Mr. Denny Key, Vice Chair; Mrs. Harriet Ray, Secretary; Cliff Gay, Treasurer; Dr. John Black, Executive Director; and Mr. Jerry Cadle, Past Chair. Other members of the Board are: Mrs. Marcile Bird; Dr. Jean Bridges; Mr. Craig Buckley; Mr. Jeb Cameron; Mr. Bill Devane; Mr. Bill Easterlin; Mrs. Stephanie Flanders; Mr. Henry Gambrell; Mr. Milton Gray, Jr.; Mrs. Caroline Harless; Mr. Nick Herrington; Mr. Donald Jenkins; Mr. Phillip Jennings, III; Mrs. Paula Karrh; Mr. Harry Martin; Mr. Richard McNeely; Mrs. Jean Morgan; Mr. Danny Palmer; Mr. Larry J. "Butch" Parrish; Mr. Bobby Reeves; Dr. Bobby Sasser; Mr. Charles Schwabe; Mr. Bill Simmons; Mrs. Margaret Smith; Mr. Larson C. (Shot) Strange; Mr. Jesse Stone; Mrs. Lynda Talmadge; Mr. Ken Warnock; Mrs. Tammy Wilkes; Mr. Donny Wilson; and Mrs. Carol Yeomans.

### **The Mary, Mattie, and Annie Lee Warren Memorial Education Fund**

The Mary, Mattie, and Annie Lee Warren Memorial Education Foundation Fund was established by the late Dr. Earl Loy Warren and Mrs. Warren, at the suggestion of Mr. Ben Ehrlich, for the cultural advancement, enjoyment and enlightenment of the students and faculty of East Georgia College and citizens of Emanuel County and surrounding areas. The fund annually provides revenue to sponsor or subsidize seminars in such areas as health and medicine, law, journalism, commerce, music, and religion; lectures by eminent authorities on subjects taught at the College; and cultural programs in art, music, drama and dance.

### **East Georgia College Academic Scholarships**

An array of scholarships from civic clubs, organizations, individual donors and the East Georgia College Foundation are awarded to students annually. Scholarships may be need-based (based on financial need), merit-based (based on academic achievement), or merit-based with consideration given to financial need. Criteria and the East Georgia College Scholarship Application may be obtained from the Office of Financial Aid. Current available scholarships include: Beta Sigma Phi Scholarship, Betty Colston Scholarship, Dekle-Lamb Kiwanis Circle K Scholarship, Gambrell Scholarship, Herrington Scholarship, James W. Buckley Scholarship, Jennings Scholarship, Jerry Ashcroft Scholarship, Livingston Scholarship, Richard L. Brown Endowment Scholarship, Rountree Family Scholarship, Walker Scholarship, Devereaux Haigh Lippett Scholarships and Willie D. Gunn Scholarship. Students are encouraged to explore all possible scholarship opportunities to assist in meeting financial obligations during college.

### **The Vision Series**

The Vision Series at East Georgia College is a privately-funded initiative that seeks to bring programs of intellectual and cultural enrichment to the college and its broader constituency. Since its inception, the Vision Series has brought to our community outstanding personalities-authors and newsmakers-musical performances, dance companies, and theatrical productions. Through sponsored field trips, students and community members have had numerous opportunities to attend exhibitions and dramatic productions not only in Georgia but in neighboring states, as well. The Vision Series has deepened and broadened the East Georgia College experience for students and enhanced their aspirations. In addition, faculty, staff, and community members have also been stimulated and have benefited from these events.

### **Lay Advisory Committees**

Continuing Education and Public Service programs at the College are assisted by the establishment of a Lay Advisory Committee whose function is to provide information, guidance, and liaison with the professional and personal life of the community. Through consultation, advice, and support, the Lay Advisory Committee for Continuing Education may extend a genuine service to the College and the community.

## Admissions

The Office of Admissions is located in the Student Services Complex and can be contacted by telephone at (478) 289-2017, by mail at East Georgia College, Admissions Office, 131 College Circle, Swainsboro, Georgia 30401-2699 or via our website at [www.ega.edu](http://www.ega.edu).

### General Admissions Information

Applications and all required documents should be returned to the college five days prior to the registration date for the semester in which the student wishes to enroll. Applicants are encouraged to apply or update their applications well in advance of the deadline. Late applications may be considered at the discretion of the Director of Admissions. All applicants will be assessed a \$20 *non-refundable* application fee.

The College has the right to cancel admission prior to or following enrollment if the applicant becomes ineligible as determined by the standards of the Board of Regents for the University System of Georgia. Final acceptance or denial of each applicant is determined by the Director of Admissions. This decision may be appealed by the applicant under provisions set by the College and the Board of Regents of the University System of Georgia. Applicants can check their admissions status on the Admission website under "Check Your Admissions/Financial Aid Status".

Applicants have a responsibility to inform the college if they have been convicted of certain crimes. These convictions shall include: a finding of guilty by a judge or jury, or a plea of nolo contendere, irrespective of the pendency or availability of any appeal or application for collateral relief. If the student has been convicted of one or more of the above-mentioned crimes, he/she must complete a CBI (Criminal Background Investigation) form with an attached explanation of the charges and pay the \$25 processing fee. Applicants will not be admitted until documentation has been submitted pending review.

Students seeking careers and/or professional licensure in certain fields, including—but not limited to—nursing, education, criminal justice, social work, psychology, law, or medicine, may be required to submit a future background check prior to a clinical assignment, internship, and/or professional licensure. It is the student's responsibility to check the requirements of his or her program of study and professional licensing board. Successful completion of a program of study in any of the above fields at any University System of Georgia institution does not guarantee licensure or employment in that respective profession.

*\*Refer to Student Handbook for more information about the criminal background process.*

An application is valid for the semester for which it is submitted. The record of applicants who do not enroll within a year after completing an application will be destroyed. If prior to the end of the year, the student wishes to reactivate the application to a future semester, he or she must complete an Update/Change Term form and return it to the Admissions department. If the applicant has attended another college during the past year, an official transcript must be sent from that college. The applications and records submitted to the College become the property of the College and will not be returned to the applicant or sent to another institution.

### Lawful Presence

In accordance with the Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to East Georgia College for Fall, 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. You can prove your lawful presence in the United States with one or more of the following documents:

- Your completed FAFSA for the current financial aid year.
- A certified copy of your U.S. Birth Certificate showing that you were born in the U.S. or a U.S. territory. **A photocopy is not acceptable.**
- Copy of your current Driver's License issued by the State of Georgia after January 1, 2008.



- Copy of your current ID issued by the State of Georgia after January 1, 2008.
- Copy of your U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- Copy of your U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- Copy of your Permanent Resident Card (USCIS form I-151 or I-551)
- Present your current military ID (service member only, not dependent). **A photocopy is not acceptable.**
- Copy of your current U.S. Passport

If you do not provide any of the above documentation, you will be classified as an out-of-state student, must pay out-of-state fees, and will be ineligible to attend the Statesboro Center.

### **Enrollment Categories**

**Freshman Applicants:** Those students who have never enrolled in a regionally accredited college or university who plan to transfer to a four-year institution to pursue a baccalaureate degree. The following minimum requirements must be met in order for a student to be considered as a freshman:

1. Must submit a completed East Georgia College application for admission.
2. Have graduated from an accredited or approved high school or have earned a GED.
3. Request a copy of high school transcript to be mailed directly from the high school to the East Georgia College Office of Admissions. GED recipients must request that a copy of their test score report is mailed from their test center to the East Georgia College Office of Admissions.
4. SAT and/or ACT scores are no longer required for admission to EGC, however if a student scores 430 or higher on the Critical Reading section of the SAT or a minimum of 400 on the Math section of the SAT, or 17 or higher on the English section of the ACT and 17 or higher on the Math section of the ACT and are not CPC deficient in English or Math they will be exempt from the Compass placement exam in the applicable area(s). Students who have met these SAT and/or ACT score requirements should request official SAT and/or ACT scores be sent to EGC by their counselor or from the Educational Testing Service.

*\* NOTE: Students that graduate 2010 and later years that score a 235 or higher on the English Language Arts (ELA) section of the Georgia High School graduation exam will be exempt from the English and Reading sections of the Compass.*

5. Submit the required Certificate of Immunization Form(s). Please refer to the following link  
<http://www.ega.edu/admissions/forms/ImmuneForm.pdf>
6. Complete sixteen courses of the College Preparatory Curriculum. Any student who does not have sixteen CPC courses is encouraged to apply and will be considered on a case-by-case basis.

*\*NOTE: Freshman applicants who score less than 430 on the Critical Reading SAT (17 on the ACT) or 400 on the Math portion of the SAT (17 on the ACT) or have a CPC deficiency in English or Math will be required to take the Compass placement exam in the applicable area(s) to determine placement in first semester courses. These exams in English, Reading, and Mathematics are given 8:00 am – 4:00 pm Monday through Thursday and 8:00 am – 10:00 am Friday of each week, excluding holidays. There is no cost to take this exam.*

**Transfer Applicants:** Students who have previously attended another college or university and are enrolling at East Georgia College for the first time. Students who are enrolled in other institutions are reminded that they may not disregard their records at these institutions. Failure to report previous college attendance is considered to be sufficient cause for cancellation of the student's registration and of any credits earned. The following minimum requirements must be met in order for a student to be considered as a transfer:

1. Must submit a completed East Georgia College application for admission.
2. Must be a graduate from an accredited or approved high school or have earned a General Equivalency Diploma (GED).
3. Must request a copy of final high school transcript or GED Score Report to be mailed directly to Office of Admissions.

4. Provide official transcripts from all college and technical institutions previously attended. Prior post-secondary coursework earned from accredited institutions will be evaluated and the student will be notified of work accepted. Students who are not considered to be in good academic standing at prior University System of Georgia institution(s) will be considered on a case by case basis.
5. SAT and/or ACT scores are no longer required for admission to EGC. However if a student scores 430 or higher on the Critical Reading section on the SAT or a minimum of 400 on the Math section of the SAT, or if a student score a 17 or higher on the English section of the ACT or a 17 or higher on the Math section of the ACT and does not have College Prep Curriculum (CPC) deficiencies in English or Math they will be exempt from the Compass Placement exam. Students who have met these SAT and/or ACT scores should request official SAT and/or ACT scores be sent to EGC by their counselor or from Educational Testing Service.

*\*Note: Students that graduated 2010 and subsequent years can exempt the Writing and Reading sections of the Compass by scoring a 235 or higher in the English Language Arts (ELA) section of the Georgia High School Graduation Exam.*

6. Must submit the required Certificate of Immunization form(s). Please refer to the following link <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>
7. Learning Support placement at a prior University System of Georgia institution will be honored and must be completed at East Georgia College.
8. Courses accepted in transfer must have been earned at a Southern Association of Colleges (SACS) accredited institution, or an institution accredited by another regional accreditation body recognized by SACS as an equal.

Transfer credit is evaluated upon receipt of official college transcripts. Grades accepted for transfer will include grades of "D" or better in core curriculum courses except in freshman English Composition (ENGL 1101 and ENGL 1102). Grades below a "C" in English Composition will not be accepted. Learning Support courses from out-of-state and private colleges do not transfer to East Georgia College.

Out-of-State students who have taken Political Science, United States or American History will need to take a proficiency exam to receiving credit for the course(s) as well as satisfy the Georgia and United States History and Constitution requirements.

**Special Admission for Adult, Non-Traditional Students:** Applicants for adult, non-traditional admission must have been out of high school or college for at least five (5) years and those applicants who attended college must have earned fewer than 30 semester hours of transferable college credit. The following admission requirements must be met by adult non-traditional applicants:

1. Must submit a completed East Georgia College application for admission.
2. Submit an official high school transcript showing evidence of graduation from an accredited or approved high school or submit an earned GED Score Report.
3. Applicants must submit an official college transcript for each college attended.
4. Non-traditional applicants are NOT required to take the SAT or ACT.
5. Non-traditional applicants will be required to take the Compass placement exam prior to registering for classes. Applicants required to take a Learning Support course will be required to enroll in and satisfactorily complete this course prior to taking regular credit coursework.

*\*NOTE: Non-traditional applicants who have scored 500 or higher on the SAT within the past 7 seven years may exempt the appropriate section(s) of the Compass placement exam.*

6. Must submit the required Certificate of Immunization Form(s). Please refer to the following link <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>

**Transient Students:** Students who are regularly enrolled at another institution and who expect to return to that institution, but who desires to enroll temporarily at East Georgia College. Transient applicants must:

1. Submit a completed East Georgia College application for Admission.
2. Have the Academic Dean or Registrar of the institution in which they are enrolled submit a letter of transient permission. The letter of transient permission must state that the applicant is in good academic standing and eligible to return to that institution.
3. A transient student must submit the required Certificate of Immunization Form. Please refer to the following link: <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>

Credit earned at East Georgia College will be forwarded to the student's institution upon written request by the student via a Transcript Request Form. Transient students desiring to continue enrollment as transfer students must submit a Former Student Application (<http://www.ega.edu/registrar/Forms/FormerStudentAppl.pdf>) and satisfactorily complete all transfer requirements. East Georgia College students desiring to attend another college as transient students must initiate procedures with their advisor at East Georgia College prior to attending that institution.

**ACCEL Program/Early Admission Students:** East Georgia College participates in the Accel Program in cooperation with public high schools in the state of Georgia. Students who are in the eleventh or twelfth grade who meet all eligibility requirements may take college courses either as joint enrollment or early admission students, and the matriculation fee will be paid by the Georgia Student Finance Commission via HOPE lottery funds. A student who is interested in this program should make the initial contact with his/her high school counselor. The following are the minimum admission standards:

1. Must submit a completed East Georgia College application for Admission.
2. Minimum SAT scores of 970 on the combination of the Critical Reading and Mathematics sections or an ACT composite score of 21.
3. Minimum cumulative high school grade point average of 3.00 on a 4.00 scale in College Preparatory Curriculum courses (CPC) or a minimum of 80 on the high school calculation completed through the sophomore or junior year of high school.
4. A minimum Critical Reading SAT of 430 or ACT English of 17 is required for a joint enrollment course in English 1101. A minimum Math SAT of 400 or ACT Math of 17 is required for a joint enrollment course in Math 1111.
5. Applicants must be "on-track" in completing the College Preparatory Curriculum (CPC) requirements.
6. Must submit the required Certificate of Immunization Form. Please refer to this link to access the form:
7. <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>
8. Must submit an Accel Program application each semester of enrollment (which is obtained from his/her high school counselor or via the GaCollege411 Website).

*\*NOTE: The College Preparatory Curriculum (CPC) requirements for admission to a University System institution may be satisfied in English, Mathematics, and/or Social Science in the Accel program. The CPC requirements in natural science and foreign language must be completed in high school.*

**Move On When Ready:** HB 149, "The Move on When Ready Act," permits 11th and 12th grade students to leave their assigned high schools and attend postsecondary institutions full-time to earn course credit that will apply towards high school graduation and college. The "Move on When Ready Act," is intended as another option (not a replacement) for 11th and 12th graders, in addition to other regular dual enrollment programs, residential programs, early college, career academies and charter schools. MOWR program is only available to students entering the 11th or 12th grade and who spent the prior year (2 consecutive semesters) in attendance at a Georgia public high school.

#### Admission Criteria for MOWR

- Combined score of 970 with at least 430 Critical Reading and 400 Math on the SAT  
OR
- Composite of 21 with at least 17 English and 17 Math on the ACT

AND

- A minimum High School Academic GPA of 3.00

Students must be on track to complete high school graduation requirements.

The admissions process for MOWR is the same for all other types of admission to the College.

Application with accompanying application fee, official transcripts and standardized test scores must all be received by the application and document deadline. Immunization record is required before a student is allowed to register.

Students seeking admission to the MOWR program must also submit a copy of the Permission to Participate form, signed by the high school guidance counselor, parent(s) and student and the MOWR Checklist.

#### Application/Document Deadlines

Fall – August 1

Spring – December 1

**Home School/Non-Accredited High School:** An applicant who completed high school graduation requirements under a home school program or graduated from a non-accredited high school may be considered for admission.

According to the policies of the Board of Regents of the University System of Georgia, an applicant whose SAT I combined (Critical Reading plus Mathematics) score is at or above the SAT I score of the previous year's fall semester first-time freshmen admitted to the USG institution to which he or she is applying and who has completed the equivalent of each of the College Preparatory Curriculum areas as documented by a portfolio of work and/or other evidence that substantiates College Preparatory Curriculum completion qualifies for consideration for admission.

Home school applicants, regardless of age, need to submit the following documents:

- **Application for Admission** and \$20 *non-refundable* application fee
- **Certificate of Immunization** with all required immunizations
- **Official SAT or ACT scores** – Student must have a minimum of 430 Critical Reading and 400 Math on the SAT or 17 English and 17 Math on the ACT. Information for requesting official scores can be found at [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org)
- **Home School Portfolio** – Applicants who were home schooled must submit a Home School Portfolio Summary form along with supporting documentation.
- **Letter of Completion** from the primary teacher or program administrator certifying completion of high school and date of high school graduation.
- **Official College Transcripts** from any and all college, university, or technical college(s) attended.

Home school applicants who receive a General Education Development (GED) Diploma will need to submit official passing GED scores as well as a Home School Portfolio for College Preparatory Curriculum Evaluation. SAT/ACT scores are not required for applicants with GED.

Placement Testing (COMPASS) may be required prior to registration.

**Admission To Career Programs (Associate in Applied Science):** Cooperative degree programs are offered in cooperation with Heart of Georgia Technical College, Ogeechee Technical College, Sandersville Technical College, and Southeastern Technical College. Career programs are composed of general education courses and a technical diploma. The general education core for these programs is offered by East Georgia College; the technical core is taught at one of the technical colleges. Coursework transferred from the technical college is accepted as credit by East Georgia College upon completion of

the technical core. This credit is not, however, entered into the student's academic history as transfer credit by East Georgia College. Rather, this institution recognizes the completion of a career program by the student at the technical college. When both the general education core and the technical core are completed, the AAS degree is awarded by East Georgia College in cooperation with the appropriate technical college. The two-year career programs are designed for students who will complete their college at the end of the two years, however, should an AAS student wish to continue, all core courses taken at East Georgia College are transferable. To be admitted, an applicant must:

1. Must submit a completed East Georgia College application for admission.
2. Submit an official transcript showing evidence of graduation from an accredited or approved high school or an earned GED Score Report.
3. All applicants must take the Compass placement exam in the areas of Reading, English, and Mathematics. Appropriate Learning Support courses may be required.
4. SAT or ACT scores and completion of the College Preparatory Curriculum are not required for the career programs. However, should students choose to continue into the transfer program, the College Preparatory Curriculum requirements will have to be fulfilled.

**Auditors:** Students who wish to enroll in regular academic classes, but receive no college credit. Admissions requirements are the same as those expected of regular freshman and transfer students. Auditor applicants must submit an official transcript showing evidence of graduation from an accredited or approved high school or an earned GED. Students may not change from audit to credit status, or from credit to audit status after the last day of late registration for that semester. The auditor may not use any audited course for credit unless he/she repeats the course for credit as a regularly enrolled student. The college will consider the acceptance of auditors only when their enrollment will cause no hardship or inconvenience to the institution or the regularly scheduled students. An auditor may or may not, as he/she wishes, participate in all activities of the course including taking examinations and submitting of papers for evaluation. Regular matriculation fees will be charged for courses which are audited. An application for admission must be filed with the Office of Admissions prior to the opening of the semester for which the auditor plans to enroll. Be aware that financial aid will not pay for audited courses.

**Persons 62 Years of Age or Older:** Must be residents of Georgia, 62 years of age or older at the time of registration and present a birth certificate or other comparable written documentation of age to enable the institution to determine eligibility. Individual may enroll as regular or auditing student in courses offered for resident credit on a "space available" basis during the final former student registration date without payment of fees except for supplies, laboratory or shop fees and must meet regular admission requirements as follows:

1. Must submit a completed East Georgia College application for admission.
2. Submit an official high school transcript showing evidence of graduation from an accredited or approved high school or submit an earned GED Score Report.
3. Applicants must submit an official college transcript for each college attended.
4. Applicants are NOT required to take the SAT or ACT.
5. After registering for class(es), the student must submit a copy of their schedule to the Registrar's Office each semester to implement the waiver.
6. Applicants will be required to take the Compass placement exam prior to registering for classes. Applicants required to take a Learning Support course will be required to enroll in and satisfactorily complete this course prior to taking regular credit coursework.

*\*NOTE: Applicants who have scored 500 or higher on the SAT within the past 7 seven years may exempt the appropriate section(s) of the Compass placement exam.*

7. Must submit the required Certificate of Immunization Form. Please refer to the following link
8. <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>

**International Students:** In addition to the requirements for beginning students and transfer students as outlined in this catalog, students from countries other than the United States must meet the following requirements for admission to East Georgia College:

1. Present TOEFL (Test of English as a Foreign Language) scores that demonstrate proficiency in the English language, if English is not the native language. The following minimum TOEFL scores are required for admission consideration: Paper version- 523 or computerized version- 193. Minimum IELTS score required is (6). Any student who has successfully completed a program of English as a second language, that is SEVIS approved, may be exempt from the TOEFL or IELTS requirement. Each exception must be approved by the AR Appeals Committee.
2. Must present official secondary (high school) or post secondary (college or university) transcripts, diplomas, certificates including grade reports and courses completed. An official English translation must accompany all academic documents. Please contact the Admissions Office for approved agencies.
3. Must have achieved a level of education equivalent to high school graduation in the United States.
4. Must submit a completed East Georgia College application for admission and pay a \$20 application fee.
5. Must submit the "SEVIS Data Form".
6. Must submit a financial statement outlining student's ability to pay all East Georgia College expenses in full (at least \$18,000). International students are not eligible for financial assistance. The College reserves the right to request funds for one year from countries in which students experience unusual difficulty in sending money out of their country.
7. Must present evidence of personally acquired health and accident insurance from an approved college agency: <http://www.pearceandpearce.com> or call 1-800-222-6491. International students who have personal insurance coverage through private sources or sponsors and would like to apply for an exemption of the school plan may do so. Insurance must be acquired within 30 days of the first day of classes.
8. Must take the Compass placement exam in the areas of Writing, Reading, and Mathematics before registration. Students scoring below the minimum required score will be placed in the appropriate learning support courses designed to teach the skills needed to pass college level coursework. Any student who has successfully completed a learning support course in English and/or reading as part of a program of English as a second language will not be required to take the Compass placement exam in English and/or reading.
9. It is the policy of East Georgia College not to issue any Certificate of Eligibility for non-immigrant (F-1) student status (Form I-20) until all international student admission requirements have been met. Since no Form I-20 will be issued within thirty (30) days prior to the date of registration, international students are encouraged to have their admissions file completed at least 60 days in advance of the start of their semester of entrance.
10. International students with student (F-1) visas are required to take a full course load (12 semester hours) Spring and Fall semester.
11. East Georgia College reserves the right to admit only an international applicant who is academically qualified, who has proven his/her ability to meet the financial requirements while in attendance, and who has qualified for the appropriate visa type.
12. East Georgia College has on-campus housing. Any student interested in on-campus housing must submit their application 60 days prior to their term of entry. Students assume responsibility for their own housing.
13. Students must submit the required Certification of Immunization form. Please refer to this link to access the form <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>

**Non-Degree Seeking Students:** The Director of Admissions may, under special circumstances, allow students to enroll as non-degree seeking students when they are taking courses to pursue some special interest or for self-enrichment and do not wish to work toward a degree. The following minimum admission requirements will be applied to non-degree admission students. Additional admission requirements may be required:

1. Must submit a completed East Georgia College application for admission.
2. Submit an official transcript showing evidence of graduation from an accredited or approved high school or have earned a GED.
3. The College Preparatory Curriculum (CPC) requirements and SAT/ACT test scores are not applicable.
4. All applicants in this category may be required to take the Compass placement exam unless previously exited at a prior college. A transcript from the prior college is required.
5. Students who will take a course which has a Learning Support prerequisite in an area (or areas), all Learning Support requirements in that area (or areas) must be met.
6. Students enrolled in this program are limited to twelve (12) semester hours of coursework. Students may not enter degree programs until regular admission requirements for this institution have been satisfied.
7. Must submit the required Certificate of Immunization Form(s). Please refer to the following link <http://www.ega.edu/admissions/forms/ImmuneForm.pdf>

#### **East Georgia College Statesboro Instructional Site**

The primary purpose of the Statesboro Instructional Site is to accommodate students who, due to rising admissions standards throughout the University System of Georgia, do not meet Georgia Southern University regular freshman admission requirements. It is understood that the purpose of the East Georgia College site at Statesboro program is to offer the opportunity for this population of students to become eligible to transfer to GSU. To transfer, students must satisfy all Learning Support and College Preparatory Curriculum (CPC) requirements, possess a cumulative grade point average, excluding courses taken at GSU, of 2.0 or higher, and have earned at least 30 semester hours of degree credit. EGC Statesboro students can and are encouraged to take coursework on the main campus in Swainsboro in the event that course availability limitations prevent students from attaining a desired course load at the Statesboro site.

Students accepted for the EGC Statesboro site are coded as Statesboro campus students and are assessed, during the registration process, the matriculation, university and technology fees that are currently being charged all GSU students. These additional fees result in a higher total tuition cost when compared to students taking courses on the Swainsboro campus.

Following registration, EGCS students may present proof of registration to GSU officials in ID Services, located in the Russell Union, in order to receive a GSU Student ID Card. This ID card allows access to Student Life activities on the GSU campus and is considered to be one of the many benefits of the program. Because students enrolled at the EGC Statesboro site attend classes in GSU classrooms, have access to GSU computer labs and participate in GSU Student Life, such students are subject also to the provisions of the GSU Student Handbook and GSU Catalog.

Prior to transferring to GSU, students need to attend a Transfer Meeting which is usually held twice a semester in the GSU Admissions Office at Lewis Hall. The purpose of the meeting is to explain everything a student needs to know to make the transition to GSU as a transfer student. During the meeting students are asked to complete an Admissions Application Update Form, an EGC Transcript Request Form, and a cancellation of financial aid through EGC, since they will be transferring to GSU. GSU will notify applicants of acceptance.

AAS students at Ogeechee Technical College are coded as Swainsboro campus students, but are allowed, as part of the original Board of Regents agreement, to attend classes offered at the Statesboro

site. They are currently not charged the GSU fees. These students are not eligible to receive an EGCS/GSU Student ID Card or attend GSU classes offered as a part of the collaborative agreement.

### **College Credit for Military Education**

Students who wish to have their military experience and training evaluated for college credit should submit a copy of appropriate forms to the Office of Admissions. Veterans should submit Form DD-214 and active duty military personnel should submit Form DD-295. Active duty military personnel and soldiers discharged since October 1, 1986, should also provide a copy of their Military/American Council on Education Registry Transcript. Credit will be awarded only in cases where military education closely parallels the curriculum and course offerings of the College. The American Council of Education's Guide to the Evaluation of Educational Experiences in the Armed Services will be used in evaluating learning acquired in the armed services.

*\*NOTE: East Georgia College does not award credit for experiential learning nor does the College accept credit earned through professional certification seminars and courses.*

### **Credit by Examination**

**College Level Examination Program (CLEP):** Students may earn up to 18 semester hours of college credit by making satisfactory scores on the Subject Examinations of the College Level Examination Program (CLEP). The CLEP Subject Examinations measure achievement in specific subject areas. These exams require college-level knowledge and critical-thinking ability; sufficient preparation is required to do well. CLEP tests are given at many colleges and universities nationwide. A list of test centers is available at the CLEP Web site: <http://www.collegeboard.com/clep/>

To earn CLEP credit a student must earn a score of 50 or above. Students earning a score of 50 or above on the College Composition Subject Examination must also write an essay, which will be graded by the English Department. The English Department must approve and "pass" the essay before credit for College Composition will be awarded. CLEP credit is not awarded for any science-related course that has laboratory requirements. A student may not attempt a CLEP examination for a course in a field in which credit has been earned for a more advanced course. No examination may be repeated in an attempt to receive credit. Hours earned by examination are recorded on a student's permanent record with the notation "credit by examination" with the course name and number. Grades are not given; therefore, credit by examination does not affect a student's grade point average.

Departmental examinations are available in certain subject areas not included as a part of the College Level Examination Program. An example of a departmental examination is the First-Aid examination. Permission must be granted by the Vice President for Academic Affairs for a student to attempt a departmental examination. The Vice President for Academic Affairs along with the Division Chair and faculty members of the respective subject area will grade and review the examination to determine if the student meets the competencies and course knowledge to be granted credit for the course.

**Advanced Placement:** Subject to approval by the appropriate East Georgia College academic department, high school students who participate in an Advanced Placement Program will be awarded appropriate course credit provided a score of three (3) or better is earned on The College Board Advanced Placement Test (AP). Official test scores should be mailed directly from The College Board to the Office of the Admissions/Registrar for review. Each student will receive confirmation of credit awarded. Listed below are the Advanced Placement tests and the equivalent East Georgia College course.

Subject AP	EGC Course Equivalent	Semester Hours
Art	ART 1100	3
Chemistry	CHEM 1211	4
Economics:    Macroeconomics	ECON 2105	3
Microeconomics	ECON 2106	3
English	ENGL 1101	3

*\*(Language & Composition) - add one semester hour with essay administered by the college.*



Computer Science	MATH 1301	3
History (American)	HIST 2111	3
History (European)	HIST 1111	3
Mathematics (AB)	MATH 1540	4
Mathematics (BC)	MATH 1540 & MATH 2012	8
Music Theory	MUSC 1100	3
Physics (Calculus Based)	PHYS 2211	4
Political Science	POLS 1101	3
Psychology	PSYC 1101	3

**International Baccalaureate Tests:** Board of Regents approved the academic policy to give college credits to a student who scores well on end-of-course assessments for the International Baccalaureate (IB) Diploma Program. The credits allow USG freshmen to receive course credit for selected, basic college courses, and take more advanced level courses. High assessment scores on IB courses are a strong indicator of academic performance that is beyond that expected of typical high-school students. Only high level (HL) scores are accepted. Students may transfer a maximum of 24 credit hours based on IB credit. Please contact the Admissions Office (<http://www.ega.admissions/contact.htm>) with inquires involving IB scores. For sequence courses, students should plan to take the next course after the one for which they have received credit. A participant who wishes to apply for USG college credit for his/her completion of the IB diploma program will have to provide verification of scores on the end of course assessments. The assessment scores, along with evidence that the IB course work is comparable to specific discipline-based college courses, will be reviewed by college officials who will determine if credits in the appropriate college courses should be granted.

### **College Preparatory Curriculum**

Applicants who have graduated from high school within the past five years must have followed a College Preparatory Curriculum in high school in order to pursue a bachelor's degree program in the University System of Georgia. The curriculum must have included coursework (units) of instructional emphasis in:

- English (4): Grammar and Usage Literature (American, English and World) Advanced composition skills (There does not have to be three separate courses representing each of these areas)
- Mathematics (4): Two courses in Algebra, one in Geometry, and one higher level Math course
- Science (3): With at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students graduating with a College Preparatory diploma in the Georgia Public School System are required to complete either Physical Science or Physics in order to satisfy the Science area of the curriculum.
- Social Science (3): American History, World History, and one other Social Science class
- Foreign Language (2): Two courses in the same foreign language emphasizing speaking, listening, reading, and writing

Students graduating from high school within the past five years who have not followed the College Preparatory Curriculum must complete the deficiencies in the following ways:

### **English:**

Students graduating with fewer than the four required Carnegie units of English will be required to take the Compass placement exam in English and Reading. Based upon the student's score, the student would either

(1) Be exempt from Learning Support English and/or Reading

OR

(2) Be placed in Learning Support English and/or Reading at the appropriate level

Upon completion of the required Learning Support, the deficiency would be satisfied.

**Mathematics:**

Students graduating with fewer than the four required Carnegie units of mathematics will be required to take the Compass placement exam in Mathematics. Based upon the student's score, the student would either

- (1) Be exempt from Learning Support Mathematics
- OR
- (2) Be placed in Learning Support Mathematics at the appropriate level.

Upon completion of the required Learning Support, the deficiency would be satisfied.

**Science:**

Students graduating with fewer than three Carnegie units of science will be required to complete one additional four-semester hour course in laboratory science chosen from the approved laboratory science in Area D of the System Core Curriculum. Courses that will satisfy this deficiency are:

BIOL 1103/1104 – Introductory Biology I or II  
BIOL 1107/1108 – Principles of Biology I or II  
CHEM 1211/1212 – Principles of Chemistry I or II  
GEOL 1121/1122 – Physical Geology or Historical Geology  
ISCI 1101 – Integrated Science  
PHYS 2211/2212 – Physics I: Classical Mechanics  
Physics II: Electricity and Magnetism, Optics

**Social Science:**

Students graduating with fewer than three Carnegie units of social science will be required to complete one additional three-semester hour course chosen from the approved social science courses in Area E of the System Core Curriculum. Courses that will satisfy this deficiency are:

ANTH 1102 – Introduction to Anthropology  
ECON 2105 – Principles of Macroeconomics  
ECON 2106 – Principles of Microeconomics  
GEOG 1101 – Introduction to Human Geography  
HIST 1111 – Western Civilization to 1648  
HIST 1112 – Western Civilization since 1648  
HIST 2111 – U.S. History to 1865  
HIST 2112 – U.S. History since 1865  
PSYC 1101 – General Psychology  
SOC1 1101 – Introduction to Sociology

**Foreign Language:**

Students graduating with fewer than two Carnegie units of the same foreign language will be required to complete one additional three-semester hour introductory foreign language. Courses that will satisfy this deficiency are:

FREN 1001 - Elementary French I  
SPAN 1001 - Elementary Spanish I

**The following provisions apply to the Science, Social Science, and Foreign Language requirements:**

These additional required courses represent 10 semester hours of coursework beyond the requirements for the program in which the student is enrolled. The student must earn a 'C' or better in each of these courses. The course should be taken with the idea of expanding the student's previous exposure to the disciplines. Grades assigned to students satisfying College Preparatory Curriculum deficiencies in science, social science, and foreign language will be in conformance with the Uniform Grading Policy of the University System. Such grades will be included in the student's semester and cumulative grade point average, and credit hours earned for these courses are to be counted in the student's total hours earned for student classification and reporting purposes. These courses cannot, however, be used for graduation or considered for transfer credit.

**College Preparatory Curriculum (CPC) Completion Requirements**

Students should register for courses which satisfy deficiencies in science, social science, or foreign language during the student's first and each subsequent semester of enrollment until the deficiencies are satisfied.

Students who are native to an institution or who transfer within the University System of Georgia who earn 18 or more semester hours of college-level credit and who have not satisfied College Preparatory Curriculum deficiencies in science, social science, or foreign language may not register for other courses (except required Learning Support courses) unless they also register for the appropriate CPC deficiency course or courses.

Students transferring from outside the University System with fewer than 30 semester hours of accepted transfer core curriculum credits or from a program not requiring the College Preparatory Curriculum should register for any deficiencies immediately upon entering the institution or degree program.

Students who earn 30 or more hours of college credit at the institution or in the new degree program and who have not satisfied College Preparatory Curriculum deficiencies in science, social science, or foreign language may not register for courses, other than Learning Support, unless they also register for the appropriate CPC deficiency course or courses.

Students may satisfy College Preparatory Curriculum deficiencies with transfer courses which are normally accepted for Core Curriculum transfer in which students have received a grade of 'C' or better. Transfer courses used to satisfy College Preparatory Curriculum deficiencies would not count toward the completion of the Core Curriculum or other graduation requirements.

**Learning Support Policy For Mathematics, Reading, and English Placement**

Students who score at least 430 on the Critical Reading SAT (17 on the English ACT) or 400 on the Math portion of the SAT (17 on the Math ACT) and who do not have a CPC deficiency in English and/or Math will not have to take the Compass placement exam in the applicable area.

The Compass Placement Exam consists of three parts: English, Reading, and Math. These exams are given 8:00am – 4:00 pm, Monday – Thursday and 8:00 am – 10:00 am Friday, excluding holidays.

Transfer students from other University System institutions that have previously exempted, placed, or exited Learning Support requirements from the transferring institution will have this status honored by East Georgia College.

International students will be required to take the Compass placement exam in all three areas, unless they have completed a Learning Support course as part of a English as a Second Language program at another University System institution.

Below you will find Compass score and placement range information.

<b><u>LS Course</u></b>	<b><u>CPE SCORE</u></b>	<b><u>COMPASS entry</u></b>	<b><u>COMPASS exit</u></b>
READ 0099	> 74	73 and below	74
ENGL 0099	> 74	59 and below	60
MATH 0099	> 79	36 and below	37

**Student Immunization Policy**

All beginning students (freshmen, transfer, and others) attending regularly scheduled classes or receiving resident credit are required to submit a Certificate of Immunization prior to attending classes. Students admitted to the EGC Statesboro Campus must complete both the EGC and the GSU immunization forms. The Certificate of Immunization will be kept on file and will be valid throughout the tenure of the student. Exceptions to the policy are students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons. Students who have not presented evidence of immunization as set forth above will be denied admission to East Georgia College or other facilities of the University System until such time as they present the required immunization certificate. The Certificate of Immunization must be on a form provided by the University System of Georgia and signed by a physician or an official of a County Health Department. The Certificate of Immunization can be obtained by referring to the following link

<http://www.ega.edu/admissions/forms/ImmuneForm.pdf>

**Student Residency ([http://www.usg.edu/student\\_affairs/faq/residency/policy43\\_734.pdf](http://www.usg.edu/student_affairs/faq/residency/policy43_734.pdf))**

East Georgia College is required, under the guidelines established by the Board of Regents of the University System of Georgia, to determine the residence classification of all applicants and students of East Georgia College for fee payment purposes. Deadlines for submitting the Petition for tuition Classification form are:

**Fall Semester – August 1**  
**Spring Semester – December 15**  
**Summer Semester – June 1**

*Petitions submitted after the deadline date will not be considered for that semester.*

**Description of Terms Used in the Policy**

1. *Dependent Student* – an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian.
2. *Emancipated* – a minor who, under certain circumstances, may be treated by the law as an adult. A student reaching the age of 18 shall not qualify for consideration of reclassification by virtue of having become emancipated unless he or she can demonstrate financial independence and domicile independent of his or her parents.
3. *Independent Student* – an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian and whose parent or guardian has ceased to provide support and rights to that individuals' care, custody, and earnings.

**Regents' policies governing the classification of students for tuition purposes state that:**

**United States Citizens****A. Independent Students**

1. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 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.
2. If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.

**B. Dependent Students**

1. 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 12 consecutive months immediately preceding the first day of classes for the term and (a) the student has graduated from a Georgia high school; or (b) the parent claimed the student as a dependent on the parent's most recent federal or state income tax return.

2. 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 12 consecutive months immediately preceding the first day of classes for the term, provided that such appointment was not made to avoid payment of out-of-state tuition and the U.S. 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 12 consecutive months immediately preceding the first day of classes for the term.
3. 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 or 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.

### **Noncitizen Students**

A noncitizen 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, asylees, 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 nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

*O.C.G.A. § 20-3-66 approved/effective 7/1/2008 (Board Minutes 8/2008)*

### **Waivers**

Tuition waivers must be received one week prior to the first day of the term for which the out-of-state tuition is to be waived. Petitions or request for waivers submitted after that date will be consider for the next semester. Waivers must be renewed annually unless otherwise noted. The petition for in-state classification and waiver forms are available on the EGC website at:

<http://www.ega.edu/registrar/TuitionClass/default.htm>.

An institution may waive out-of-state tuition for the following waivers if they apply:

- A. Academic Common Market: Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students: International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not to exceed 2 percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents: Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical and Dental Students and Interns: Medical and dental residents and medical and dental interns at the Medical College of Georgia (BoR Minutes, 1986-87, p.340).
- E. Full-Time School Employees: Full-time employees in the public schools of Georgia or Technical College System of Georgia (BoR Minutes, October 2008), their spouses and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BoR Minutes, 1988-89, p. 43).
- F. Career Consular Officials: Career consular officers, their spouses and their dependent children who are citizens of the foreign nation which their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

- G. 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:
- The military sponsor is reassigned outside of Georgia and the student(s) remain(s) continuously enrolled and the military sponsor remains on active duty status;
  - 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
  - The active military personnel and their spouse and dependent children who are in a state of contiguous to the Georgia border and who live in Georgia. (BoR Minutes, February 2009).
- H. Research University Graduate Students: Graduate students who are attending the University of Georgia, Georgia Institute of Technology, Georgia State University, or the Medical College of Georgia which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of student at each of these institutions to whom such waivers are granted, shall not exceed the number of assigned below at any point in time:
- |                                 |    |
|---------------------------------|----|
| University of Georgia           | 80 |
| Georgia Institute of Technology | 60 |
| Georgia State University        | 80 |
| Medical College of Georgia      | 20 |
- I. 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 (BoR Minutes, October 2008).
- J. 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 (BoR Minutes, October 2008).
- K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- L. Students in Georgia Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- M. Students in Pilot Programs approved by the Chancellor. Terminated October 2008.
- N. Students in ICAPP Advantage (<http://www.icapp.org>) programs. Any student participating in an ICAPP® Advantage program.
- O. International and Domestic Exchange Programs. Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students (BoR Minutes, October 2008).
- P. 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 provide clear evidence that the student or the student's parent, spouse, or U.S. 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 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 U.S. court-appointed legal guardian possess 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 high 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 U.S. 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 U.S. 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. (BoR Minutes, amended October 2008).

Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States, who, within 12 months of separation from such service, enroll in an academic program and demonstrate 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 (1) one year. (BoR Minutes, June 2004, amended October 2008).

R. Nonresident Student. As of the first day of classes for the term, a nonresident student can be considered for this waiver under the following conditions:

Students under 24

If the parent, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or U.S. court-appointed legal guardian has existed for at least 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 18<sup>th</sup> birthday. (BoR Minutes, October 2008, title amended February 2010);

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 12 consecutive months immediately preceding the first day of classes for the term (BoR Minutes, February 2010).

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 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. (BoR Minutes, October 2008, title amended February 2010)

This waiver can remain in effect as long as the student remains continuously enrolled (BoR Minutes, October 2008),

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

domicile of the parent, spouse, or U.S. court-appointed legal guardian. (BoR Minutes, June 2006, amended October 2008).

S. Vocational Rehabilitation Waiver. Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BoR Minutes, October 2008).

**Right to Appeal:** Any student has the right to appeal the classification as a non-resident for tuition purposes. The burden of proof rests with the student. The College reserves the right to acquire any documentation it deems necessary for the classification of students as residents. Students are responsible for notifying EGC of incorrect residence classifications and will be liable for additional fees. Individuals who are classified non-resident by the College, but who claim to qualify as legal residents, must file a "Petition for Classification of Students for Tuition Purposes" form with EGC. Resident status is not changed automatically, and the burden of proof rests with the student to demonstrate that he or she qualifies as a legal resident under the regulations established by the Board of Regents of the University System of Georgia. To ensure timely completion of required processing, a student or applicant requesting a change of resident status for a specific term must file the "Petition for Classification of Students for Tuition Purposes" and all supporting documentation by the filing deadlines listed on the petition for each semester. Students need to be prepared to pay out-of-state tuition pending the outcome of their petition. Petitions or requests for waivers submitted after those dates will not be considered for the term. Waivers must be renewed annually unless otherwise noted. Classification as a legal resident for fee payment purposes will not be retroactive for prior terms.

**Items required being included with petition:**

1. A certified or notarized copy of your most recently filed state and/or federal income tax return. If you are under 24 years of age a certified or notarized copy of your parent's or U.S. court-appointed legal guardian's most recent state and/or federal income tax return. If you are married, a certified or notarized copy of your spouse's most recent state and/or federal income tax return. For a certified copy of Georgia Income Tax (Form 500) contact:

Georgia Department of Revenue  
270 Washington Building Rm. 700  
P.O. Box 38007  
Atlanta, GA 30334  
404-656-9236

or contact via internet at [www2.state.ga.us/Departments/DOR/](http://www2.state.ga.us/Departments/DOR/). For a certified copy of your Individual Federal Income Tax (Form 1040) use IRS form 4506 to request a copy or one may be obtained by calling 1-800-TAX-FORM (829-3676). You may also request a copy via internet at [www.irs.ustreas.gov/](http://www.irs.ustreas.gov/).

2. If you are a U.S. citizen, a copy of your permanent resident alien card (copy both sides for date of issue) or documentation of your current visa status. If you are under 24 and your parent or court-appointed legal guardian is not a U.S. citizen, a copy of their permanent resident alien card (copy both sides for date of issue) or documentation of their current visa status.

**Other Suggested Supportive Documentation:**

The following are examples of supporting documentation which may be submitted as evidence of domicile (present, permanent home with intent to remain permanently/indefinitely). *\*NOTE: This submission of any of the following documentation does not guarantee reclassification as an in-state student. The tuition classification officer will consider the totality of circumstances when making a tuition classification determination.*

**Students under the age of 24 should submit documentation related to the domicile of their parent(s) or U.S. court-appointed legal guardian, in addition to the documentation related to their own domicile.**



1. Signed statement of reason for coming to Georgia
2. Certified or notarized copy of state and federal income tax return(s) filed for the most recent tax year.
3. Copy of most recent W-2.
4. Copies of paystubs or Leave Earnings Statements (LES) for the previous year.
5. Letter/statement from current and/or previous employer(s) verifying any employment during the last 12 months. The letter/statement must be on business letterhead and include dates of employment and if the employment was full or part-time.
6. Copy of lease or deed for residence(s) maintained during the past 12 months. If the lease or deed is not in your name, a notarized statement from the lessee or deed holder stating that you reside with them and dates you resided with them along with the physical address of the lease or deed holder.
7. Receipts from the payment of property taxes.
8. Copies of homestead exemption documents.
9. Copy of birth certificate of guardianship paperwork issued by a United States court.
10. Copy of a valid vehicle registration for the State of Georgia.
11. Copy of a valid Georgia Driver's License or state-issued ID.
12. Copy of voter registration
13. Copy of any business or professional license(s) which may have been obtained in Georgia.
14. Copies of bills, such as utility bills.
15. Copies of bank statements.
16. Copies of any social service benefits, such as food stamps, disability, unemployment, etc.
17. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
18. If you are not a U.S. citizen, a copy of your permanent resident alien card or documentation of your current visa status.
19. Any other documentation that you may feel is relevant to your status.

**The submission of any of the above documentation does not guarantee reclassification as an in-state student. The tuition classification officer will consider the totality of circumstances when making a tuition classification determination.**

*\*NOTE: Students are expected to pay all fees by the published fee payment deadline. The residency decision does not preclude fee payment. Full payment for all fees is necessary to prevent cancellation of classes. If, after payment of out-of-state fees, you qualify for in-state status, you will be reimbursed the difference in tuition for that term.*

**New and currently enrolled students should submit their petition and required supportive documentation to:**

East Georgia College  
Attn: Registrar  
131 College Circle  
Swainsboro, GA 30401

## Office of Financial Aid

### **Mission Statement**

Through the financial aid program, East Georgia College strives to provide deserving students from all economic levels and opportunity for higher education. Every effort will be made to provide assistance to students, who, without such aid, would be unable to attend college. Financial aid is awarded on the basis of need, scholastic achievement, or promise of academic success.

East Georgia College financial aid programs are administered according to nationally established policy and philosophy of financial aid for education. Financial aid is available from a variety of federal, state, institutional, and private sources and may be in the form of a scholarship, loan, grant, employment, or a combination of these. Students can apply for financial aid online.

### **Code of Conduct**

As representatives of East Georgia College and the University System of Georgia, it is vital that all employees in the Office of Financial Aid maintain the trust of current and future students as well as their parents and the general public. To fulfill that obligation, it's vital that this office and the staff function in a manner consistent with the highest ethical standards.

In performing our official duties, the Office of Financial Aid will work to provide excellent customer service and avoid our actions to be motivated by private or personal interest. We will safeguard our ability to make objective and impartial decisions based on Federal and State guidelines and shall not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence our personal decisions making process.

The Office of Financial Aid staff will maintain a professional relationship with lenders, guarantors, or the like to address servicing issues related to a student's financial aid. The student has the responsibility of selecting a lender based solely on his/her personal preferences. We are only to encourage the student to be a wise and informed consumer before selecting a lender. Under no circumstance will the Office of Financial Aid staff endorse a lender to a student, parent, or the general public.

### **How To Apply For Financial Aid**

1. Begin by completing an application for admission to East Georgia College and submit an official high school transcript or GED certification and SAT scores (if applicable). Applications are available from the Office of Admissions, East Georgia College, 131 College Circle, Swainsboro, Georgia 30401-2699 or by applying on-line at [www.ega.edu/admissions](http://www.ega.edu/admissions) via the "Apply Now" link.
2. If you have attended another college/university/technical institution, please submit official copies of all academic transcripts to the Office of Financial Aid, 131 College Circle, Swainsboro, GA 30401.

The financial aid application will include the following disclaimer for the applicant certification:

*"I certify that documentation submitted to the Office of Financial Aid, by me or any other person in my behalf, for the purpose of qualifying and awarding student aid is true and complete to the best of my (our) knowledge. I understand that East Georgia College determines financial aid eligibility based on all data available including any data that I and others provide. I understand that any inaccurate data, false, statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code. I agree to repay any awards I receive based on inaccurate data and/or funds I receive for which I am not eligible. I also understand that my Cost of Attendance (COA) may increase due to new budget regulations issued by the Board of Regents".*

3. Request a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) for:

- Yourself and One Parent (*If you are a Dependent*)

4. All financial aid applicants must complete and submit the Free Application for Federal Student Aid (FAFSA). Complete the "FAFSA on the Web" provided by the U. S. Department of Education at [www.fafsa.gov](http://www.fafsa.gov) and put East Georgia College's school code (010997) as a receiving school.
5. If you are a HOPE Scholar, complete the Grant Application (GSFAPPS) at <http://www.gacollege411.com>.
6. *Completed* financial aid applications will be processed when East Georgia College has received your FAFSA and/or HOPE Scholarship information as well as any and all other required documentation.
7. Financial aid recipients must apply for assistance beginning January 1<sup>st</sup>.

#### **Recommended Application Priority Filing Dates**

It is important for students to apply for financial aid as early as possible so that financial need for all applicants can be determined prior to registration. The recommended time for completing the FAFSA is as soon as possible after January 1<sup>st</sup> of each year. Students and parents are advised not to wait until April 15<sup>th</sup> to complete their Federal Income Tax Return since this information is needed to complete the FAFSA. All required documents as well as official acceptance to East Georgia College must be filed by the following priority file dates:

Fall Semester	June 1st
Spring Semester	October 1st
Summer Semester	March 1st

**Students who do not have a complete file, including all Student Aid Report Corrections required by the above dates, may be required to pay ALL educational expenses incurred out-of-pocket until applications are processed and eligibility is determined.**

Applications received after these dates will receive consideration as time permits. All financial aid awards are made for one academic year only. The East Georgia College financial aid award year begins in the fall semester and ends at the conclusion of the summer semester. Beginning freshmen who plan to enroll during the summer semester must complete the current academic year financial aid application, the Institutional Application, as well as the next academic year application. Example: Summer 2010 is for the 2010-2011 academic year and Fall 2011 is during the 2011-2012 academic year.

#### **Student Financial Aid Budget Cost of Attendance (COA)**

In developing a COA for students applying for financial aid, allowances for tuition & fees, books, supplies, room & board, and other miscellaneous expenses are included. The following is an example of a budget for dependent students applying for aid at East Georgia College:

\$2,920 Tuition & Fees
\$1,200 Books and Supplies
\$7,128 Room and Board
\$3,000 Miscellaneous

#### **Financial Aid Policies**

1. The family is primarily responsible for helping students meet educational costs. Financial aid fills the gap between the student's resources and educational expenses.
2. For selecting financial aid recipients, the college places primary emphasis on financial need, academic achievement, or future academic promise.
3. Students receiving financial aid must notify the Office of Financial Aid of any changes that may affect their financial aid eligibility (ex. Additional scholarships).
4. Students receiving financial aid who withdraw before completing the semester may be expected to repay a portion of their award. Refer to the Institutional Withdrawal Policy in the East Georgia Catalog at <http://www.ega.edu/registrar/catalog/Catalog1112.pdf>.

5. Students who have defaulted on a loan or owe a refund on a grant are ineligible to receive financial aid.
6. Students who expect to receive financial aid for the Summer semester must complete the Office of Financial Aid application for summer aid.

### **Satisfactory Academic Progress Policy (SAP)**

Federal regulations require all schools participating in Title IV federal financial aid programs to establish, publish and apply standards to monitor progress toward completion of degree. Students receiving federal, state and or institutional financial aid must be in good academic standing and making Satisfactory Academic Progress (SAP) as outlined in the requirements below. Good Academic Standing means that a student is not on academic exclusion or learning support dismissal. Satisfactory Academic Progress is the advancement of the student toward his or her degree objective in a manner consistent with the prescribed policies of East Georgia College.

- SAP status is based on the student's entire academic record, at all schools attended, regardless of whether the student received financial aid
- SAP status is calculated at the end of each semester, after the Registrar's Office has posted grades to the student's academic history
- Students are considered to be making SAP during their first term at EGC, unless the student's prior SAP standings at a former institution reveals they were on Exclusion or Learning Support Dismissal

### **Requirements**

Satisfactory Academic Progress is measured both qualitatively (Grade Point Average) and quantitatively (a percentage completion and maximum time frame).

*Qualitative:* Each student must maintain a cumulative 2.00 GPA each semester to remain in good academic standing. The cumulative GPA includes grades of A, B, C, D, F, and WF.

*Quantitative:* The quantitative requirement has two parts:

- *A required completion ratio*
- *A maximum time frame*

A student must successfully complete 67% of all courses for which he/she is enrolled, including transfer hours accepted by the college. Courses earned include grades of A, B, C, D, F, I, IP, NR, S, U, W, WF, or WM are given.

The maximum time frame allowed to receive financial aid at East Georgia College is 150% of semester hours required to earn a degree. Students may not receive additional financial aid once the 150% mark has been met. Students pursuing a degree which requires 66 semester hours for degree completion will not receive financial aid beyond 99 semester hours without receiving a degree. NOTE: if you are currently in good standing and have reached the maximum time frame, you have the right to appeal your maximum time frame if it is mathematically possible to complete your degree requirements during your next term of attendance.

### **Levels of Notification**

Students will receive the following levels of notification once the Office of Financial Aid has determined that they are not maintaining Satisfactory Academic Progress.

- First Notification – *Warning* - Student is allowed to receive financial aid for the next term of attendance despite determination of not making SAP. No Financial Aid Appeal required.
- Second Notification – *Suspension* – Student has a right to submit an appeal to be placed on probation. If appeal is approved student will be placed on an Academic Plan. Students placed on

Academic Plan will be required to meet the following standards each term or be placed on Financial Aid Suspension.

- Make a grade of 'C' or better in all classes enrolled
- Cannot withdraw from any class
- If appeal was for Learning Support Dismissal, learning support must be exited during the first term of the Academic Plan.
- Must take advantage of one or more of the following to devise a plan of action for success: AIR Center, Counseling and Disability Services, Academic Advisor, or Personal Tutoring.

Students who are not making Satisfactory Academic Progress (SAP) will receive a written notice from the Office of Financial Aid by an Official Letter, EGC CatMail email, and/or Banner Web Account notification. Students will be encouraged to schedule an appointment with Counseling Services and/or take advantage of tutoring services available on campus.

Students who are placed on Suspension and their appeal to be placed on probation is denied or they failed to meet the conditions of the Academic Plan is ineligible to receive any additional financial aid until they can meet the minimum standards (cumulative 2.00 GPA and 67% completion rate).

### **Appeals**

Any financial aid recipient has the right to appeal the suspension of financial aid funds. The procedure will be as follows:

- Appeal must be made to the Director of Financial aid by submitting a typewritten explanation and the EGC Satisfactory Academic Progress Appeal Form demonstrating that he or she has an extenuating circumstance associated with SAP failure; and
- Attach at least one letter of support from a medical doctor, clergy, professional etc. that can substantiate the extenuating circumstance; and
- Demonstrate what has changed in the student's situation that will allow the student to meet SAP at the next evaluation.
- The appeal must be submitted to the Office of Financial Aid by the published deadline for the term the student wishes to receive financial aid.
- Appeals will be received by the Financial Aid Appeal Committee. Students will be notified of the Committee's decision by any of the following official forms of communication: Letter, EGC Email, and/or Banner Web.

### **Reinstatement of Aid**

- If student successfully appeals their status, they may receive financial aid for one additional payment period.
- At the end of the probation period, students must meet requirements of the academic plan or the student's financial aid will be suspended until such time they can meet the minimum standards.

### **Academic Circumstances That Affect Your Status**

- *Incomplete Grades, Missing Grades, Failing Grades, Course Withdrawals*: All reduce your completion ration because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.
- *Repeated Courses*: Count as attempted hours each time you register for them. Count against the maximum time frame allowed. Reduce your completion ratio because repeated credits count as earned credits only once.
- *Learning Support Courses*: Students who are required to enroll in learning support coursework may attempt up to 30 credit hours in learning support courses (per federal regulations). The 30

credit hours in learning support courses will be counted as attempted hours in the maximum time frame for the students' program of study.

- *Transfer Credits, Credits Taken While in Transient Study, Enrolled in Study Abroad:* Count toward your maximum attempted credits and your completion ration. NOTE: Credits count as attempted, but not earned, until your official transcript is reviewed and processed by the EGC Registrar's Office.
- *Late Posted Grades or Grade Changes:* May have an effect on your current SAP standing. EGC Registrar's Office will notify the Office of Financial Aid that a grade change has been posted to your academic record. Office of Financial Aid will re-evaluate your current FA SAP standing. You will be notified if FA SAP standing changes. May be required to repay any awards that have already been disbursed for term if financial aid is suspended.
- *Dismissal and Return:* Students who are suspended academically or choose not to attend because of Financial Aid Suspension will not be automatically eligible for financial aid upon their return. Students must meet both the qualitative and quantitative standards for FA SAP. If below standards, students may appeal or must use means other than financial aid for their educational expenses. It is the responsibility of the student to be knowledgeable of their SAP standing when returning to school after dismissal or choosing not to return because of SAP suspension.
- *Summer Term Courses:* All hours attempted and completed in the summer term are treated as any other semester hours in determining SAP status. SAP is checked following the summer term as well.
- *Audit Courses:* Students are not eligible to receive financial aid assistance for audit courses. Audited courses are not included in hours attempted or earned for SAP determination.

### **Distribution of Financial Aid**

1. Financial aid is disbursed proportionally according to the number of semesters enrolled during the academic year. First time borrowers of a William D. Ford Federal Direct Loan Program will receive their first disbursement 30 days after classes begin.
2. Students employed in the student assistant program and Federal Work-Study Program are paid once every two weeks.

### **Financial Aid Programs**

Financial aid is available from a variety of federal, state, institutional, and private sources and is awarded in the form of scholarships, loans, grants, employment, or a combination of these. Grants and scholarship awards usually do not have to be repaid. Most loans are repayable by students in monthly installments beginning 6 months after graduation or withdrawal from school, or drop below half-time enrollment.

### **Grants**

**Federal Supplement Educational Opportunity Grant (FSEOG):** Federal Supplemental Educational Opportunity Grants are awarded to students with exceptional financial need. Eligible students who are enrolled at least half-time, maintain good academic standing and maintain SAP standards may receive FSEOG as funds are available.

**Federal Pell Grant:** The Federal Pell Grant Program is a federal aid program designed to provide financial assistance to those students with exceptional financial need as determined by the Expected Family contribution (EFC) reported on the Student Aid Report (SAR).

**HOPE Scholarship:** Helping Outstanding Pupils Educationally (HOPE) is funded by the Georgia Lottery for Education and is available to eligible 1993 or later Georgia high school graduates. Others are eligible to receive the HOPE Scholarship as a renewal of their HOPE award, or by having a 3.0 cumulative GPA at the 30<sup>th</sup>, 60<sup>th</sup>, or 90<sup>th</sup> attempted hour benchmark. Full time enrollment is not a requirement. The HOPE Scholarship will cover tuition, a portion of institutional fees and provide a book allowance each semester

for those working on an undergraduate degree. Eligibility for entering freshmen is based on final high school core curriculum Grade Point Average (GPA) of 3.0 or better as determined by the Georgia Student Finance Commission (GSFC). Questions regarding the HOPE Scholarship Program should be directed to the Office of Financial Aid or the Scholarship and Grants Office at the Georgia Student Finance Commission. Further HOPE information can be accessed on-line at <http://www.gacollege411.com>.

**ZELL Miller Scholarship:** Eligibility Requirements - Incoming Freshman entering Fall 2011 graduating from high school with a GPA of 3.7 or higher as calculated by GSFC. And, students must receive a combined score of 1200 on the critical reading and math section on a single test administration of the SAT or received an ACT composite scale score of 26 on a single test administration. Incoming Freshman entering Fall 2011 reported as Valedictorians and salutatorians to GSFC will be classified as Zell Miller Scholars regardless of GPA or test scores. Currently enrolled students must have meet the above requirements at the time of high school graduation and they must have a 3.3 college GPA at the 30th, 60th or 90th checkpoint to qualify for the Zell Miller Scholarship starting Fall 2011

### **Loans**

**Beginning with the 2010-2011 academic year, East Georgia College will no longer participate in the Federal Family Education Loan Program (FFELP). Because FFELP Loans cannot be processed after July 1, 2010, students attending East Georgia College during the summer 2010 semester must submit a FFELP loan application before June 15, 2010. William D. Ford Federal Direct Loans will not be processed in the 2009-2010 academic year.**

**Beginning with the 2010-2011 academic year, East Georgia College will be participating in the William D. Ford Federal Direct Loan Program (Direct Loans): Direct Loans are low-interest loans for students and parents to assist with payment of a student's educational costs. The lender is the U. S. Department of Education rather than a private bank or other financial institution.**

The Direct Loan program offers three types of loans: the Direct Subsidized and Unsubsidized Loans, and the Direct PLUS loan (Parent Loan for Undergraduate Students). Direct Subsidized are low-interest; need-based loans for students enrolled at least half-time in an eligible institution. Subsidized means that the federal government will pay all interest on your loan until you begin repayment which starts six months after you graduate or cease to be enrolled at least half-time. Direct Unsubsidized Loans are not based on need. The program is open to all students who do not qualify for other Direct Subsidized Loans. You are responsible for all interest from the day the loan is made; however, the interest can be capitalized if requested.

**Direct Parent Loan for Undergraduate Students (PLUS):** A Direct PLUS Loan is a loan made to the parents of undergraduate students who are enrolled at least half time at an eligible institution. Eligibility is not based on need, but the parent is subject to a credit check. Parents may borrow up to the cost of education less any other financial aid awarded with repayment beginning within 60 days of loan disbursement.

For more information, please visit <http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>

### **Federal Work-Study Program**

Federal Work-Study is a federally funded program designed to help create jobs for students who have qualified for financial assistance and who need to work in order to attend college. The jobs are located in various departments and offices on campus. Under present arrangements, students may work ten to nineteen hours per week during the regular academic semester until the awarded amount has been earned. Some students are eligible to work between semesters and during vacation periods.

### **Student Assistance Program**

This program is financed entirely by the college. Students under the program generally work ten to nineteen hours a week. Positions are available in most departments on campus. Financial need is not a major determinant of qualifying for work as a student assistant. All employment at the college operates in compliance with Title IV of the Civil Rights Act of 1964.

**Leadership Scholarships**

Several civic clubs, organizations, and individual donors in the area served by East Georgia College make awards for scholarship purposes to the college on a yearly basis. Scholarships from these funds are awarded to students on the basis of high school achievement, college academic promise, and positions of leadership held while a high school student. Students interested in applying for a leadership scholarship should complete the Leadership Scholarship Application which may be obtained from a high school counselor or from the Office of Financial Aid beginning January 1<sup>st</sup>. Application deadline is April 1<sup>st</sup>. Refer to the Office of Financial Aid website for additional details at <http://www.ega.edu/finaid>.

**Veterans Administration (VA) Benefits**

East Georgia College actively encourages former service personnel, children of permanently disabled veterans, and war orphans to take full advantage of benefits available through the Montgomery GI Bill. Those persons eligible should apply for admission to East Georgia College and complete the admission process. Certification of the enrollment must be made to the Department of Veterans Affairs by the Director of Financial Aid after enrollment is verified. Students must submit a VA Enrollment Pre-Screen Form, Certificate of Eligibility/NOBE and a copy of the DD-214 (if applicable) in addition to other requested documents. For further details and application for VA Benefits procedures, refer to the Office of Financial Aid website at <http://www.ega.edu/finaid/veteransadmin.htm>.

**Vocational Rehabilitation**

Through the Vocational Rehabilitation Services, a student with a physical disability may obtain grants-in-aid to cover tuition and possibly books and supplies. The State of Georgia provides the financial assistance for this program. Students who believe they may qualify for vocational rehabilitation services should contact: Georgia Department of Human Resources, Office of Rehabilitation Services, 47 Trinity Avenue SW, Atlanta, Georgia or call 1-800-869-1150.



## Academic Policy and Procedure

### The Academic Year

The academic year is divided into two semesters of approximately 15 weeks each and a shorter summer semester. The academic calendar is found on the East Georgia College website:

<http://www.ega.edu/registrar/calendar/>. Students may enter East Georgia College at the beginning of any semester, including the summer semester.

### Academic Credit Units

The unit of credit is the semester hour. A semester hour of credit represents 750 minutes of instructional class time, which generally consists of one 50-minute class per week for 15 weeks. Two hours of laboratory or physical education work per week are considered the equivalent of one semester hour credit. For example, a course offering 3 hours of semester credit would need to meet for a total of 2250 minutes during the semester. To do this, the course must meet 3 times a week, for 15 weeks, 50 minutes each class meeting or twice a week, for 15 weeks, 75 minutes each class meeting.

### Student Classifications

Classification is based on the number of cumulative degree credit hours earned by the student. Institutional credit and Learning Support courses are examples of courses that do not count toward a student's classification. The breakdown by classification is as follows: 0 - 29 freshman and 30 - 59 sophomore.

### Academic Advisement

Academic advisement is required at East Georgia College. An academic advisor is assigned to each student upon admission to East Georgia College. Advisor assignment is based upon a student's declaration of degree and program of study, as well as the campus location that the student is accepted to attend. Each advisor will provide guidance in planning and monitoring the student's progress toward a degree. While this guidance is very important, each student is responsible for knowing and completing all degree requirements as outlined in this catalog.

Students should obtain a copy of the degree checklist from their advisors and record each course taken and the grade earned. Students should ask their advisors for suggestions on course sequences and develop a plan that will lead to graduation in a timely manner. Career plans should be discussed honestly and openly with each academic advisor and input sought with any problem (academic or nonacademic) encountered.

If the advisor is unable to help the student, the advisor will direct the student to an appropriate source of help. Recent literature indicates that the strongest correlation for student success in college is a good relationship with an academic advisor. Newly-admitted students should meet with their advisors as soon as possible to simply get acquainted! Students should openly discuss their interests and future plans and let their advisors know that they are serious about their education. This early visit will make it easier for the student to seek an advisor's help in the future. With any problem, students should go to their advisors first!

### Lawful Presence

In accordance with the Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to East Georgia College for Fall, 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. You can prove your lawful presence in the United States with one or more of the following documents:

- Your completed FAFSA for the current financial aid year.
- A certified copy of your U.S. Birth Certificate showing that you were born in the U.S. or a U.S. territory. **A photocopy is not acceptable.**
- Copy of your current Driver's License issued by the State of Georgia after January 1, 2008.

- Copy of your current ID issued by the State of Georgia after January 1, 2008.
- Copy of your U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- Copy of your U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- Copy of your Permanent Resident Card (USCIS form I-151 or I-551)
- Present your current military ID (service member only, not dependent). **A photocopy is not acceptable.**
- Copy of your current U.S. Passport

*If you do not provide any of the above documentation, you will be classified as an out-of-state student, must pay out-of-state fees, and will be ineligible to attend the Statesboro Center.*

### **Registration Procedures**

East Georgia College currently offers students multiple opportunities to register for an upcoming term. **Currently enrolled or former students** can pre-register in a preceding term during an early registration period. Those who choose not to pre-register must register during a subsequent or final registration, which generally takes place several days prior to the start of the term. Registration dates and times are published at least a year in advance and can be found on the Academic Calendar, which is posted on our Web site: <http://www.ega.edu/registrar/calendar/>.

Former students who do not attend East Georgia College for more than two consecutive terms must complete a Former Student Application form in the Office of the Registrar in order to have their student record updated prior to registering for any subsequent term. Prior to registration, students must contact their advisors for assistance in developing their requested class schedule.

**New students** are required to participate in an orientation program prior to registering for classes. The orientation program will provide helpful information to the new student and better prepare them for the upcoming demands of the term at East Georgia College. Following the orientation program, students will see an advisor to register for classes. Each new student will receive notification of the day and time to come for orientation in a letter of acceptance mailed prior to the start of the semester by the Office of Admissions. During the first two weeks of enrollment, students are expected to resolve all holds related to outstanding documentation (e.g. official prior college transcript(s), immunization form, official high school transcripts) necessary to complete the student's file. Student's who do not satisfy these holds will not be permitted to pre-register for future semesters.

*NOTE: All forms required by the Office of the Registrar can be found at our Web site, <http://www.ega.edu/registrar/Forms/>. Students may print a copy of any form, complete it, and forward it to 131 College Circle, Swainsboro, GA 30401, Attention: Office of the Registrar or Fax it to the department at (478) 289-2104.*

### **Schedule Adjustment (Add/Drop)**

Students may make changes to their class schedules during the announced dates, which are published each term in the Academic Calendar. Students who enter classes after the first scheduled meeting are responsible for making up assignments missed. Days missed during the schedule adjustment period may be counted as days absent by the instructor. Classes dropped during schedule adjustment will be deleted from the student's schedule. Students will not be held academically or financially responsible for these courses.

### **Course Load**

Twelve to seventeen hours is considered a normal course load. Students who enroll for twelve or more hours are considered full-time students. A minimum of twelve credit hours is considered full-time for Fall, Spring and Summer semesters. Students who wish to take more than seventeen hours and who have demonstrated exceptional academic achievement may apply for approval of an overload to the Vice President for Academic Affairs. A form for this purpose must be obtained and approval granted prior to the completion of the registration process. Approval requires the signature of the student's academic advisor, the Vice President for Academic Affairs, and the Registrar.

*\*NOTE: Students should be conscious of their academic course load. If a student chooses to register for only 12 hours a semester it will require 6 semesters to complete the A.A. degree, which at East Georgia College requires 64-65 hours! Excluding summer semester, those 6 semesters will require 3 years to complete!*

### **Class Attendance**

Courses at East Georgia College are provided for the intellectual growth and development of students. To attain maximum success, students must attend their classes regularly and are expected to attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. Regular and punctual attendance at all classes is the student's responsibility. Students are expected to account for absences to each instructor and, at the discretion of the instructor, to make up all work missed because of the absence.

Final approval for any class absence remains with the individual instructor. At the beginning of each semester, instructors will clearly explain to each of their classes specific attendance requirements. The general attendance policy at East Georgia College is that after the equivalent of one week of absences, regardless of cause, instructors may penalize the student. The "one-week equivalent" means three absences in a three hour credit course that meets three times a week during a fifteen week semester; however, the "equivalent week" will vary depending on the class meeting schedule and the length of the term. A student penalized for excessive absences may appeal to a board of review appointed by the Academic Policies Committee.

### **Tests and Examinations**

Students are expected to be present for all announced examinations. Make-up examinations may be given, when in the instructor's judgment, the absence was caused by personal illness or other circumstances beyond the control of the student. A student will not be permitted to take a final examination at a time other than the regularly scheduled dates unless extraordinary circumstances suggest a departure from this schedule to be recommended by the instructor and approved by the Vice President for Academic Affairs.

### **Grading System**

Academic standing is determined by the student's grade point average at the end of each semester. The grade point average is computed by equating letter grades to the following numerical code:

A	(Excellent)	=	4 points
B	(Good)	=	3 points
C	(Satisfactory)	=	2 points
D	(Passing)	=	1 point
F	(Failing)	=	0 points
WF	(Withdrew Failing)	=	0 points.

Each point represents a quality point earned per semester credit hour. Quality points are determined by multiplying the number of semester credit hours listed for the course by the number of points awarded for the grade earned in the course. (A student who receives an A in a three-hour course earns twelve quality points for that course.) The following symbols are used as indicated, but are not included in the determination of the grade point average:

- I Indicates that the course work completed was satisfactory; but for non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. An 'I' must be removed by the end of the next semester of enrollment. Without regard to enrollment, an I must be removed within one calendar year. An 'I' that is not removed will become an F.
- W Indicates withdrawal without penalty. The W will be assigned if the student officially withdraws from the course at midterm or before. A grade of WF will be assigned after midterm unless the student withdraws because of non-academic hardship and has a passing average at the time of withdrawal.

- WM Indicates that the student received emergency orders to active duty in the military and withdrew from all classes. Students who receive a Military Withdrawal are withdrawn as of the first day of classes. A 100% refund is issued to the student or whoever has paid the student's tuition. The student will receive "W" grades for all courses that he/she registered for and all hours are counted as attempted on the student's record.
- NR Indicates that no grade has been reported for the course. The student should contact the course instructor.
- V Indicates that a student was given permission to audit the course. Students may not change from audit to credit status or from credit to audit after the first day of classes.
- K Indicates that a student was given credit for the course via a credit-by-examination program approved by the faculty (CLEP, AP, Proficiency, etc.).
- IP Indicates that, for a course designed to extend over more than one semester, the student did not satisfactorily complete requirements for the course. At East Georgia College, Learning Support courses would be an example. These courses may require more than one semester to satisfactorily complete requirements and exit the course.
- S,U S is for satisfactory and U is for unsatisfactory.

### **Withdrawal from a Course**

Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned.

Students wishing to officially withdraw from a course after schedule adjustment and prior to mid-semester must obtain a Course Drop/Add Form signed by their instructor of the course. This form, including signatures, must be returned to the Registrar's Office by the student prior to the Last Day to Withdraw without Academic Penalty date. The student will receive a grade of 'W' for the course and there is no refund for partial reduction of hours. Withdrawing from Learning Support courses is not permitted unless the student intends to withdraw totally from school. Withdrawals, including hardship withdrawals, may affect students' eligibility for financial aid for the current semester and in the future. The grade of 'W' does not count as a Learning Support attempt. W's do count in attempted hour calculations for the purposes of Financial Aid.

*Remember - If the only step you take is to inform your instructor that you will not return to his/her course, it will not constitute as officially withdrawing from their course.*

### **Withdrawal from all Classes**

Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned.

Any student withdrawing from East Georgia College following registration must notify the Office of the Registrar in writing so that an official withdrawal may be processed.

Prior to the first day of class, the student should complete a Voluntary Cancellation Form or they may simply notify the Office of the Registrar in writing that they do not wish to attend the upcoming semester. Please include signature. Student will receive 100% refund.

As of the first day of class, any student who wishes to withdraw from all their classes must complete a Total Withdrawal Form. As of the first day, the courses for which you have registered will be deleted and you will receive a 100% refund.

Following the first day of classes a student may withdraw from all their courses until the midpoint of the semester (midterm). Withdrawing prior to midterm will result in the grade of 'W' being assigned. Refunds

will be based on a percentage of attendance calculated by the Business Office. Please contact the Business Office for more detailed information concerning refund percentages.

### **Withdrawal Due to Extenuating Circumstances**

Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned.

Under extenuating circumstances after the midterm, a student may be granted a withdrawal without academic penalty. Typically, this involves medical reasons which are beyond the control of the student. Failing the course(s) is not to be considered extenuating circumstances. Students will not be allowed to withdraw for academic reasons. Students who find themselves in this situation should contact the Vice President for Academic Affairs, explain their circumstances in writing, and supply documentation to support their case. If approved, a grade of 'W' or 'WF' will be assigned by the instructor of the course dependent upon whether the student is passing or failing at the time they stop attending. There will be no refund at this point.

### **Grade Point Average**

The grade point average (GPA) is the numerical average computed by dividing total grade points by total credit hours attempted in a semester. 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).

For example:

Grade	Numerical Equivalent		Credit Hours Accepted	=	Quality Points	GPA
A	4	X	3	=	12	
B	3	X	3	=	9	
C	2	X	3	=	6	
D	1	X	3	=	3	
F or WF	0	X	<u>3</u>	=	<u>0</u>	
			15		30	2.0

*\*NOTE: Learning Support and Regents' remedial courses are not computed in the GPA.*

### **Grade Reports**

Grade reports are no longer mailed to students. Students are required to access their grades on-line via Banner Web using their user id and pin number, which were e-mailed to each student's East Georgia College e-mail account by the start of a new semester. Students may request a copy of the grades by visiting the Office of the Registrar. Early intervention grade reports are e-mailed to students experiencing academic difficulty by the midterm of each semester by the Vice President for Academic Affairs. If at the end of the semester you are no longer on Good Standing, the Office of the Vice President for Academic Affairs will send an Academic Standing letter to you.

### **Dean's List**

A student with a semester grade point average of 3.5 or higher in 15 or more hours of course work will be placed on the Dean's Honor List for that semester. A student with a semester average of 3.5 or higher in at least 12 semester hours, but less than 15 semester hours of course work, will be placed on the Dean's Merit List. Institutional credit hours do not count for the purposes of the Dean's Honor or Merit List. Only degree credit is used in these calculations.

### **Academic Honesty**

In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to receive respect. The erosion of honesty is the academic community's ultimate loss. Therefore, the responsibility for the practice and preservation of honesty must be equally assumed by all members of the community. Academic honesty requires the presentation for evaluation and credit of one's own work, not the work of others. Students found to be in violation of this policy may, after official notification from the instructor, be withdrawn from the course in question and assigned the grade of 'WF.'

**Academic Progress**

A system of academic warning, probation, and dismissal is designed to inform students that their academic performance is unsatisfactory. If, after attempting 1-17 semester credit hours, a student's cumulative GPA falls below 2.0, the student is placed on Academic Warning. If, after attempting more than seventeen credit hours, the student's cumulative GPA falls below 2.0, the student is placed on Academic Probation. The student must then make at least a 2.0 term GPA during the next and any subsequent semester until the cumulative GPA is 2.0 or more, or the student will be placed on Academic Exclusion for one semester. Upon return, the student's readmission status is Continued Probation until the student achieves a cumulative GPA of 2.0 or greater. Failure to earn a term 2.0 GPA in any semester while on Continued Probation will result in the student being placed on Academic Exclusion for one year.

Prior to returning from any involuntary period of non-attendance due to academic reasons, all students must complete a Former Student Application in the Office of the Registrar to update their record prior to their next registration period.

Students will not be granted transfer credit for work taken at another institution while they are on any exclusionary academic standing from East Georgia College.

**Notification of Student Rights under FERPA**

The Registrar's Office maintains permanent academic records on all students who have ever enrolled in the college. All practices and policies dealing with the acquisition, retention and disclosure of information to student records are formulated with respect to the student's right to privacy. No record is kept which will detrimentally discriminate by race, creed, gender or political belief of a student.

The Registrar's Office maintains the official transcript and the official documents of each student. The student's folder may contain the application for admission, immunization record, official transcript(s) from high school or previous college/university, the results of admissions tests, copies of official correspondence concerning the admission status, copies of written requests made by the student to make changes to their record. These records are available to an internal college official who has a legitimate educational interest in the information. A college official has a legitimate education interest in a student's records if the official needs the information to fulfill his or her professional responsibilities. A college official is defined as faculty, administrative and classified staff, administrators, trustees, students serving on official college committees or assisting another college official in performing his or her duties, and third parties with whom the college has contracted such as attorneys, auditors, or collection agents. Information is made available to other persons only with the expressed written permission of the student.

Students have the right to inspect the official transcript of their academic record and personal folder, to request an interpretation and explanation of information contained within these records; to request amendment of educational records that are incorrect or misleading or that violate privacy or other rights; and to request a hearing to amend such records, if necessary.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed. Contact the Registrar at Student Complex Center, 131 College Circle, Swainsboro, GA 3040. Phone contact number (478) 289-2014.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading, or in violation of their right to privacy.

Students may ask the College to amend a record they believe is inaccurate or misleading, or in violation of their privacy rights. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

If after the review of the requested amendment to the student record, the college elects not to make the requested change, the student or parent may request a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. Students and parents must direct requests for hearing to Donald Avery, Vice President for Student and Enrollment Services, Student Complex Building, 131 College Circle, Swainsboro, GA 30401; (478) 289-2015.

If the hearing panel decides to amend, it shall do so and inform the parent or student of the amendment in writing. If the hearing panel decides to deny the request for amendment, it shall inform the student and parent in writing of this decision and of their right to place a statement in the record commenting on the contested information in the record and/or stating why he or she disagrees with the decision of the college. Any such contested statement will be maintained as part of the student's permanent record and disclosed as part of the student's permanent record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A copy of the FERPA form is available at: <http://www.ega.edu/registrar/Forms/FERPA.pdf>

The College may disclose education records in certain other circumstances:

**Student Records can be Disclosed to Others Without Student Consent in Certain Instances:**

East Georgia College may disclose a student's educational record without the student's consent if such disclosure fits within one of the following categories:

1. Directory information *unless* the student has requested in writing that all or a portion of those items designated as directory information *not* be disclosed.
2. The request is from an internal university official who has a legitimate educational interest in the information.
3. The request is from another educational institution where the student seeks or intends to enroll.
4. The request is from authorized representatives of the Comptroller General of the US, Secretary of Education, or to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to Nov. 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
5. The request is in connection with financial aid the student has applied for or received if the disclosure is for the purpose of determining eligibility, amount or conditions of aid, or to enforce the terms and conditions of the aid.
6. The request is from organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

7. The request is by accrediting agencies to carry out accrediting functions.
- The request is by a parent or legal guardian of a dependent student, as defined by the Internal Revenue Code.
  - The information is disclosed to comply with a lawfully issued subpoena or court order. The institution must make a reasonable effort to inform the student in advance of compliance unless the subpoena or court order expressly states that providing prior notice would compromise the confidentiality of an investigation or other legal proceeding. Counsel acting on behalf of a college may provide education records to a court without a subpoena or court order when the college has initiated legal action against a parent or student. In such case, the college must provide prior notice to the student or parent.
  - The disclosure is made in the event of a health or safety emergency involving the student. The emergency must pose a significant and articulable threat to the health or safety of a student or other individuals. Disclosure may be made to *only* those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
  - The final results of a disciplinary hearing against a student who is an alleged perpetrator of a violent crime or non-forcible sex offense *if* the institution finds that the student committed a violation of the institution's rules or policies. The name of the student, violation committed, sanction imposed, and name(s) of other student(s) involved, but only with prior consent of such other student(s).
  - The disclosure is to parents, as defined in § 99.3, of a dependent student, as defined in [section 152 of the Internal Revenue Code of 1986](#).
  - Any violation of federal, state or local law or rule or policy of the college governing the use or possession of alcohol or controlled substances may be made to the parent or guardian if the student is under age 21 and the college has determined the student committed a disciplinary violation.

### **Students May File a Complaint Alleging FERPA Violation**

Students alleging violations of FERPA may file a complaint with the US Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **Change of Campus**

At the time students apply to East Georgia College they must indicate on the Admission Application the site they plan to attend. This information is coded in to our Banner System and is used along with the number of credit hours they enroll in to determine the cost of their tuition and fees for any semester. Fees at the Statesboro site are different from the Swainsboro campus and students are responsible for knowing the difference between the two fee structures. If students wish to change from their original or latest assigned location, they must complete and return the "Declaration to Change Campus Location" for to the Registrar's Office. Approval is required by the Financial Aid, Business Office and Registrar's Office and the form must be received no less than two-weeks prior to the start of the semester or two weeks prior to Early Registration for an upcoming semester in which you wish to execute this change. A declaration may only be requested once an academic year, which runs from fall semester through summer semester. If you decide to request a change at the start of the next academic year, you must complete a new request a new form.

### **Transient Student Permission**

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to East Georgia College must be confirmed in advance of such enrollment.

1. EGC students must submit a complete a Transient Permission Request Form to the Registrar's Office.
2. Students must make application to the school he/she wishes to attend.



3. Only students in Good Standing may receive transient status and permission will be given for courses in the student's program of study.
4. Students are reminded to consult with the financial aid office to determine if they are eligible to receive aid and if so, when will it be disbursed.
5. Learning Support courses may only be taken at another University System of Georgia institution. Please be advised that some institutions do not accept transient students who have learning support requirements.
6. A hold for the student's transcript for the course(s) he/she completed at the transient institution will be placed on the student's EGC record and removed upon receipt of the transcript.
7. Courses taken as a transient will not be calculated in the East Georgia College GPA. However, transient work may be used to satisfy degree requirements.
8. A student who takes his/her last work for a degree as a transient student during any graduation term may not be eligible for graduation that term. The Registrar's Office must have an official transcript from the transient institution reflecting the course the term it was taken and the official grade.
9. The Transient Permission Form is available at: <http://www.ega.edu/registrar/Forms/>.

**Learning Support Policy For Mathematics, Reading, and English Attempts:**

Learning Support attempts are cumulative across University System institutions.

**The following limits on Learning Support attempts will apply to students during the transition from quarters to semesters:** The limits, which were approved by the Academic Committee on Learning Support and the Administrative Committee on Academic Affairs, ensure that students are not penalized during the transition. They apply only to students who enrolled in Learning Support courses under the quarter system but did not exit before Fall Semester, 1998.

<u>Number of Quarters</u>	<u>Maximum Additional Semester Attempts</u>
One quarter	Three semesters plus appeal for one additional semester
Two quarters	Two semesters plus appeal for one additional semester
Three quarters	One semester plus appeal for one additional semester
Four quarters	Appeal for additional semester after suspension for one term. (Must be in exit-level course, have reached the limit in only one area, and enroll in only LS/DS course.)

Students must exit the Learning Support area by the fourth attempt or be placed on LS Dismissal Must Appeal. If the student is approved for an additional attempt, the fifth, they must exit or be placed on LS Dismissal Term. After having sat out the exclusionary period, they may return for a sixth attempt. If the student fails to exit following this attempt, they will be placed on LS Dismissal Year.

The new suspension rule may be applied to those who are currently on suspension. At an institution's discretion, a student who has completed at least three years of a five-year suspension may be considered for readmission effective Fall Semester 1998. The student must complete a Former Student Application for readmission prior to their next registration period.

**The following limits apply for students placing into Learning Support areas as of Fall 1998 or later:**

1. During each semester of enrollment, a student must first register for all required Learning Support courses before registering for other courses. This policy also applies to part-time students. A student with two or more learning support classes may be granted an exception but must be enrolled in at least one Learning Support course and other courses as allowed by East Georgia College (see attached list) instead of one of the required Learning Support courses.
2. Students who have accumulated 20 semester hours of college-level credit and have not successfully completed required Learning Support courses are limited to Learning Support courses only until requirements are successfully completed.

3. Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from all credit courses.
4. To exit a Learning Support area, students must complete the exit level Learning Support course in that area and attain at least the University System minimum score on the appropriate part of the COMPASS. Students are allowed to retest on the COMPASS exit exam based on the East Georgia College Compass Retesting Guidelines.
5. Students who are not required to take Learning Support courses in a disciplinary area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts in each area but are not required to retake the COMPASS exam if they have previously made an exemption or exit score.
6. All Learning Support programs are designed so that students can complete all requirements in an area in two semesters. A maximum of three attempts may be taken in any learning support area (English, reading, and/or mathematics). For example, a student originally placing in Math 0097 prior to Fall 2010 has a maximum of three attempts to complete both Math 0097 and Math 0099, not three attempts at each course. Beginning Fall 2010, only 0099 level learning support classes will be taught.
7. If a student does not complete requirements for an area in three attempts, the student will be suspended. The student may appeal for up to two additional attempts in a learning support area. For each additional attempt, the student will be individually evaluated and a determination will be made as to the student's chance of success in the area. For the fifth attempt, the student must be in an exit-level course and have reached the limit in only one Learning Support area.
8. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support and the outcome of the Admissions and Records Committee deliberations). If granted the appeal for the second additional attempt, the student may enroll in only the Learning Support course.
9. Students who have been suspended from the institution without completing Learning Support requirements may not be exempted from their Learning Support requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.
10. Students who have not taken any college work in the University System for three years may be retested with the COMPASS in any unsatisfied area and readmitted without a Learning Support requirement if they meet the exemption score. Students who do not exempt on the retest may be considered for readmission. If an individual evaluation indicates that the student has a reasonable chance of success, the student may be readmitted for up to three additional attempts per Learning Support area. Students readmitted under this provision are subject to the 20-hour limit on college-level coursework and may not take credit work if they had earned 20 credit hours during their previous period(s) of enrollment.
11. Students with learning disorders who are required to enroll in Learning Support must fulfill all stated requirements, including the COMPASS requirements. These students will be provided with appropriate course accommodations supported by the student's diagnosis. Students must see the ADA Coordinator for any accommodations granted for learning support classes.

**East Georgia College COMPASS Retesting Guidelines:**

If a student does not pass an exit exam, he or she will be allowed one retest during the scheduled retesting times. Students, in most cases, should take the retest before the end of the testing period for that semester. Students able to show hardships with retesting before the end of the testing period must complete retesting before the beginning of the next semester. Students who are in their third, fourth or

fifth attempt in a particular learning support area and have a score within 3 points of exit may be allowed a second retest based upon the approval of the Vice President for Academic Affairs.

*Prior to returning from any involuntary period of non-attendance due to academic reasons, all students must complete a Former Student Application in the Office of the Registrar for readmission to the college.*

**Compass Exam Information:**

Incoming students who have not yet attended any courses have one opportunity to retake the Compass placement exam in one or more areas. There is a \$15 charge to retake the exam, no matter how many areas of the exam are retaken. Transfer students who were placed in learning support courses are not eligible to retake the exam unless it has been three years since they last attended any institution. Students who took the Compass placement exam at another institution but did not attend are eligible to retake the exam.

Upon successful completion of a required Learning Support course with a grade of 'C' or better in an exit level course, 0098 or 0099, students will be allowed to take the Compass exit exam in that area.

**Registration:**

All students must exit or exempt Learning Support Reading, Learning Support English, and/or Learning Support Mathematics to take credit courses as prescribed in the listing of East Georgia College courses open to learning support students below.

**East Georgia College Courses Open to Learning Support Students**

1. Courses open to **ALL** learning support students –
  - All ART classes (3 credit hours each)
  - COMM 1110 Public Speaking (3 credit hours)
  - EGAC 1010 Basic Computer Skills (1 credit hour)
  - EGAC 1100 Student Success (1 credit hour)
  - ENGL 0099 Learning Support English (4 credit hours) (score 0-59 on English COMPASS)
  - FREN 1001 Elementary French I (3 credit hours)
  - HLTH 2181 First Aid (1 credit hour)
  - MATH 0099 Learning Support Math II (4 credit hours) (score 0 –36 on Math COMPASS)
  - MUSC 1100 Introduction to Music (3 credit hours)
  - PHED XXXX All physical education activity courses (1 credit hour each)
  - READ 0099 Learning Support Reading (4 credit hours) (score 0 – 73 - Reading COMPASS)
  - SERV 1001 Service Learning (1 credit hour)
  - SPAN 1001 Elementary Spanish I (3 credit hours)
2. Courses open to students who fail only the math COMPASS – all courses except anatomy and physiology, biology, geology, chemistry, physics, math, and microbiology, and integrated science.
3. Courses open to students who fail only the English COMPASS – all math or science courses; HLTH 2051 Health (2); any classes listed under number 1 (above)
4. Courses open to students who fail only the reading COMPASS – all math classes; any classes listed under number 1 (above)

**Grading:**

ENGL 0099: Grades of A, B, or C indicate that a student successfully completed requirements for the course. Students passing the course will be allowed to take the Compass exit exam. A score of 60 or higher on the exam exits the LS area. Students will be required to successfully complete a written essay as a part of the course requirements. Students who do not successfully complete requirements for the course receive a grade of IP, will not be allowed to take the Compass exit exam, and will remain in the 0099 level course. Students who successfully complete the requirements of the course, but fail to score 60 or higher on the exam, will receive a grade of IP and remain in 0099.

MATH 0099: Grades of A, B, or C indicate that a student successfully completed requirements for the course. Students passing the course will be allowed to take the Compass exit exam. A score of 37 or

higher on the exam exits the LS area. Students who do not successfully complete the requirements for the course receive a grade of IP, will not be allowed to take the Compass exit exam, and will remain in MATH 0099. Students who successfully complete the requirements of the course, but fail to score 37 or higher on the exam, will receive a grade of IP and remain in MATH 0099.

**MLCS 0099:** Grades of A, B, or C indicate that a student successfully completed requirements for the course. Part of the requirements of the course will be the MATH Compass Exit Test as the Final Exam. Although a MLCS 0099 student would not be required to have a scale score of 37 on the Math Compass Exit Test in order to pass the course, they would be eligible to take MATH 1111 if their Math Compass Exit score was 37 or better. The MLCS 0099 course prepares students to take MATH 1001 – Quantitative Skills. A student not satisfying the requirements of the MLCS 0099 course would receive a grade of IP and have to repeat the course.

**READ 0099:** Grades of A, B, or C indicate that a student successfully completed requirements for the course. Students passing the course will be allowed to take the Compass exit exam. A score of 74 or higher on the exam exits the LS area. Students who do not successfully complete requirements for the course receive a grade of IP, will not be allowed to take the Compass exit exam, and will remain in the 0099 level course. Students who successfully complete the requirements of the course, but fail to score 74 or higher on the exam will receive a grade of IP and remain in READ 0099.

*NOTE: In some instances, instructors may issue a grade of 'F' when a student completely fails to put forth any effort in class. It should be noted however, that the 'F' grade is intended to designate that a student has not successfully completed requirements for exiting an area in the required number of attempts. For Learning Support courses, this grade DOES NOT count in the cumulative GPA. It does, however, count in the Financial Aid calculation of the HOPE GPA.*

### **Appeals Process Following An Academic Dismissal**

A dismissal may be appealed each term to the Appeals Committee. The appeal form, available at <http://www.ega.edu/registrar/Forms/AppealAcademicStanding.pdf>, must be completed by the student stating the basis of the appeal and submitted to the Admissions and Records Appeals Committee, Office of the Vice President for Academic Affairs, two working days prior to the scheduled Admissions and Records (AR) Appeal meetings (see Academic Calendar). If the student's appeal request is granted, students dismissed for academic reasons would be returned to Academic Probation and be required to carry at least a term 2.0 GPA during any subsequent semester until the cumulative GPA is 2.0 or above or again face dismissal. Students who are dismissed for failing to complete Learning Support requirements in the required number of attempts would be returned to their previous standing. Students returning from a Learning Support dismissal may take only the required Learning Support course. If the appeal is denied, the student will not be allowed to return until the terms of the exclusionary period have expired. In the case of Academic Exclusion for one year, a student is only allowed to appeal once a term. They can appeal again any subsequent term requesting consideration for return prior to the official completion of the exclusionary period. As a part of being granted the appeal to return, the Committee may impose academic restrictions or requirements which must be adhered to by the student or risk termination of their classes and revocation of the granted appeal. The terms of the previous exclusion would then be enforced following the term of non-compliance and future appeals would not be considered. The student would be required to honor the terms of the exclusion.

### **Challenging Grades**

The appeal process for challenging a grade should begin with the instructor and if not resolved, proceed to the Division Chair for the department in which the course is taught. If the Division Chair is unsuccessful in resolving the complaint, the matter will be referred to the Vice President for Academic Affairs for final resolution. However, if the student's complaint centers on unfair treatment because of intellectual diversity issues and the student does not feel comfortable attempting to resolve the issue at the instructor or division chair level, the student may appeal directly to the Vice President for Academic Affairs. The student must make this appeal in writing. In each instance, the instructor, Division Chair and Vice President for Academic Affairs should provide written documentation of the decision.

**Repeating Courses**

Although the record of all degree credit courses attempted will remain on the student's permanent record and in the cumulative GPA, only the last grade received for repeated courses will be used in calculating the graduation GPA. A graduation GPA of 2.0 or higher is required in order to complete requirements for a degree. A student is encouraged to repeat courses in which they have earned grades of D or F in order to raise the graduation GPA. It is important to note that many institutions include grades for all courses attempted when computing an acceptable grade point average for admittance as a transfer student.

**English 'C' Compliance Policy**

Grades of 'C' or better are required of all students in ENGL 1101 (Composition I), before progressing to ENGL 1102 (Composition II). Students must also complete ENGL 1102 with a 'C' or better prior to enrolling in ENGL 2111/2112 (World Literature I or II) or ENGL 2120/2130 (British or American Literature).

**Teacher Education 'C' Compliance Policy**

Grades of 'C' or better are required of all students who enroll in EDUC 2110 (Investigating Critical & Contemporary Issues in Education), EDUC 2120 (Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts), or EDUC 2130 (Exploring Teaching & Learning).

**Readmission of Former Students**

Students who were enrolled at East Georgia College, but who have not been in attendance for two or more semesters must apply for readmission. Former students who have enrolled in another college(s) since last attending East Georgia College must request that an official transcript of coursework and grades be mailed to the East Georgia College, Office of the Registrar. Former students will not be eligible to register for classes until official transcripts from other colleges attended have been received and reviewed by East Georgia College. Students who are enrolled for the spring semester, but do not attend for the summer semester, are not required to re-apply for the fall semester.

**\*Criminal Background Investigation Procedures**

East Georgia College will require a Criminal Background Investigation for applicants and former students that self declare on the Admissions Application that they have been convicted of a crime other than a traffic offense or have current criminal charges pending, students in the Teacher Education program of study, EGC students applying for employment as a Post Secondary Readiness Enrichment (PREP) tutor, EGC students applying to a Study Abroad program or any student who applies to live in on-campus housing. The purpose of the policy is to (1) further the college's interest in and responsibility to evaluate the character, maturity and responsibility of its applicants for admission; (2) to ensure the safety of the campus community, including the on-campus student housing facility, and off campus K-12 placement environments, and (3) to allow the college to better advise students of the difficulties they face in obtaining internships, student teaching requirements and licensure in occupations that, by law or policy, exclude those with certain convictions.

**Special Note for Teacher Education Students:** Each of the teacher education courses requires the EGC student to complete classroom experience sessions in a K-12 school in order to fulfill the essential requirements of the course. The purpose of the policy is to ensure that students who prepare to become educators possess appropriate qualities of character conducive to a K-12 setting. The Criminal Background Investigation must be completed and approved by the committee prior to the student being placed in a K-12 classroom. Any teacher education student convicted of a crime of moral turpitude would be ineligible for placement in the K-12 classroom and unable to fulfill the essential requirements of the course. Additionally, it is possible such student would likely not be able to fulfill future student teaching course requirements nor receive eventual licensure. The above policy allows East Georgia College to better advise students of the difficulties they face in obtaining future internships, student teaching, and licensure.

**Procedure for Obtaining Criminal Background Investigation Report**

Applicants/students must:

- Complete a Criminal Background Investigation Consent Form which can be picked up from Enrollment Services, mailed to your permanent home address, or accessed on-line at [www.ega.edu/registrar/forms/](http://www.ega.edu/registrar/forms/).
- Return completed Criminal Background Investigation Consent Form to Enrollment Services.
- If requesting the report for any reason other than on-campus housing, submit \$25 processing fee to: East Georgia College, Business Office, 131College Circle, Swainsboro, GA 30401. Note that your fee is for "CBI".

*\*Refer to Student Handbook for more information about the criminal background process.*

**Graduation Requirements**

**Associate in Arts:** this degree will be awarded to students who meet the following requirements:

1. Satisfy core curriculum requirements (60 semester hours).
2. Satisfy the institutional requirements including the Student Success course (not required of students with 12 or more transferable hours or have completed a comparable course at a prior college, or transient or Joint-Enrolled students), health, and physical education/first aid courses (4-5 semester hours).
3. Complete requirements for the History and Constitution of the United States and Georgia as required by the State of Georgia. They may be met by completing American Government, POLS 1101 and one of the two U.S. History courses, HIST 2111/2112.
4. Pass the Regents' Exam to demonstrate competence in reading and writing.
5. Meet the residency requirement by earning a minimum of 25 semester hours at East Georgia College.
6. Must demonstrate proficiency in oral communication by completing COMM 1100, *Public Speaking*, in Area B or C of the core curriculum.
7. The formal approval of faculty.

*NOTE: Courses used to satisfy CPC requirements cannot be used to satisfy graduation requirements.*

**Associate in Applied Science:** this degree will be awarded to students who meet the following requirements:

1. Possess a diploma from an area technical school in a program which East Georgia College recognizes through Board of Regents approved collaborative agreements with that technical college.
2. Complete the core of basic general education courses which consists of 25-28 hours of transferable degree credit.
3. Meet the residency requirement by earning a minimum of 12 semester hours at East Georgia College.
4. The formal approval of faculty.

**All students are required for graduation purposes to:**

1. Earn a minimum graduation GPA of 2.0 or higher.
2. Meet all financial obligations to the College before graduation, including a \$35 graduation fee or a hold will be placed on your record with the College and we will not process your transcript requests until the obligation(s) are satisfied.

**Application for Graduation**

Students who plan to graduate are required to complete the Graduation Application form with the assistance of their faculty advisor. Students must submit the completed application to the Office of the Registrar. The application deadline is always set as one semester before the planned graduation term. Actual deadline dates are posted on the college's Academic Calendars (<http://www.ega.edu/registrar/calendar/>). A student may receive a diploma at the end of any semester in which all degree requirements are fulfilled. The diploma will bear the date that all degree requirements were met. Students are assessed a \$35 graduation fee.

**Graduation Exercises**

Degrees are conferred formally at the close of the fall semester (in December) and spring semester (in May). Students who complete all requirements for their degree by the end of the summer semester are formally invited to participate in our fall commencement ceremony to receive their diploma. Degree Candidates are notified to attend the graduation rehearsal, which takes place one day before the commencement ceremony.

**Requirements for a Second Degree**

A graduate of any program may earn an additional degree in any other program by satisfactorily completing all additional course requirements and any other degree requirements as listed in the Catalog. It is important to remember, as a two year institution of the University System of Georgia, we offer only two degrees: the Associate in Arts and Associate in Applied Science. Therefore, at the time of graduation, you will not receive an additional diploma by satisfying the requirements for another program of study. The Office of the Registrar will, however, record the completion of that program of study in your academic history which will be reflected on your permanent academic transcript.

**Graduation With Honors**

A student eligible for graduation who has taken a minimum of 25 semester hours at East Georgia College and who has an overall cumulative average of no less than 3.5 will graduate cum laude. A student with a final cumulative average of 3.8 or better will graduate magna cum laude and a student with a 3.9 or better cumulative average will graduate summa cum laude.

**Legislative Requirements**

Students are required to satisfy a legislative requirement in United States History and the Constitution, plus Georgia History and its Constitution. Students may satisfy both constitution requirements by completing POLS 1101, American Government. Both history requirements may be satisfied by taking either HIST 2111, U.S. History to 1865, or HIST 2112, U.S. History since 1865. A grade of D or better is required to satisfy all legislative requirements. These courses may be used in other areas of the core for degree credit. In order to receive credit for an American Government or History course taken at an out-of-state institution, a student must take and pass the Georgia portion of these courses through an exam offered by East Georgia College. Please contact the Social Science Division Chair for more details.

**Regents' Testing Program**

An examination to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions shall be administered. Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the program are: (1) to provide system-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in these areas. The institution may require students who are enrolled in a Regent's Skills course to obtain permission of the Skills course instructor to site for the Regents' Test. This policy was designed by the Regents' Testing Office and allows colleges to refuse the test to students who were either not doing well enough in the Skills course or who were not meeting attendance rules.

**Who should take the Regents' Exam(s)?**

Any student who has earned 20 or more credit hours, any student who is enrolled or passed ENGL 1102 (Composition II), or any student enrolled in either Regents' Reading or Writing course. Student must take these exam(s) each semester they attend EGC until they pass both requirements. Absence from a course to take the exam(s) is considered an excused absence.

**How students are notified about the Regents' Test?**

The Regents' Exam is given each semester (Fall, Spring, Summer) and the exam periods are posted on the Test Exam Calendar (<http://www.ega.edu/admissions/TestSched.asp>). The Registrar's Office sends notification to eligible students through their EGC Web Mail Account with information about their test date, time and location. Students are responsible for reading their EGC Web Mail Account a minimum of twice a week. Your Web Mail Account is our official form of communication to students.

**Regents' Requirement for Graduation**

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) courses as a requirement for graduation. These courses are offered for institutional credit. Students may exempt these courses through examination by passing the Regents' Tests or an approved alternative test in reading comprehension and in writing. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course.

**Students may exempt RGTE 0199 (Regents' Writing Skills course) by scoring at or above specified scores on one of the following examinations:**

- Regents' Writing Exam exemption score: 2
- College Board Advanced Placement (AP) English Language and Composition exemption score: 3
- College Board Advanced Placement (AP) English Literature and Composition exemption score: 3
- International Baccalaureate (IB) higher-level English exemption score: 4
- SAT II English Writing (this test is no longer administered) exemption score: 650
- SAT Reasoning, Writing Section Test exemption score: 560
- SAT Reasoning, Writing Section Test exemption score: 500 *and* who also have at least a 510 on the SAT Reasoning, Critical Reading Section
- ACT Combined English/Writing Test exemption score: 24
- ACT Combined English/Writing Test exemption scores: 22, for students who also have at least 23 on the ACT Reading Test

**Students may exempt RGTR 0198 (Regents' Reading Skills course) by scoring at or above specified scores on one of the following examinations:**

- Regents' Reading Exam exemption score: 61
- SAT Reasoning, Critical Reading Section exemption score: 510
- ACT Reading exemption score: 23

*\*NOTE: All SAT and ACT scores must be from a national administration.*

**Regents' Skills Courses required once students earn 45 or more semester hours regardless of previous performance scores.**

Each institution shall provide an appropriate program of remediation and shall require students who have not passed both parts of the test by the time they have earned 45 semester credit hours to take the appropriate remedial course or courses each semester of enrollment until they have passed both parts. The only exception that may be made is for part-time students taking one remedial course and no college-level credit courses.



First-time examinees must take both parts of the test. A student who has failed both parts of the Regents' Test may be allowed, at the discretion of the institution, to take the reading and essay portions of the test in separate semesters. If one component of the test has been passed, that component need not be retaken.

The Regents' Test is not a requirement for an Associate in Applied Science, although institutions may choose to require the test for this degree.

Students who have moved out of state after completing all requirements for graduation with the exception of the Regents' Test requirements may be permitted to have the Regents' Test administered out of state if they have fulfilled remediation requirements and follow the procedures outlined in the Regents' Testing Program Administration Manual.

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to pass RGTR 0198 or RGTE 0199 in order to receive a degree from a University System institution.

#### **Student Request for Review of Essay Failing Score:**

A student may request a formal review of a failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded. The review procedures shall be as follows:

1. A student must initiate the review procedure by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. The review must be initiated, however, within one calendar year from the semester in which the failure occurred.
2. All applicable regulations of the Regents' Test Policy remain in effect for those students whose essays are under review, including those regulations relating to remediation and retaking the Test.

#### **Academic Renewal**

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty at East Georgia College to have one final opportunity to make a fresh start after an absence of five calendar years from any and all postsecondary institutions.

***Restrictions:*** If a student does not apply for academic renewal at the time of re-enrollment after a five year or greater absence, the student may do so within three semesters or re-enrollment or within one calendar year, whichever comes first.

***Advantages:*** A revised Institutional Grade Point Average is begun when the student re-enrolls following the five-year period of absence. The new Institutional GPA begins with zero hours attempted and zero quality points as if the student were a new transfer student. The new Institutional GPA is used for the minimum grade point average graduation requirement and for probation/suspension decisions. All academic credit earned with grades of A, B, C and S in previously completed course work is retained and will count toward residency requirement, if taken at East Georgia College. Any prior completion of the Regents' Test, Legislative, and College Preparatory Curriculum requirements will be retained.

***Disadvantages:*** Any credit earned with a grade of D or F is not retained and must be repeated at the Academic Renewal institution if they are required in the student's degree program. All suspensions count toward the number of suspensions received. Financial aid policies concerning Satisfactory Academic Progress (SAP) are still in effect. The granting of academic renewal does not supersede the admissions requirements of certain programs (e.g. teacher education, nursing) which require a specific minimum grade point average based upon all coursework. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors graduation. The new Institutional GPA will appear on the student's transcript with a statement that Academic Renewal status was granted. If academic renewal status is approved, no transfer credit will be granted for coursework completed during the absence.

**Student Records**

A student's record is generally considered to consist of some or all of the following documents: application for admission, immunization record, high school transcript, CPC evaluation form, GED certification, transcripts from other post secondary institutions, transcript evaluation form, SAT or ACT scores, and miscellaneous documentation retained, by the Office of the Registrar, concerning student's academic stay at East Georgia College.

*NOTE: Some documentation retained in student's folder is considered to be the property of the Institution and access to this information is left to the discretion of East Georgia College.*

**Record Retention, Storage, and Disposal**

The Office of the Registrar shall retain in a secured, fireproof area all records applicable to student enrollment and academic achievement. This office maintains information on the following: student folder information, academic history permanent records, grade roll information, graduation information, schedule adjustment/registration information, transcript requests, enrollment certification requests, confidentiality requests, CPE, Compass and Regents' exam score information, and Board of Regents report information.

1. Upon application for admission, applicants are requested to complete an admissions application and supply several types of information. Students must supply transcripts from all institutions previously attended, SAT or ACT test scores, high school graduation or GED information, and immunization records. This information is placed into the student's folder and housed in the Admissions Office. The student folder is transferred from the Admissions Office to the Office of the Registrar following final registration for a term. Students who apply, but do not enroll, have their folder placed in an Admissions Office suspense file. The Admissions Office will destroy the file if the student does not enroll within a year of the original application term. Beginning Spring 2010, Financial Aid, Admissions and the Registrar's Offices implemented document imaging of incoming student records. Our goal will be to destroy hardcopy documents the following year while maintaining digital access to those documents for future reference. Student academic records prior to 2010 will be retained and stored in the same manner we followed prior to the change. Each year, the Office of the Registrar will produce a list of students who have not attended the institution for a period of 5 years. These folders are pulled, boxed, labeled by year, and forwarded to the student records archives, which is located in the auxiliary warehouse. This information will be archived for a period of 5 additional years at which time, if the student has not returned, it will be destroyed. Students, who return following the transfer of the student folder information to archives, will have their folder returned to the Office of the Registrar.
2. Prior to Summer Quarter 1997, academic history information was kept on permanent records cards. These records have been entered into our Banner Student Information System and the records are retained indefinitely.
3. Instructors enter student final grades directly into the Banner Student Information System through their Banner Web accounts, which are electronically stored and retained indefinitely.
4. The Office of the Registrar maintains a current list of graduates and degree audit information. This information is held indefinitely. This information is also recorded in the Banner Student Information System.
5. Registration schedules are not currently being retained within this office. The Banner Student Information System has within it an audit trail application which allows for tracking of student registration information. Schedule adjustment information in the form of drop/add cards or withdrawal cards are maintained within the office for a period of one academic year. After this time, this information is removed and destroyed.
6. Transcript request information is maintained for a period of one academic year. Following this time period, this information is pulled and destroyed.
7. Enrollment certification information is maintained for a period of one academic year. Following this time, this information is pulled and destroyed.

8. By federal law, the Family Educational Rights and Privacy Act, students are granted full discretion for disclosure of their academic information to persons or entities other than themselves. Students have the option of requesting that no information, including what is considered directory information, be released to anyone other than themselves. We request students who choose this option, complete a Confidentiality Statement. This information is placed into the student's folder and kept until such time as the folder is destroyed.
9. CPE, Compass and Regents' Exam score information is kept indefinitely.
10. Prior to Fall Semester 1997, data generated for reporting purposes to the Board of Regents is kept in the vault. Since that time, this information is being stored electronically within this office.

*\*NOTE: Beginning Summer Quarter 1997, East Georgia College implemented the student information system, Banner. All registration, academic history and graduation information is maintained within this student information system. Computer Services runs a daily backup at the end of each business day which is held for one week. This is a complete backup and can fully restore our student information system to operational order.*

## Tuition and Fees

Tuition and Fees charged by East Georgia College are approved by the University System of Georgia annually. Changes in tuition and fee rates are typically effective fall semester each year. Legal residents of the State of Georgia pay in-state tuition, while students who are not legal residents of the State of Georgia pay out-of-state tuition. Expenses include in-state tuition, out-of-state tuition, mandatory student fees and other special fees. All fees are due and payable at the time of registration (no partial payments) and registration is not complete until all fees have been paid. University System of Georgia (USG) students currently enrolled in the Board of Regents' guaranteed tuition plan will see no change in their tuition this coming fall (2011), but effective fall semester 2009 the regents voted to end the tuition guarantee for incoming freshmen.

Fall 2011 freshmen students will pay tuition of \$82.34 per-credit hour up to 15 hours with the cap of \$1,235.00 for in-state students and \$311.60 per credit-hour up to 15 hours with the cap of \$4,674.00 for out-of-state students. USG students who enrolled prior to the start of the guaranteed tuition plan in fall 2006 or who come off the guarantee will also pay the above rates.

The Regents set the full-time tuition rate at 15 credit hours meaning, all students not on the guarantee would pay the per-credit-hour rate for all classes taken up to 15 credit hours. Students still on the guaranteed tuition plan, which began in fall 2006, will not be affected by this change. All students, regardless of whether or not they have the tuition guarantee, will pay a mandatory special institution fee to help off-set budget reductions. For more information on tuition and fees for the USG, please access online:

[http://www.usg.edu/student\\_affairs/tuition/](http://www.usg.edu/student_affairs/tuition/)

**Please note: All online classes are charged an additional \$20 per credit hour.**

### SEMESTER FEES Fall 2011-2012 Swainsboro Campus

Full-Time Students Enrolling for the First Time in Fall 2011 (15 or more hours):

	Resident of Georgia	Non-Resident of Georgia
Tuition	\$1,235	\$4,674
Student Activity Fee	\$ 33	\$ 33
Technology Fee	\$ 50	\$ 50
Institution Fee	\$ 200	\$ 200
Athletic Fee	\$ 75	\$ 75
Parking Fee	\$ 15	\$ 15
Access Card Fee	\$ 15	\$ 15
Health Fee	<u>\$ 30</u>	<u>\$ 30</u>
<b>TOTAL FEES</b>	<b>\$1,653</b>	<b>\$5,092</b>

Part-Time Students: (*Less than 12 hours*)

Tuition for part-time students who are residents of Georgia is \$82.34 per semester credit hour. Students who are non-residents of Georgia will pay \$311.60 per semester credit hour. Any student taking 4 or more semester credit hours will pay a \$33 student service fee and a \$75 athletic fee. Regardless of hours enrolled, students are required to pay the mandatory Access Card Fee \$15, Health Fee \$30, Technology Fee \$50, Institution Fee \$200, and Parking Fee \$15.

### SEMESTER FEES Fall 2011-2012 Statesboro Campus

Full-Time Students Enrolling for the First Time in Fall 2011 (15 or more hours):

	Resident of Georgia	Non-Resident of Georgia
Tuition	\$1,235	\$4,674
University Fee	\$ 546	\$ 546
GSU Technology Fee	\$ 100	\$ 100
Athletic Fee	\$ 75	\$ 75

Institution Fee	\$ 200	\$ 200
Access Card Fee	\$ 15	\$ 15
EGC Technology Fee	\$ 50	\$ 50
TOTAL FEES	\$2,221	\$ 5,660

**Part-Time Students: (*Less than 12 hours*)**

Tuition for part-time students who are residents of Georgia is \$82.34 per semester credit hour. Students who are non-residents of Georgia will pay \$311.60 per semester credit hour. Any student taking 4 or more semester credit hours will pay a \$546 university fee and a \$75 EGC athletic fee. Regardless of hours enrolled, students are required to pay the mandatory GSU Technology Fee \$100, Access Card Fee \$15, EGC Technology Fee \$50, and EGC Institution Fee \$200.

**Payment of Fees**

All fees are due in full (no partial payments) and must be paid during registration at the beginning of each semester. Registration and fee payment deadline dates are published each semester on the Academic Calendar. **Registration is not complete until all fees have been paid in full. All tuition and fees must be paid by the final fee payment deadline to avoid the class drop for non-payment.** If any check is not paid on presentation to the bank on which it is drawn, a service charge of \$30 will be charged. A student will also be charged with any bank charges assessed to the college due to a returned check. After two checks have been returned by any student's bank without payment, check payment privileges will be suspended.

**Fee Refunds**

Students who formally withdraw from the college will be entitled to refunds of the institutional charges and other mandatory fees according to the following:

A pro rata percentage is determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that students were on an approved leave of absence. The unearned portion shall be refunded up to a point in time that the amount earned equals 60%. Students that withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. Students must contact the Office of the Registrar as soon as the decision is made to withdraw in order to formalize the decision. There will be no refund for reducing course load unless the institution is at fault.

Special Conditions: Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the college when disciplinary action is pending are not eligible for a refund of any portion of any fee. A refund of all tuition and other mandatory fees shall be made in the event of the death of a student at any time during the semester.

Ordinarily, refunds will be processed within 2 to 3 weeks of the date of the withdrawal.

**Military Service Refunds**

Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive emergency orders to active military duty for an indefinite period are entitled to a full refund of tuition paid for that semester, in accordance with guidelines promulgated by the Chancellor.

Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location, are entitled to a full refund of tuition paid for that semester, in accordance with guidelines promulgated by the Chancellor.

**Out-of State Tuition Waivers and Waiver of Mandatory Fees**

The Board of Regents' Policy Manual states 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 (BoR Minutes, June 2010).

**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. (BoR Minutes, February 2009)

This waiver application is available at: <http://www.ega.edu/registrar/TuitionClass/OutOfState.pdf>

For the first academic year the service member returns, the institution cannot increase the tuition and fee charges above the prior amount the service member was or would have been assessed for the academic year when the service member left the institution, unless there are sufficient veteran's education benefits or other service member education benefits to pay the increased amount of those tuition and fee charges.

**Books**

Books and supplies may be purchased at the East Georgia College Bookstore, which is managed by Nebraska Book Company/College Bookstores of America, Inc. The Bookstore schedule will be posted at the beginning of each semester. Refunds on textbook purchases will be made when all of the following conditions are met:

1. Books are returned on or before the last day to register.
2. Books are in the same condition as when they were purchased. (If a book has a name written in it or any other markings, it will be considered a used book).
3. Sales receipts are presented. (SAVE YOUR RECEIPT). The bookstore buys back some used books which are in good condition during the final exam week. The list of books eligible for buy-back will be posted at that time.

**Miscellaneous/Special Fees:****Application Fee**

An application fee of \$20 is charged for the EGC Application of Admissions. The fee is non-refundable.

**Compass Retest Fee**

After initial examination, new students have one opportunity to retest, regardless of sections attempting. There is a non-refundable \$15 fee for this test. Students are encouraged to test before Orientation/Registration but the Compass must be re-taken before the first day of classes.

**Criminal Background Investigation (CBI) Fee**

A \$25 non-refundable fee is charged for CBI. Criminal background investigations are required for every new or returning student who has ever been convicted of a crime, other than a traffic offense, or who has criminal charges pending at the time of application/reapplication. CBIs are also required for current students who: (1) are applying for admission to teacher education; (2) want to participate in study abroad; and/or (3) work as a PREP Tutor. Students who wish to live in on-campus housing must also request a criminal background history, but the cost is covered by their application fee for housing.

**Graduation Fee**

A non-refundable \$35 graduation fee is required prior to the start of the semester in which the student expects to graduate. Students at this point are expected to have filed a Graduation Application with the Registrar's Office to have graduation requirements verified.

**Higher One Replacement Card Fee**

A \$20 fee is charged when a Higher One refund card is re-ordered. The fee must be paid at the time of re-order.

**Late Registration Fee**

After Final Registration, a non-refundable \$40 late penalty fee will be assessed.

**Learning Support Exit Testing Fee**

Students who are placed in Learning Support Courses are automatically assessed a \$5 fee for the Exit Testing per Learning Support Course.

**Library Book Fines and Delinquent Fees**

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

**Identification Card/Access Card Fee**

At the time of a student's first enrollment at East Georgia College, the student will be issued a photographic identification/access card which is to be validated each semester the student is enrolled. There is a \$15 fee charged each semester for this card. Students must have this card to access computer labs, sporting events, housing complex, bookstore, etc. This card also serves as a library card. A \$20.00 fee is charged for replacements.

**Parking Permit Fee – Statesboro**

Students may operate motor vehicles and use designated parking areas on the East Georgia College Statesboro Center campus by purchasing a parking decal. The fee is \$73.

**Remote Compass Testing Fee**

Students who are testing for another institution are charged a \$25 fee to cover EGC administration costs. The fee is non-refundable.

**Return Check Fee**

If any check is not paid on presentation to the bank on which it is drawn, a service charge of \$30 will be charged.

**Vehicle Registration**

Students enrolled at East Georgia College may operate motor vehicles on campus and use designated parking areas. **Motor vehicles will not be permitted on campus without parking permits.** The parking permit is a sticker which may be obtained in the Business Office. The sticker is affixed to the bottom left side of the rear window.

**Parking Fines**

No or Expired Decal	\$25
Unauthorized Handicapped	\$50
Unauthorized (excluding Handicapped)	\$30
Moving Violations	\$50

**Other Fees**

Certain courses are offered by the College that requires students to pay an additional non-refundable class fee.

Art 3D Design Fee -\$50  
Archery Equipment Fee - \$30  
Disc Golf Equipment Fee - \$30  
Lab Kit Fee - \$50 (Integrated Science – Web Class Only)  
Student Success Book Fee - \$21

### **Financial Responsibility of the Student**

**All financial obligations to the College must be paid promptly. East Georgia College reserves and intends to exercise the right to withhold copies of educational records and/or to cancel classes for students who have outstanding financial obligation(s) to the institution.** A student who is delinquent in financial obligations to the College shall not be allowed to register for the next term or to request a transcript to transfer credits to another institution. East Georgia College is an educational institution, and therefore does not have the resources to perform extensive debt collection activities. For this reason, past due and delinquent accounts will be assigned to a collection agency. A student whose account is assigned to a collection agency will be responsible for paying any collection fees incurred.

### **Classification of Students for Tuition Purposes**

A student is responsible for registering under the proper residency classification.

### **Regents' Policies Governing the Classification of Students for Tuition Purposes**

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

#### **4.3.2.1 Description of Terms Used in the Policy**

##### **Dependent Student**

An individual under the age of 24 who received financial support from a parent of U.S. court-appointed legal guardian.

##### **Emancipated**

A minor who, under certain circumstances, may be treated by the law as an adult. A student reaching the age of 18 shall qualify for consideration of reclassification by virtue of having become emancipated unless he/she can demonstrate financial independence and domicile independent of his/her parents.

##### **Independent**

An individual who is not claimed as a dependent on the federal or state income tax returns of a parent or U.S. court-appointed legal guardian, and whose parent or guardian has ceased to provide support and right to that individual's care, custody, and earnings.

#### **4.3.2.2 United States Citizens**

##### **Independent Students**

An independent student who has established and maintained a domicile in the State of Georgia for a period of at least (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 education 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 temporarily relocates out of state but returns to the State of Georgia within (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 (12) consecutive months immediately preceding the first day of classes for the term and (a) the student has graduated from a



Georgia high school; or (b) 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 (12) consecutive months immediately preceding the first day of classes for the term, provided that (a) such appointment was not made to avoid payment of out-of-state tuition; and (b) 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 (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 for tuition purposes as in-state 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.

#### **4.3.2.3 Non-Citizens**

Noncitizen students shall not be classified for tuition purposes as in-state 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, asylees, 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.

#### **Tuition Waivers**

A complete list of waivers is available at <http://www.ega.edu/registrar/TuitionClass/default.htm>

## Student Services

Student services at East Georgia College are dedicated to the promotion of the physical, cultural, and personal development and well-being of the individual student. The student services program is designed to involve the student in co-curricular and extra-curricular activities of the college, so as to make them an integral part of the total college experience of the student. The functions of student services are to meet the needs of the individual students; to promote good communication and working relationships among students, faculty, and staff; and to heighten awareness of civic responsibility.

### Counseling and Testing

Students may seek help at any time by contacting the college's Counseling and Disabilities Services Provider located on the bottom floor of the Academic Building, room C-161. Testing is available to assist in placing students, diagnosing problem areas, and determining career interests and aptitude. Academic advisors are assigned to students to assist in planning individual college programs.

### Scholastic Aptitude Test

The East Georgia College code for students taking the Scholastic Aptitude Test (SAT) and requesting scores be sent to the institution is 5200. To have SAT scores reported directly to East Georgia College use the above code when completing the SAT application. Inquiries regarding the SAT should be made to the Vice President for Academic Affairs.

### Orientation

Prior to the beginning of fall semester, an orientation program is held to acquaint new students with the staff, faculty, services, and facilities of East Georgia College. Registration, academic advisement, rules and regulations, and academic affairs are discussed during orientation.

### Minority Advising Program

The Minority Advising Program at East Georgia College is open to all minority students. It is the purpose of the program to aid students in their efforts to achieve success in college. The program is directed by the Vice President for Academic Affairs. Students interested should contact the Vice President for Academic Affairs for additional information.

### Student Activities

The student activities program is administered through the Office of Student Life and is sponsored and advised by the Student Government Association. These activities include movies, dances, lectures, concerts, field trips, student publications, intramurals, and club activities. Notices of coming activities are posted on the campus bulletin boards. Students who wish to suggest activities should contact the Student Government or Association or Student Life Director.

### Student Government

The Student Government Association is the campus organization governing student activities and representing the students in college affairs. Members and officers of the SGA are elected by the student body. The SGA is composed of three officers: the president, the vice-president, and the secretary-treasurer; three senators elected from the sophomore class; and three senators elected from the freshman class.

### Email Policy and Procedures

1. Student Email accounts are considered the official form of communication between the institution and the student body. **Students are expected to review their Webmail Account a minimum of twice a week to stay informed of important messages from the various departments on campus including but not limited to the Business Office, Registrar's Office, Admissions Office and Financial Aid Office.**

2. Student Email accounts are created automatically at the beginning of each semester. At the beginning of each Fall semester, all email accounts are regenerated. Any email documents left on the server will be erased. Be sure to save to disk any documents you wish to keep.
3. Sending unsolicited e-mail messages via an East Georgia College e-mail account including sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam) is prohibited.
4. Any form of harassment occurring via an East Georgia College E-mail account, computer system, telephone, paging device or any other form of electronic communication device is prohibited.
5. Unauthorized use, or forging, of e-mail header information is not allowed.
6. Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies is not permitted.
7. Creating or forwarding "chain letters", "'Ponzi", or other "pyramid" schemes of any type is not permitted.
8. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (new group spam) is not allowed.
9. Users of the East Georgia College e-mail system must use their East Georgia College e-mail accounts only in support of academic pursuits and/or college business.
10. Users of the East Georgia College e-mail system who suspect their e-mail account has been accessed or utilized by an unauthorized party should contact the college's computer services department as soon as possible.

Report any violations of these policies to [abuse@ega.edu](mailto:abuse@ega.edu) or by contacting the EGC Computer Services Department. More detailed information concerning EGC campus e-mail policy is available on our college website at: <http://www.ega.edu/computerservices/ITPolicy/CampusEmail.pdf>.

**IMPORTANT:** A student's Email account will be closed and all Email messages deleted for any student who has not attended classes at East Georgia College for over one year period of time. This time period begins when the student was last enrolled and taking classes at East Georgia College. Therefore, it is the responsibility of the student to print out or save to another format any email message that the student wishes to permanently retain. For additional information regarding student email accounts, please review the [East Georgia College Campus Email Policy](#).

To locate your email address, go to the [Student Email Search](#) page and enter your last name in the text box. The Search page lists your email **Login ID**. Your email address is your Login ID followed by @ega.edu

### **Student Publications**

The official student publications on campus are *The Hoopee Bird*, the student newspaper; and *Wiregrass*, the literary magazine. These publications are produced by students under the supervision of faculty advisors. Financed in part by the Student Activity Fund, these publications provide opportunities for students in creative writing, reporting, business, and design.

**Clubs** (*Club membership is open to all students unless otherwise noted.*)

**African-American Union (AAU)** – An organization to involve black students in all aspects of campus life, provide programs of interest to its members, and promote a sense of genuine unity and brotherhood among all students of East Georgia College. Membership is open to all students.

**Alpha Sigma Psi** – An organization to foster interest and activities among students interested in the social sciences, particularly anthropology, sociology, and psychology.

**Art Club** – The purpose of this organization is to expand its members' knowledge and understanding of the many varieties of artistic expression in the world around them. Members will have opportunities to broaden and improve or find their artistic abilities. The group's purpose is also to share art and information about it with students and faculty on campus, as well as other people in the community and surrounding communities.

**Baptist Collegiate Ministries** – An organization involving young men and women in spiritual growth and Christian service. BCM is open to all students.

**Bobcat Paw Puppet Players Club** – To advance and promote the art of puppetry, to educate children and families through the art of puppetry and to make a positive impact on East Georgia College's cultural climate, especially as it affects children and families in our community.

**Circle K** – Members are dedicated to serving the community. The Circle K pledges to foster compassion and goodwill toward others through service and leadership, develop their abilities and the abilities of all people, and dedicate themselves to the realization of mankind's potential.

**College Democrats** – Provides students the opportunity to learn about the political process and discuss issues from a Democratic perspective. The club organizes debates, invites guest speakers to address club members, and promotes community service projects.

**College Republicans** – The purpose of this organization is to promote and increase political awareness and activity as well as to serve as a source of conservative political information on East Georgia College campus, Emanuel County and surrounding counties. This organization will provide a forum for students to discuss important issues in politics. This organization will also play an active role in grassroots activism.

**EGC Book Club** – The purpose of the club is to broaden the reading experience of EGC students and encourage students to read beyond their course assignments. Reading is the foundation of higher education.

**Environmental Activists Ready To Help (EARTH)** – The E.A.R.T.H. Club's purpose is to engage in environmental projects dealing with beautification, safety, and conservation, "to work today for a better tomorrow." Membership is free and open to all students.

**Global Movie Club** – To adhere to its mission statement, Global Movie Club (GMC) will: broaden the worldview of the participants; introduce major film genres and directors; allow students to discuss cross-cultural implications in conjunction with the International Club at EGC; survey foreign and limited release films; allow participants to discuss films that depict "human experience" and explore the answers to the question, "What is human?".

**Golf Club** – The purpose of the Golf Club is to promote the game of golf by providing instruction and competition, to encourage community interaction and envelopment through participation in local charity tournaments, and to promote sportsmanship by fostering proper on-course golf etiquette and moral integrity.

**International Club** – An organization devoted to furthering the interests of foreign languages. Hands-on experience is emphasized. Membership is open to all students.

**Non-Traditional Student's Organization** – An organization to provide support for adult students attending school after being absent from an educational institution for over 5 years.

**Nursing Club** – The purpose of the club is to provide support and accurate up-to-date program information for pre-nursing and nursing students at East Georgia College.

**Outdoor Recreation Club** – The purpose of the club is to enhance the college experience for all students, through outdoor recreation and sports opportunity.

**Phi Theta Kappa** – An honor, educational-service organization which seeks to develop leadership potential and encourage fellowship among members. Membership is open to students who have completed a minimum of 15 semester hours and a minimum of 3.2 grade point average.

**Robert Feline Playmakers** – An organization to foster interest in drama and to increase students' skill in dramatic performance. Membership is open to all students.

**Science, Technology, Engineering, Mathematics, Medicine of East Georgia (STEMM)** – The club's purpose is to promote the success of students pursuing math, science, medical and engineering degrees. To contribute to the success of these students, an interactive website will be created and modified by club members posting important dates such as entrance exam schedules, study groups, and additional calendar activities. The club will also pursue and retain shadowing/internship arrangements for students in applicable degree tracks. The club will serve as an information and resource network for students. The club will benefit the campus as success rates of students increase and exposure of EGC representatives throughout the area increases.

**Students in Free Enterprise (SIFE)** – The East Georgia College SIFE team is one of more than 1,600 teams active on college and university campuses in more than 31 countries. SIFE focuses the energy and enthusiasm of college students to make positive changes through services to their communities. SIFE students value the idea of seizing their opportunities and making a difference. Through a collaborative effort between business and education, SIFE teams improve the quality of life and the standard of living around the world by teaching the principles of market economics, entrepreneurship, business ethics and personal financial success.

**Student Professional Association of Georgia Educators (SPAGE)** – An organization under the direction and guidance of the Professional Association of Georgia Educators and is open to all education majors.

**The ECHO** – The purpose of the club is to discover “Green Employment” and to create “green employment” in Swainsboro and this area of Georgia.

**The Pursuit** – The purpose of the club is to spread the good news of Jesus to the campus.

**Video Gamers** – The purpose of this club is to develop good sportsmanship and character through friendly competition as well as to provide good entertainment and opportunities to socialize.

**Wrestling Team** – The Bobcat Wrestling Team is at present the one intervarsity sport on the EGC campus. The team competes in the National Collegiate Wrestling Association, using the folk-style of wrestling similar to that used in local high schools. The wrestling season lasts from September through the beginning of March.

### **Intramural Athletics**

Intramural athletic activities are developed for students who wish to participate in both team and individual competitive sports activities including: volleyball, table tennis, flag football, basketball, softball and dodgeball.

### **Health Services**

Students are responsible for making arrangements for their own health care, except in cases of on-campus emergencies.

### **Placement Service**

The college seeks to assist students in finding part-time employment. Job openings are posted in a conspicuous place on the campus bulletin boards. Students seeking part-time employment should contact the Office of the Vice President for Student and Enrollment Services.

**Student Handbook**

A student handbook is published every two years by the Office of Student Services. It is the responsibility of the student to familiarize themselves with its contents, including the Student Code of Conduct.

**Alumni Affairs**

Membership in the East Georgia College Alumni Association is automatically conferred upon all graduates of the institution and is available to those students who have attended but not graduated. This organization, under the general administrative supervision of the Director of Development and Alumni Relations, was formed after the college's first graduation.

**Services For Students With Disabilities**

East Georgia College is committed to assisting students attain their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or medical disabilities. Services presently available include counseling, liaison with faculty/staff, access to technology, and referral to other services. For assistance, please contact the Disability Services Provider in the counselor's office. In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the college that it does not discriminate against an individual on the basis of his or her disability, as covered under the ADA and section 504 of the Rehabilitation Act of 1973. We also affirm that all programs of the college are open to regularly admitted students without regard to disability. No students will be denied access to any program or to any administrator or faculty person because of the person's disability. Any person, employee, or job applicant who has a complaint or grievance in regard to the ADA and section 504 or the Rehabilitation Act of 1973 should contact the Vice President for Fiscal Affairs.

**International Intercultural Studies Program**

The University System of Georgia has established several International Intercultural Studies Programs for the benefit of students. The programs provide foreign study opportunities for selected students through charter and group service arrangements available to educational institutions. Further information may be obtained by contacting the Vice President for Academic Affairs.

**Regents' Statement On Disruptive Behavior**

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities and prohibitions contained in this statement are incorporated as a part of these regulations. The Board of Regents of the University System of Georgia reaffirms its policies to support full freedom of expression by each member of the academic community and to preserve and to protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible, disruptive and obstructive actions by students and faculty that tend to destroy academic freedom and the institutional structures through which it operates.

A serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct. These actions have gone beyond all heretofore recognized bounds of meeting for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education. The Board of Regents is deeply concerned by this problem.

Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility. Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom which reaches its full flowering on college and university campuses is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on a campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions that interfere with academic pursuits of teaching, learning, and other campus activities. The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and the Executive Committee of the Association of Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education. (Minutes, 1968-69, pp. 166-169; Minutes 1970-71, p. 97.)

#### **Drug Free Schools Policy Statement**

In compliance with the Drug Free Schools and Communities Act of 1989, (PL 101-226), East Georgia College policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the properties of East Georgia College or as any part of the institution's activities. East Georgia College recognizes that the illegal activities listed in this policy can clearly affect a student's ability to perform his or her duties and can pose a potential danger not only to oneself, but also to all students of the institution. Therefore, East Georgia College will impose sanctions on students and employees which are consistent with local, state, and federal law. The East Georgia College Drug Free Campus Policy and "other items of information" as required by this Act are distributed annually to each student and employee. East Georgia College is committed to an alcohol-and-drug free campus environment and has a comprehensive program to educate and counsel students.

#### **Tobacco Free Campus**

In keeping with the overwhelming medical research concerning the ill effects of smoking and oral tobacco usage, East Georgia College made the decision to prohibit tobacco use on campus. Smoking and the use of oral tobacco are not permitted in the buildings or on the grounds of East Georgia College. These activities, though discouraged, are not policed while students are on campus in personal vehicles.

#### **Conduct Information And Regulations**

College regulations provide guides for college life. A student is expected to display an attitude in which cooperation, good judgment and good taste are standards of life at college. Regulations are designed to protect the interest and well-being of the student, his or her family, the college, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Registered students are subject to the regulations outlined in the Student Handbook.

#### **Violations**

When a student is charged with violation of the conduct regulations, disposition of the case shall be according to constitutional requirements, due process, and in keeping with the procedures outlined in the Student Handbook. Disciplinary measures may include reprimand, curfew, probation, restitution,

suspension, expulsion, or other sanctions, depending on the nature and severity of the infraction. When the possibility of suspension or expulsion is involved, the case may be referred to the Vice President for Student and Enrollment Services who shall make full disposition of the case. Any student who is charged with or indicted for a violation of state or federal law is subject to disciplinary action by the college while the case is pending. Depending on the nature of the violation, a student may be administratively suspended until the case is concluded. Any student who is guilty of violating college regulations or who is financially indebted to the college will be ineligible for readmission until clearance is granted by the appropriate college official. The conduct code, regulations, and appellate procedures are outlined in the Student Handbook.

**Child Care Facilities**

No child care facilities are available on campus. The institution cannot be held responsible for children left unattended. Therefore, children should not be left unsupervised while on campus. Children are not permitted to accompany students to classes, laboratories, seminars, etc.



## Degrees and Programs of Study

**Educational Programs:** East Georgia College offers both transfer and collaborative educational programs.

**Transfer Programs:** Transfer programs are programs of study which provide the first two years of course work toward the completion of a baccalaureate degree at a four-year institution. Transfer programs lead to the Associate in Arts (AA) degree. Students in transfer programs follow the Core Curriculum established by the Board of Regents of the University System of Georgia. The Core Curriculum is designed to facilitate the transfer of credit among the schools within the University System. The Core consists of:

- 9 hours in Basic Skills (English and Mathematics)
- 4 hours of Institutional Option courses
- 6 hours Humanities and Fine Arts
- 11-12 hours Science, Mathematics and Technology
- 12 hours Social Sciences and
- 18 hours of courses related to the student's individual program of study.

In order for a student to complete all requirements for the Associate in Arts degree at East Georgia College, students must complete an additional 4-6 hours consisting of:

- 1-hour Student Success course\*
- 2-hour Health course and
- (2) 1-hour physical activity courses or a 1-hour physical activity course and a 1-hour First Aid course.

*\* 12 or more transferable hours are required to exempt the Student Success course requirement.*

**Career Programs:** East Georgia College offers career preparation programs in cooperation with the following technical colleges: Heart of Georgia Technical College, Ogeechee Technical College, Sandersville Regional Technical College and Southeastern Technical College. The general education core for these programs is offered by East Georgia College; the technical core is taught at one of the technical colleges. Coursework transferred from the technical college is accepted as credit by East Georgia College upon completion of the technical core. This credit is not, however, entered into the student's academic history as transfer credit by East Georgia College. Rather, this institution recognizes the completion of a career program by the student at the technical college. When both the general education core and the technical core are completed, the Associate of Applied Science (AAS) degree is awarded by East Georgia College in cooperation with the appropriate technical college. Collaborative AAS degrees awarded include the AAS in Business, AAS in Health, AAS in Services, and AAS in Technology. In addition to the technical school diploma/certificate, EGC requirements are as follows\*:

- 9 hours in Essential Skills
- 3 hours Institutional Options
- 3 hours Humanities
- 4 hours Mathematics, Science, and Technology
- 6-9 hours Social Science.

*\*NOTE: Dependent upon the program, additional courses/hours may be required which can increase the total number of required hours to 28. Please reference individual program for specific details concerning requirements.*

**Programs of Study - Associate in Arts**

Agriculture	General Studies
Art	Geology
Biology	History
Business Administration & Economics	Mathematics
Business Education	Nursing
Chemistry	Political Science
Criminal Justice	Psychology
English	Recreation
Exercise & Health Science	Sociology
Foreign Language	Teacher Education
Forestry	

**Pre-Professional Programs**

A number of pre-professional track programs are offered at East Georgia College. Each of these programs is designed to provide the student with the necessary background to qualify for application to the professional program. Depending on the admission requirements of the professional school to which the student plans to apply, the programs at East Georgia College are from one to two years in length. For more detailed information, contact the Division of Mathematics and Science.

Pre-Dentistry	Pre-Pharmacy
Pre-Medical Technology	Pre-Physical Therapy
Pre-Medicine	Pre-Radiological Technology
Pre-Optometry	Pre-Veterinary Medicine

**The Core Curriculum**

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue baccalaureate degrees. The Core Curriculum is subdivided into core areas A through F as outlined below. Areas A, B, C, D, and E totaling 42 credit hours are composed of general education courses. Area F varies with each program of study and is composed of 18 credit hours which support the student's chosen baccalaureate major. A student completing any of the six areas in the approved core at East Georgia College may transfer the hours to any institution of the University System without loss of credit. This transferability is guaranteed by the Board of Regents! Should a student encounter difficulty in transferring credits earned at East Georgia College, the student is urged to immediately contact the institution's transfer ombudsman, Registrar or Vice President for Academic Affairs. See the next two pages for detailed information concerning the Core Curriculum.

**Area A changes effective Fall 2010 (Academic Affairs Handbook 2.4.4) as follows:**

Fall 2010: New entering freshmen students who have earned 60 hours but have not completed both Area A communication skills (ENGL 1101 & 1102) and quantitative skills (MATH 1001, 1111 or MATH 1113) must enroll in the next course necessary to make progress toward completing this Area in every semester in which they take classes.

Fall 2011: New entering freshmen students who have earned 45 hours but have not completed these same requirements must enroll in the next course necessary to make progress toward completing Area A in every semester in which they take classes.

Fall 2012: New entering freshmen students who have earned 30 hours but have not completed these same requirements must enroll in the next course necessary to make progress toward completing Area A in every semester in which they take classes.

For students with Learning Support (LS) requirements in reading or writing or math, taking the required LS course(s) counts as making progress toward completing Area A.

### Core Curriculum - Associate in Arts

Area A	Essential Skills	9 hours
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*ENGL 1101	Composition	3
*ENGL 1102	Composition II	3

\*NOTE: Grades of 'C' or better are required for both Composition courses. Please see English 'C' Compliance policy.

(Choose one)\*

MATH 1001	Quantitative Skills & Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Pre Calculus	3

\*NOTE: Pre-Calculus or higher is required for majors in architecture, biology, chemistry, computer science, engineering technology, forestry, geography (B.S.), geology, mathematics, pharmacy, physical therapy and physics.

Area B	Institutional Options	4 hours*
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(Choose one)

**COMM 1110	Public Speaking	3
BIOL 1000	Environmental Biology	3
GEOL 1123	Environmental Geology	3
POLS 2401	Global Issues	3

(Choose one)

EGAC 1010	Basic Computer Skills	1
MATH 1000	Problems in Mathematics	1
PROB 1101	Problem Solving I	1
PROB 1102	Problem Solving II	1
SCIE 1100	Science in Society	1
SERV 1001	Service Learning Seminar	1

\*NOTE: Students completing 5 hours in Area B may use the additional hour in Area F if allowed by the Area F Core Curriculum guidelines of the University System of Georgia.

\*\*NOTE: Students must be able to demonstrate proficiency in oral communications by completing COMM1110 in Area B or C.

Area C	Humanities/Fine Arts	6 hours
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(Choose one)

		3
ENGL 2111/2112	World Literature I, II	3 each
ENGL 2120	British Literature	3
ENGL 2130	American Literature	3

(Choose one)

		3
ART 1100	Introduction to Art	3
ART 2030/2031	Art History I/II	3
*COMM 1110	Public Speaking	3
ENGL 2111/2112	World Literature I, II	3 each
ENGL 2120	British Literature	3
ENGL 2130	American Literature	3
**FREN 1001/1002	Elementary French I, II	3 each
MUSC 1100	Music Appreciation	3
**SPAN 1001/1002	Elementary Spanish I, II	3 each
THEA 1100	Theatre Appreciation	3

\*NOTE: COMM 1110 requirement may be satisfied in either AREA B or C to meet graduation requirements.

\*\*NOTE: Students completing either 1001 – level foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement may not use the same course to satisfy a degree requirement. A 1001- level foreign language course in a different language can be used to satisfy degree requirements. Students who have taken foreign language in high school may take the 1001-level in the same language in Area C, but it is recommended that they request permission to exempt the course and take the 1002-level course.

Area D	Science, Mathematics and Technology	11-12 hours
(Choose two)		8
BIOL 1103/1104	Introductory Biology I, II	4 each
BIOL 1107/1108	Principles of Biology I, II	4 each
*CHEM 1211/1212	Principles of Chemistry I, II	4 each
GEOL 1121	Physical Geology	4
GEOL 1122	Historical Geology	4
ISCI 1101	Integrated Science	4
*PHYS 2211	Physics I: Classical Mechanics	4
*PHYS 2212	Physics II: Electricity, Magnetism, Optics	4

\*NOTE: (1) Science and Non-Science Majors may fulfill Area D, at East Georgia College, by taking two four hour lab science courses, a sequence is not required, and three hours of mathematics. (2) Allied Health Professional Majors, including Nursing, are required to complete a sequence of two four hour lab science courses in either Chemistry or Physics. (3) Students **cannot** satisfy Area D with BIOL 1103 and 1107 or BIOL 1103 and 1108.

(Choose one)		3-4*
MATH 1113	Pre-calculus	3
MATH 1121	Introduction to Statistics	3
MATH 1301	Introduction to Computer Programming	3
*MATH 1540/2012/2013	Calculus I, II, III	4 each

\*NOTE: Each Calculus course is 4 hours, 1 hour of which can be included in Area F (if applicable). MATH 1540 is required in Area D for programs of study in the Math Science area.

Area E	Social Science	12 hours
POLS 1101	American Government	3
(Choose one)		3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
(Choose two)		6
ANTH 1102	Introduction to Anthropology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111/1112	Western Civilization to/since 1648	3 each
HIST 2111/2112	U.S. History to/since 1865	3 each
HIST 2200	Black History	3
PSYC 1101	General Psychology	3
SOCI 1101	Introduction to Sociology	3

Area F	Program of Study	18 hours
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\*NOTE: Refer to your selected Program of Study, following this section, for specific course requirements used to satisfy Area F.

Additional Institutional Requirements	5 hours	
*NOTE: These hours are not a part of the Core Curriculum, but are required to satisfy requirements for the Associate in Arts degree at East Georgia College. Most institutions will have similar additional requirements and these courses are typically transferable.		
EGAC 1100	Student Success	1
HLTH 2051	Health	2
(Choose two)*		2
HLTH 2181	First Aid	1
PHED (course number)	* Please reference the 'Course Descriptions' section for complete listing of all activity courses.	1 each

\* Students may choose to take 2 physical activity courses or they may choose to take 1 physical activity course and the First Aid course HLTH 2181.

**Area F - Programs of Study**

Each Area F consists of 18 credit hours related to a particular program of study. Each program of study is designed to provide a required foundation of courses for successful work on a specific major once the student transfers to a baccalaureate degree-granting institution. Because each receiving institution designs its own requirements for specific majors, it is important that:

- students decide as soon as possible their academic and career goals,
- become familiar with the applicable East Georgia College program of study,
- decide where they intend to transfer, and
- learn the requirements of the major at the institution to which they plan to transfer.

The student's academic advisor can assist with all of these decisions, and it is strongly recommended that the student include the academic advisor early in all career and academic planning. Some courses included in Area F may be prerequisites for specific courses required in a major at the baccalaureate degree-granting institution. Therefore, if a student completes a particular program of study at East Georgia College and subsequently decides not to follow the corresponding major at the baccalaureate institution, the student may find it necessary to take additional courses in support of the new major.

**How to Use This Section**

In this section of the Catalog, we have provided the user with a complete list of all Programs of Study offered at East Georgia College. Below are some points of reference to look for when perusing a specific program.

- The header for each program contains the Academic Division responsible for the advising of this program.
- Each Program of Study will typically contain 3-4 subsections: Required, Guided Electives, Free Electives and/or Foreign Language.
- To the right of each subsection header, you will find the number of hours required within the section. In some cases a specific course(s) may be required within a section, ex. Required: 9 hours. In others, the student may be able to choose from a group of courses, ex. Guided Electives: 0-6 hours. This will be designated by the description, (Choose....).
- If the hour requirement for a subsection begins at '0', the student is not required to complete any course from the subsection as long as the total hours from the other sections equal 18.
- Students should work closely with the advisor when deciding upon courses from the Guided Electives subsection. These course offerings should complement and apply toward the major area of study in a 4 year degree.
- Pay particular attention to italicized comments within each Program of Study for information unique to that program.
- The detail information under each subsection lists the course: prefix, number, description and number of credit hours.

<b>AGRICULTURE</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		8 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
Guided Electives (Choose courses equal to a minimum of 9 hrs)		9 hours
CHEM 1211	Principles of Chemistry I	4
CHEM 1212	Principles of Chemistry II	4
MATH 2012	Calculus II	4
PROB 1101/1102	Problem Solving I/II	1
SCIE 1101	Science in Society	1
Carryover from Area D*:		1 hour
<p><i>*NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take MATH 1001 or MATH 1111, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.</i></p>		

<b>ANTHROPOLOGY</b>		
Advising Division: Social Science		Total - 18 hours
Required:		
ANTH 1102	Introduction to Anthropology	3 hours
Guided Electives (Choose from the following)*:		6-15 hours
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Psychology of Abnormal Behavior	3
PSYC 2103	Human Growth and Development	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
Foreign Language (Choose from the following)*:		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3
<p><i>*NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.</i></p>		

<b>ART</b>		
Advising Division: Humanities		Total - 18 hours
Required:		15 hours
ART 1010	Drawing I	3
ART 1011	Drawing II	3
ART 1020	Two Dimensional Design/Color Theory	3
ART 1030	Three Dimensional Design	3
(Choose One)		
ART 2030	Art History I	3
ART 2031	Art History II	3
Guided Electives (Choose one):		3 hours
ART 2050	Painting	3
ART 2060	Pottery	3
ART 1088	Digital Photography I	3
ART 2088	Digital Photography II	3
ART 2030	Art History I	3
ART 2031	Art History II	3

<b>BIOLOGY</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		12 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
CHEM 1211	Principles of Chemistry I	4
Guided Electives (Choose courses equal to a minimum of 5 hours)		5 hours
BIOL 2611	Microbiology	4
CHEM 1212	Principles of Chemistry II	4
PROB 1101/1102	Problem Solving I/II	1
SCIE 1101	Science in Society	1
Carryover from Area D*:		1 hour

*\*NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take MATH 1001 or MATH 1111, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

<b>BUSINESS ADMINISTRATION AND ECONOMICS</b>		
Advising Division: Social Science		Total - 18 hours
Required:		12 hours
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Guided Electives (Choose two):		6 hours
BUSA 1105	Introduction to Business	3
BUSA 2105	Business Communications	3
BUSA 2106	The Environment of Business	3
CISM 2201	Fundamentals of Computer Applications	3

<b>BUSINESS EDUCATION</b>		
Advising Division: Social Science		Total - 18 hours
Required:		18 hours
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
EDUC 2131	Introduction to Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3

<b>CHEMISTRY</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		12 hours
CHEM 2411	Organic Chemistry I	4
CHEM 2412	Organic Chemistry II	4
MATH 2012	Calculus II	4
Guided Electives: (Choose courses equal to a minimum of 5 hours)		5 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
MATH 1301	Introduction to Computer Programming	3
MATH 1302	Intermediate Programming	3
PHYS 2211	Physics I: Classical Mechanics	4
PHYS 2212	Physics II: Electricity and Magnetism, Optics	4
PROB 1101/1102	Problem Solving I/II	1
SCIE 1101	Science in Society	1

Carryover from Area D\*:

1 hour

*\*NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take MATH 1001 or MATH 1111, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

<b>COMPUTER SCIENCE</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		18 hours
MATH 1301	Introduction to Computer Programming	3
MATH 1302	Intermediate Programming	3
MATH 2012	Calculus II	4
MATH 2013	Calculus III	4
PHYS 2211	Physics I: Classical Mechanics	4



<b>CRIMINAL JUSTICE</b>		
Advising Division: Social Science		Total - 18 hours
Required:		9 hours
CRJU 2501	Introduction to Criminal Justice	3
CRJU 2601	Criminology	3
CRJU 2701	Courts & Basic Criminal Procedures	3
Guided Electives (Choose from the following)*:		0-9 hours
ANTH 1102	Introduction to Anthropology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Psychology of Abnormal Behavior	3
PSYC 2103	Human Growth and Development	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3

*\*NOTE: The student may choose any combination of classes from the Guided Electives and/or Foreign Language sections of this Program of Study to complete the required 18 hours.*

Foreign Language (Choose from the following)*:		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

*\*NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

<b>ENGLISH</b>		
Advising Division: Humanities		Total - 18 hours
Required (Choose one):		3 hours
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
Guided Electives (Choose two):		6 hours
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3
Free Electives (Choose three):		9 hours
ART 2030	Art History I	3
ART 2031	Art History II	3
ENGL 2120	British Literature	3
ENGL 2130	American Literature	3
ENGL 2200	Creative Writing	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MUSC 1100	Music Appreciation	3
PSYC 1101	General Psychology	3

<b>EXERCISE AND HEALTH SCIENCES</b>		
Advising Division: Social Science		Total - 18 hours
Required:		18 hours
BIOL 2511	Anatomy and Physiology I	4
BIOL 2512	Anatomy and Physiology II	4
HLTH 2200	Nutrition for Health, Fitness and Sport	3
MATH 1113	Pre-Calculus	3
PHYS 2211	Introductory Physics I: Classical Mechanics	4

<b>FOREIGN LANGUAGE</b>		
Advising Division: Humanities		Total - 18 hours
Required (Choose one sequence):		6 hours
FREN 2001/2002	Intermediate French I and II	(3 each)
SPAN 2001/2002	Intermediate Spanish I and II	(3 each)
Guided Electives (Choose from the following):		12 hours
ANTH 1102	Introduction to Anthropology	3
ART 2100	Art History	3
ECON 2105	Principles of Macroeconomics	3
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
*FREN 2001	Intermediate French I	3
*FREN 2002	Intermediate French II	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
MUSC 1100	Music Appreciation	3
*SPAN 2001	Intermediate Spanish I	3
*SPAN 2002	Intermediate Spanish II	3

*\*NOTE: These courses cannot be taken in the Guided Electives section if they were taken in the required section above. Credit can be granted only once for a course.*

<b>FORESTRY</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		14 hours
BIOL 1108	Principles of Biology II	4
CHEM 1212	Principles of Chemistry II	4
COMM 1110	Public Speaking	3
MATH 1121	Introduction to Statistics	3
Guided Electives*:	Courses Approved by Advisor from Areas B-F	4 hours

*\*NOTE: Physical Education courses cannot be used to fulfill the Forestry Guided Electives requirement.*

<b>GENERAL STUDIES</b>		
Advising Division: All Divisions		Total - 18 hours
Required:		6-9 hours
	Humanities	3-9
	Social Sciences	3-9
	Mathematics or Natural Science	0-8
Guided Electives*:	Courses Approved by Advisor from Areas B-F	8-9 hours

*\*NOTE: Because schools vary widely in their requirements for this program of study, the decision about which courses to take to complete this 8-9 hour component must be made in consultation with the advisor and be dependent on the requirements of the institution to which the student plans to transfer. These course selections should introduce the student to a major field of study for pursuit of baccalaureate degree.*

<b>GEOLOGY</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		13 hours
GEOL 1121	Physical Geology	4
GEOL 1122	Historical Geology	4
MATH 2012	Calculus II	4
PROB 1101/1102	Problem Solving I/II	1
Guided Electives (Choose one):		4 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
CHEM 1211	Principles of Chemistry I	4
CHEM 1212	Principles of Chemistry II	4
PHYS 2211	Physic I: Classical Mechanics	4
PHYS 2212	Physic II: Electricity and Magnetism, Optics	4
Carryover from Area D*:		1 hour

*\*NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take MATH 1001 or MATH 1111, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

<b>HISTORY</b>		
Advising Division: Social Science		Total - 18 hours
Required:		6 hours
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
(Choose from the following)		6-9 hours
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3
Guided Electives (Choose from the following):		3-6 hours
ANTH 1102	Introduction to Anthropology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
HIST 2200	Black History	3
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3

<b>HOME ECONOMICS</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required (Choose from the following):		3-6 hours
ART 1010	Drawing	3
ART 1020	Two Dimension Design/Color Theory	3
ART 1100	Introduction to Art	3
ART 2050	Painting	3
ART 2060	Pottery	3
ART 2100	Art History	3
(Choose from the following):		4-9 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
CHEM 1211/1212	Principles of Chemistry I/II	4
PHYS 2211	Physics I: Classical Mechanics	4
PHYS 2212	Physics II: Electricity and Magnetism, Optics	4
PROB 1101/1102	Problem Solving I/II	1
SCIE 1101	Science in Society	1
(Choose from the following):		3-9 hours
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
EDUC 2131	Introduction to Education	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3

<b>MATHEMATICS</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		10 hours
MATH 2012	Calculus II	4
MATH 2013	Calculus III	4
PROB 1101/1102	Problem Solving I/II	1
SCIE 1101	Science in Society	1
Guided Electives (Choose courses equal to a minimum of 7 hours)		7 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
CHEM 1211	Principles of Chemistry I	4
CHEM 1212	Principles of Chemistry II	4
PHYS 2211	Physics I: Classical Mechanics	4
PHYS 2212	Physics II: Electricity and Magnetism, Optics	4
MATH 1301	Introduction to Computer Programming	3
MATH 1302	Intermediate Programming	3
Carryover from Area D*:		1 hour

*\*NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take MATH 1001 or MATH 1111, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

<b>NURSING</b>		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		12 hours
*BIOL 2511	Anatomy & Physiology I	4
BIOL 2512	Anatomy & Physiology II	4
BIOL 2611	Microbiology	4
Guided Elective (Choose from the following):		6 hours
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
PSYC 2103	Human Growth and Development	3
SOCI 1101	Introduction to Sociology	3

*\*NOTE: Although BIOL 2511, Anatomy & Physiology I, does not have a prerequisite, it is strongly recommended that BIOL1107, Principles of Biology I, be taken before attempting the course.*

<b>POLITICAL SCIENCE</b>		
Advising Division: Social Science		Total - 18 hours
Guided Electives (Choose from the following)*:		9-18 hours
ANTH 1102	Introduction to Anthropology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
Foreign Language (Choose from the following):		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

*\*NOTE: Students may satisfy the 18 hour requirement for Area F from the Guided Electives section making course selections from the Foreign Language section unnecessary. Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

<b>PSYCHOLOGY</b>		
Advising Division: Social Science		Total - 18 hours
Required:		9 hours
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2103	Human Growth and Development	3
Guided Electives (Choose from the following):		9 hours
ANTH 1102	Introduction to Anthropology	3
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
MATH 1121	Introduction to Statistics	3
PSYC 2102	Psychology of Abnormal Behavior	3
SOC1 1101	Introduction to Sociology	3
SOC1 1160	Social Problems	3
SOC1 2293	Introduction to Marriage and Family	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

*\*NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

<b>RECREATION</b>		
Advising Division: Social Science		Total - 18 hours
Required*:		18 hours

*\*NOTE: Requirements for programs of study in recreation vary widely from school to school. Decisions on which courses are needed to complete Area F in recreation must be made in consultation with your advisor and be dependent on the requirements of the college to which you plan to transfer.*

<b>SOCIOLOGY/SOCIAL WORK</b>		
Advising Division: Social Science		Total - 18 hours
Required:		9 hours
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
Guided Electives (Choose from the following)*:		0-9 hours
ANTH 1102	Introduction to Anthropology	3
CRJU 2501	Introduction to Criminal Justice	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Psychology of Abnormal Behavior	3
PSYC 2103	Human Growth and Development	3

*\*NOTE: The student may choose any combination of classes from the Guided Electives and/or Foreign Language sections of this Program of Study to complete the required 18 hours.*

Foreign Language:		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

*\*NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*



<b>TEACHER EDUCATION</b>
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Advising Division: Social Science	Total - 18 hours
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*\*NOTE: 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 passed the Regents' Exam. 3) Students must have passed GACE (Georgia Assessment for the Certification of Educators). 4) The receiving institutions may establish higher admission requirements. 5) A criminal background check is required of all students before registering for all EDUC courses and is good for one year. 6) Students must be a member of SPAGE, the Student Professional Organization of Georgia Educators, or purchase liability insurance independently before beginning their in-school practicum*

Required: 9 hours

EDUC 2110	Investigating Critical & Contemporary Issues in Education (Abbreviated title: Critical & Contemporary Issues)	3	
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Education Context (Abbreviated title: Cultural Diversity)	3	
EDUC 2130	Exploring Teaching & Learning (Abbreviated title: Exploring Teaching & Learning)	3	

Guided Electives: 9 hours

*\*NOTE: Because schools of education vary widely in their requirements, the decision about which courses to take to complete this 9 hour Guided Elective component must be made in consultation with the advisor and be dependent on the requirements of the institution to which the student plans to transfer.*

Early Childhood

MATH 2008	Foundations of Numbers and Operations (Abbreviated title: Numbers-Operations)	3	
ISCI 2001	Life and Earth Science for Early Childhood Education Teachers (Abbreviated title: Life-Earth Science)	3	
ISCI 2002	Foundations of Physical Science (Abbreviated title: Physical Science)	3	

*\*Early Childhood requires the 3 EDUC courses plus these 3 electives to satisfy Area F.*

Health and Physical Education

BIOL 2511	Anatomy and Physiology I	4	
BIOL 2512	Anatomy and Physiology II	4	
PHED 2011	Intro to Health, Phys Ed and Recreation	1	

*\*Health and Physical Education requires the 3 EDUC courses plus these 3 electives to satisfy Area F.*

Middle Grades

Students must take two elective courses in one area of their required concentration. They must also take an additional course in their second area of their required concentration.

Special Education

Choose three:

*PSYC 1101	General Psychology	3	
PSYC 2101	Psychological Adjustment	3	
*SOCI 1101	Introduction to Sociology	3	
SOCI 1160	Social Problems	3	
SOCI 2293	Introduction to Marriage and Family	3	

*\*NOTE: If PSYC 1101 and SOCI 1101 are not taken in Area E, they must be taken in Area F. If one or both courses are taken in Area E, students may choose from the above list of courses to complete the required 9 hours of guided electives.*

Speech Pathology

Choose any nine hours to support the major. Students should consult with their advisor and consider the requirements of the school to which they intend to transfer.

**Associate in Applied Science**

East Georgia College and Heart of Georgia Technical College, Ogeechee Technical College, Sandersville Regional Technical College, and Southeastern Technical College have established cooperative agreements whereby students at the technical college may earn an Associate Degree of Applied Science (AAS) from East Georgia College. The AAS Degree will apply to many career programs currently offered at the technical schools. To earn an AAS from East Georgia College, students must complete 25 to 28 semester hours of study in general education. These courses will be furnished by EGC on the Swainsboro campus or by distance learning at the respective technical schools. Should the student already have earned credit for required general education courses from another accredited college or university, individually approved substitutions will be developed by the student's East Georgia College advisor (with the approval of the Vice President for Academic Affairs) to complete the general education requirement and comply with the minimum 12 semester hour residency requirement. Cooperative Degree Programs may be completed in four general areas\*:

- Business
- Health
- Service
- Technology

*\*NOTE: For more information on a specific program in Business or Service, contact the Chair of the Social Science Division. For more information on a specific program in Health or Technology, contact the Chair of the Mathematics/Science Division.*

**AAS Core - General Education Courses**

The AAS Core is a body of general education courses which is meant to provide the student a basic foundation of knowledge in core coursework for students completing the Associate in Applied Science degree. This coursework also counts toward completion of the Core Curriculum for the Associate in Arts degree and is transferable to any unit in the University System. See the next page for a more detailed description of the AAS Core Curriculum.

### Core Curriculum - Associate in Applied Science

Area A	Essential Skills	9 hours
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ENGL 1101	Composition I	3
ENGL 1102	Composition II	3

*\*NOTE: Grades of 'C' or better are required for both Composition courses. Please see English 'C' Compliance policy.*

(Choose one) 3

MATH 1001	Quantitative Skills & Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Pre-Calculus	3

Area B	Institutional Options	3 hours
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COMM 1110	Public Speaking	3
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Area C	Humanities	3 hours
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(Choose one) 3

ART 1100	Introduction to Art	3
ART 2030/2031	Art History I/II	3
ENGL 2111/2112	World Literature I/II	3
ENGL 2120	British Literature	3
ENGL 2130	American Literature	3
MUSC 1100	Music Appreciation	3
SPAN 1001/1002	Elementary Spanish I/II	3
FREN 1001/1002	Elementary French I/II	3
THEA 1100	Theatre Appreciation	3

Area D	Mathematics, Science, and Technology	4 hours
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(Choose one) 4

BIOL 1103	Introductory Biology I	4
BIOL 1107	Principles of Biology I	4
CHEM 1211	Principles of Chemistry I	4
GEOL 1121	Physical Geology	4
ISCI 1101	Integrated Science	4
PHYS 2211	Physics I: Classical Mechanics	4

Area E	Social Science	6 hours
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POLS 1101	American Government	3
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(Choose one)\* 3

HIST 2111	American History to 1865	3
HIST 2112	American History since 1865	3

*\*NOTE: The AAS in Electronic Technology has an additional 3 hour requirement in Area E. Students must choose either ECON 2105 (Macroeconomics) or ECON 2106 (Microeconomics).*

#### **Career Programs**

Below you will find a listing of programs offered in collaboration with the particular technical school.

#### **Heart of Georgia Technical College (Dublin):**

Associate in Applied Science in Business (AASBC)

Management and Supervisory Development

Associate of Applied Science in Health (AASHC)

Medical Assisting

Pharmacy Technology  
Practical Nursing  
Radiologic Technology  
Respiratory Therapy

Associate in Applied Science in Technology (AASTC)

Advanced Air Conditioning Technology  
Advanced Machine Tool Technology  
Air Conditioning Technology  
Aircraft Structural Technology  
Applied Manufacturing Technology  
Automotive Collision Repair  
Automotive Fundamentals  
Automotive Technology  
Aviation Maintenance Technology  
Electronics Fundamentals  
Electronics Technology  
Flight Technology  
Machine Tool Technology  
Truck Repair Technician  
Welding and Joining Technology

**Ogeechee Technical College (Statesboro):**

Associate in Applied Science in Business (AASBC)

Accounting  
Business and Office Technology  
Computer Information Systems  
Information and Office Technology

Associate in Applied Science in Health (AASHC)

Medical Assisting  
Paramedic Technology  
Practical Nursing  
Radiologic Technology

Associate in Applied Science in Technology (AASTC)

Advanced Machine Tool Technology  
Applied Manufacturing Technology  
Electronics Technology  
Industrial Maintenance  
Industrial Maintenance Technology  
Machine Tool Technology

**Sandersville Regional Technical College:**

Associate in Applied Science in Business (AASBC)

Accounting  
Information and Office Technology  
Computer Information Systems

Associate in Applied Science in Health (AASHC)

Practical Nursing

Associate in Applied Science in Technology (AASTC)

Industrial Electrical Technology  
Industrial Maintenance  
Residential/Commercial Wiring

**Southeastern Technical College (Vidalia):**Associate in Applied Science in Business (AASBC)

Accounting  
Business and Office Technology  
Computer Information Systems  
Information and Office Technology  
Management and Supervisory Development

Associate of Applied Science in Health (AASHC)

Paramedic Technology  
Practical Nursing  
Dental Assisting  
Medical Assisting

Associate of Applied Science in Services (AASSC)

Child Care and Education  
Cosmetology

Associate in Applied Science in Technology (AASTC)

Air Conditioning Technology  
Applied Manufacturing Technology  
Automated Manufacturing Technology  
Electronics Fundamentals  
Electronics Technology  
Forest Technology  
Industrial Electrical Technology  
Industrial Electronics Technology  
Industrial Maintenance  
Industrial Maintenance Technology  
Instrumentation Maintenance Technology  
Residential/Commercial Wiring

## Course Descriptions

Below each course prefix and number, there are three numbers, such as 3-0-3. The first number listed is the number of lecture hours; the second number indicates the number of laboratory hours; and the third number indicates the number of credit hours awarded for successful completion of the course.

- ACCT 2101 Principles of Accounting I**  
3-0-3 Studies the underlying theory and application of financial accounting concepts.
- ACCT 2102 Principles of Accounting II**  
3-0-3 *Prerequisite: ACCT 2101*  
Studies the underlying theory and application of managerial accounting concepts.
- ANTH 1102 Introduction to Anthropology**  
3-0-3 An exploration of the diversity of human behavior and lifestyles over the world leading to an understanding of people of various cultures.
- ART 1010 Drawing I**  
2-2-3 Introduction to the techniques, materials and principles of drawing.
- ART 1011 Drawing II**  
2-2-3 *Prerequisite: ART 1010*  
Continues the study into techniques, materials and principles of drawing.
- ART 1020 Two-Dimensional Design/ Color Theory**  
2-2-3 Fundamentals of two dimensional design introduced through projects in a variety of media.
- ART 1030 Three Dimensional Design**  
1-4-3 Investigation of three dimensional forms and space using various materials and methods.
- ART 1088 Digital Photography I**  
1-4-3 Comprehensive introduction to the medium of digital photography including: the digital camera, photographic technique, and computer based image manipulation using Adobe CS2 software. The class will include digital studio time, in-classroom discussions, and constructive critiques focused on image quality, presentation and concept.
- ART 2088 Digital Photography II**  
1-4-3 *Prerequisite: ART 1088 with a minimum grade of 'C'*  
This course will further develop students skills in the medium of Digital Photography. This will include: An in-depth exploration of concepts as it relates to photography, honing skills in concept, production and building a successful portfolio. The students understanding/workflow within the digital darkroom will also be explored at greater depth. The class will include digital studio time, in class discussions, and constructive critiques focused on image quality, presentation and concept.
- ART 1100 Introduction to Art**  
3-0-3 Complements art theory with art criticism to provide insight into the characteristics and scope of the visual arts.
- ART 2050 Painting**  
1-4-3 Acrylic painting emphasizing the exploration of individual problems of perception and expression through the study of styles and techniques in the past and present.
- ART 2060 Pottery**  
1-4-3 Basic methods of ceramic production including hand-building, wheel-throwing, and glaze application.

- ART 2030**  
3-0-3      **Art History I**  
This is an introductory art history course that explores art from the ancient world up to the 15<sup>th</sup> century.
- ART 2031**  
3-0-3      **Art History II**  
This is an introductory art history course that explores art from the 15<sup>th</sup> century up to the present day.
- BIOL 1000**  
3-0-3      **Environmental Biology**  
*Prerequisite: Acceptable scores in English, Reading, and Math Compass exams*  
Helps students identify and understand scientific concepts, ethical values, information sources, political processes, and alternative points of view that underlie environmental issues.
- BIOL 1103**  
3-2-4      **Introductory Biology I**  
*Prerequisite: Acceptable scores in English, Reading, and Math Compass exams*  
A general biology course focused on cell structure and function, cell division, plant and animal energy pathways, genetics, evolution, diversity, structure and function of organisms, interaction with the environment, and global issues. This course is intended for non-science majors only and will not satisfy core requirements for science majors.
- BIOL 1104**  
3-2-4      **Introductory Biology II**  
*Prerequisite: C or higher in BIOL 1103*  
A general biology course focused on cell structure and function, cell division, plant and animal energy pathways, genetics, evolution, diversity, structure and function of organisms, interaction with the environment, and global issues. This course is intended for non-science majors only and will not satisfy core requirements for science majors.
- BIOL 1107**  
3-2-4      **Principles of Biology I**  
A study of an organism's cellular basis, biology development and variability. Also includes the following topics: the chemical and cellular basis of life, the perpetuation of life and evolutionary biology.
- BIOL 1108**  
3-2-4      **Principles of Biology II**  
*Prerequisite: BIOL 1107*  
Studies an organism's inheritance, diversity, population and communities. Included are the following topics: the genetics and diversity of organisms, evolution, and ecology.
- BIOL 2511**  
3-2-4      **Anatomy and Physiology I**  
*It is strongly recommended that BIOL 1107 be taken before attempting BIOL 2511*  
Covers the chemical basis of life, cells, metabolism, tissues, the integumentary system, skeletal system, and muscular system.
- BIOL 2512**  
3-2-4      **Anatomy and Physiology II**  
*Prerequisite: BIOL 2511*  
Covers the nervous, endocrine, respiratory, urinary, and reproductive systems.
- BIOL 2611**  
3-2-4      **Microbiology**  
Detailed study of microorganisms both procaryotic and eucaryotic including the foundation of microbiology, bacteria, bacterial diseases, viruses, fungi, protozoa, and control of microorganisms.
- BUSA 1105**  
3-0-3      **Introduction to Business**  
Integrative study of the functional areas of business: finance, operations, marketing, human resources, etc.

- BUSA 2105 Business Communications**  
3-0-3 Emphasizes both interpersonal and organizational communications including written and oral exercises appropriate to business practice.
- BUSA 2106 The Environment of Business**  
3-0-3 Legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business including an overview of the impact of demographic diversity on organizations.
- CHEM 1211 Principles of Chemistry I**  
3-2-4 *Prerequisite: MATH 1001 or MATH 1111 may also be taken concurrently by written instructor permission*  
Fundamental principles, theories, and concepts of chemistry are presented including chemical symbols, formulas, equations, stoichiometry, thermochemistry, structure of the atom and the Periodic Law, chemical bonding, gases, liquids, solids, colloids, solutions, chemical reactions and nomenclature.
- CHEM 1212 Principles of Chemistry II**  
3-2-4 *Prerequisite: CHEM 1211*  
Presents material covering chemical kinetics, chemical, equilibrium, acid and bases, ionic equilibria, solubility product, oxidation-reduction, elementary qualitative analysis of group I, II, III, IV, V, and analysis of anions.
- CHEM 2411 Organic Chemistry I**  
3-2-4 *Prerequisite: CHEM 1212*  
Analysis of alkanes, alkenes, and aromatic compounds, their structures and derivatives in which bonding, isomerism, nucleophilic substitution and elimination reactions. Functional groups like alcohols, aldehydes, ketones, carboxylic acids, halides and amines are introduced. The laboratory periods are designed to familiarize students with the preparation, properties, and relations of typical organic compounds.
- CHEM 2412 Organic Chemistry II**  
3-2-4 *Prerequisite: CHEM 2411*  
An overview of the fundamental principles, theories, and concepts of organic chemistry. Additional topics include carboxylic acids, esters, acids, nucleic acids and proteins. The laboratory periods are designed to introduce the student to the synthesis, isolation, purification and identification of the products of organic reactions.
- CISM 2201 Fundamentals of Computer Applications**  
2-2-3 An in-depth investigation of the operating system and suite of applications. Emphasis will be placed on showing how word processors, spreadsheets, relational databases, and presentation graphics software can be used together to produce effective results. Plus, the utilization of computer technology to enhance organizational communications and decision making will also be examined.
- COMM 1110 Public Speaking**  
3-0-3 Presents the fundamental principles of effective oral communication. Students will prepare and deliver impromptu, extemporaneous, and manuscript speeches which inform or persuade the audience; special purpose speeches such as introductions or acceptance speeches; and use visual aids in oral presentations. Required of all students.
- CRJU 2501 Introduction to Criminal Justice**  
3-0-3 A survey of the law enforcement agencies on the local, state, and federal levels and an overview of the administration of justice in the United States.



- CRJU 2601**      **Criminology**  
3-0-3            Evaluation of the scope of crime, its causes, society's reaction to criminals, correctional treatment of criminals, and post-release problems.
- CRJU 2701**      **Courts and Basic Criminal Procedures**  
3-0-3            Introduces criminal procedures, including theory of an investigation, conduct at crime scenes, collection and preservation of physical evidence, court presentation, and rules regarding admissibility of evidence.
- ECON 2105**      **Principles of Macroeconomics**  
3-0-3            The American economy and its place in the global economy. The impact of government policies on economic performance is emphasized.
- ECON 2106**      **Principles of Microeconomics**  
3-0-3            Analysis of how individual households and firms behave in specific markets. The focus will be on how costs, prices, and outputs are determined in a variety of market structures.
- EDUC 2110**      **Investigating Critical & Contemporary Issues in Education**  
3-0-3            *Prerequisite: ENGL 1101 with grade of 'C' or higher*  
Students engage in analysis of critical and contemporary educational issues in the socio-political contexts of education settings in Georgia and the U.S., examining the teaching professional from perspectives from within and outside the school. Students interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. A practicum is required in preschool or elementary school for this course. Students must earn a grade of 'C' to pass the course.
- EDUC 2120**      **Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts**  
3-0-3            *Prerequisite: ENGL 1101 with grade of 'C' or higher*  
Course examines 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, pedagogy. Future teachers acquire knowledge of teaching children from diverse backgrounds. A practicum is required in preschool or elementary school for this course. Students must earn a grade of 'C' to pass the course.
- EDUC 2130**      **Exploring Teaching and Learning**  
3-0-3            *Prerequisite: ENGL 1101 with grade of 'C' or higher*  
Course explores aspects of learning and teaching through examining individual and group learning processes, with the goal of applying knowledge to enhance the learning of all students in a variety of educational setting and contexts. A practicum is required in preschool or elementary school for this course. Students must earn a grade of 'C' to pass the course.
- EGAC 1010**      **Basic Computer Skills**  
0-2-1            Introduces concepts necessary to become computer literate. Students will be introduced to the basic hardware and software components of computer systems. Through a variety of hands-on exercises, they will learn how to use an operating system, navigate the internet, and manage e-mail. They will also be introduced to the basic features of word processing, spreadsheets, relational databases, and presentation graphics software.
- EGAC 1100**      **Student Success**  
0-2-1            Introduces new students to the necessary skills to succeed in college. Topics include study skills, time management, test taking, use of library resources, and general campus interactions to increase awareness and understanding of the college experience.  
*(Students may exempt this course if they have taken an equivalent transferable course at a prior college or have 12 transferable hours).*

- ENGL 0099**      **Learning Support English**  
4-0-4              *Institutional Credit Only*  
For students who do not meet entrance test requirements in writing or grammar skills. Placement is determined by the Compass placement exam score. Includes an introduction to composition with a focus on writing the short essay and a review of grammar with an emphasis on sentence structure. To exit, students must successfully complete course requirements, a written essay and pass the exam portion of the Compass exam.
- ENGL 1101**      **Composition I**  
3-0-3              *Prerequisite: Acceptable scores in both English and Reading Compass exams*  
Focuses on skills required for effective writing in a variety of contexts with an emphasis on exposition, analysis, argumentation including an introduction to a variety of research skills. Supplementary reading will include essays and a contemporary novel.
- ENGL 1102**      **Composition II**  
3-0-3              *Prerequisite: C or higher in ENGL 1101*  
A literature-based composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasizes interpretation and evaluation of literature that incorporates a variety of more advanced research methods, culminating in a documented research paper. Supplementary reading includes a contemporary novel.
- ENGL 2111**      **World Literature I**  
3-0-3              *Prerequisite: C or higher in ENGL 1102*  
A survey of the literary masterpieces from the classical period to the mid-seventeenth century. Authors studied include Homer, Sophocles, Chaucer, Dante, Shakespeare, and Donne. Emphasis is placed on reading the complete texts and discussing the literary periods.
- ENGL 2112**      **World Literature II**  
3-0-3              *Prerequisite: C or higher in ENGL 1102*  
A survey of the literary masterpieces from the mid-seventeenth century to the present. Authors studied include John Keats, Gustave Flaubert, Henrik Ibsen, Anton Chekhov, Emily Dickinson, and T.S. Eliot. Emphasis is placed on reading the complete texts and discussing literary periods.
- ENGL 2120**      **British Literature**  
3-0-3              *Prerequisite: C or higher in ENGL 1102*  
A survey of important works of British literature.
- ENGL 2130**      **American Literature**  
3-0-3              *Prerequisite: C or higher in ENGL 1102*  
A survey of important works of American literature.
- ENGL 2200**      **Creative Writing**  
3-0-3              *Prerequisite: Acceptable scores in both English and Reading Compass exams*  
In order to cultivate a clear analytical view of the human condition it is necessary to study the works of accomplished literary artists and engage in the creation of original works. The course will explore the technical and aesthetic elements of poetry, drama, and narrative prose, focusing on the modes of writing, methods of development, and the refinement of expressive language skills. Workshop sessions, in which student writing will be critiqued by peers and the instructor, will be followed by public readings and performances, resulting in a final portfolio. In addition, the course will also examine the procedures for submission to literary journals, theater companies, and contests.

- FREN 1001**      **Elementary French I**  
3-0-3            Beginning French, designed for the student who has had little or no exposure to the language. Emphasis will be placed on speaking, reading, and writing French through the study of grammar, composition, and pronunciation. Students will be introduced to the culture of French-speaking regions and countries. Classes will be conducted in the language to the fullest extent possible.
- FREN 1002**      **Elementary French II**  
3-0-3            *Prerequisite: FREN 1001 or high school equivalent*  
A continuation of French I with increased emphasis on conversation, reading, writing and further study of the culture of French-speaking regions and countries. Classes will be conducted in the language.
- FREN 2001**      **Intermediate French I**  
3-0-3            *Prerequisite: FREN 1002 or high school equivalent*  
Continued study of the fundamentals of French with increased emphasis on composition and reading. Classes will be conducted in the language.
- FREN 2002**      **Intermediate French II**  
3-0-3            *Prerequisite: FREN 2001 or high school equivalent*  
Completion of essential grammar study including selected readings from representative authors in French and written literary analysis. Classes will be conducted in the language.
- GEOG 1101**      **Introduction to Human Geography**  
3-0-3            Analyzes the factors that underlie the distribution and activity of peoples on the earth's surface. Cultural factors are stressed and geographic literacy emphasized.
- GEOL 1121**      **Physical Geology**  
3-2-4            *It is strongly recommended that student take MATH 1001 or MATH 1111 prior to or while taking this course.*  
Provides both science and non-science majors alike with information about the physical composition of earth and the internal and external processes operating in the evolution of this planet. Mineral and rock identification, map reading skills, and written exercises are emphasized in the lab.
- GEOL 1122**      **Historical Geology**  
3-2-4            *Prerequisite: GEOL 1121*  
Provides both science and non-science majors alike with information about the physical and biological evolution of earth throughout geologic time. Absolute and relative age dating, fossil identification, and written exercises emphasizing application of the scientific method to geology are emphasized in the lab.
- GEOL 1123**      **Environmental Geology**  
3-0-3            *Prerequisite: Acceptable scores in English, Reading, and Math Compass exams.*  
Introductory course designed to provide both science and non-science majors alike with an understanding of the relationships between geology, geologic hazards, and human activities.
- HIST 1111**      **Western Civilization to 1648**  
3-0-3            The first half of a two semester survey of the political, social, and cultural developments of western civilization. The primary emphasis will be on the ancient and medieval periods.
- HIST 1112**      **Western Civilization since 1648**  
3-0-3            The second half of a two semester survey of the political, social, and cultural developments of western civilization. The primary emphasis will be on the modern period.

- HIST 2111**  
3-0-3      **American History to 1865**  
A survey of United States history from the fifteenth-century Age of Discovery through the Civil War of 1861-1865. Content includes the history of Georgia and its constitutional development. Successful completion of this course satisfies the legislative requirements in U.S. and Georgia history.
- HIST 2112**  
3-0-3      **American History since 1865**  
A survey of United States history from Reconstruction to the present. Includes the history of Georgia and its constitutional development. Successful completion of this course satisfies the legislative requirements in U.S. and Georgia history.
- HIST 2200**  
3-0-3      **Black History**  
*Prerequisite: HIST 2111 or 2112*  
This course will survey the chronological period from the beginning of the Atlantic slave trade in the 1400s to the post-civil rights movement years of U.S. history. It will divide black history into essentially 3 broad phases: slavery, Jim Crow and modern times. It will identify the black leaders in each phase and cover the issues that most affect the black population during each phase.
- HLTH 2051**  
2-0-2      **Health**  
Increases the student's understanding of the human body and the health habits necessary for the maintenance of an efficient and productive life in today's society.
- HLTH 2181**  
0-2-1      **First Aid**  
Covers the theory and practice of standard first aid and CPR. Methods and techniques taught in this course will allow the student to qualify to take the American Red Cross Community CPR test and the American Red Cross Standard First Aid test. The American Red Cross has a minimum charge for certification.
- HLTH 2200**  
3-0-3      **Introduction to Nutrition, Fitness and Sport**  
*Prerequisite: BIOL 2511*  
The purpose of this course is to provide the Exercise Science student with current knowledge and information in the development of the nutritional needs and requirements necessary for the maintenance of an efficient and productive life in today's active society.
- INTC 1100**  
3-0-3      **Introduction to Information Technology**  
For students majoring in information technology. Topics include foundations in hardware, software, data and procedures. Students are introduced to structured programming techniques, systems development, database design and networking. Business ethics, interpersonal skills and team building are emphasized.
- INTC 1200**  
3-0-3      **Foundations of System Analysis**  
Surveys methods of information system design and implementation. A project-based class which demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation.
- INTC 1300**  
3-0-3      **Foundations of Project Management**  
An introduction to project management techniques and tools as applied to information systems projects including: resource and personnel management and allocation, product testing, scheduling, and project management software.
- INTC 1400**  
3-0-3      **Basic Database Applications and Design**  
A foundation course in terminology, concepts and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques. Students are expected to design, create and process a database to demonstrate competency in the course content.

- INTC 1500**  
3-0-3  
**Basic Networking**  
Introduces terminology, applications of communications and networking as essential elements of computer and business information systems. Students gain experience with communications hardware, software, media, LAN and WAN systems.
- INTC 1600**  
3-0-3  
**Introductory Webmaster**  
Focuses on the writing of HTML code, knowledge of basic control structures, language syntax, file structures and the planning and design of web pages for target audiences. Students will learn techniques for client interfacing, project development, paper mock-up and on-line mock-up of web pages. In addition, the course focuses on hypertext design and navigation, application interface, copyright and ownership issues, ethics and privacy, licensing and trademark issues.
- INTC 2100**  
3-0-3  
**Internship in Information Technology**  
*Prerequisite: INTC 1100*  
Students complete internships with local businesses to focus and apply information technology skills. Hours may vary, but generally range between 20-40 hours per week. Employers agree to evaluate student performance in the workplace in coordination with the college. Students must articulate clear goals and objectives and document their progress.
- INTC 2150**  
3-0-3  
**Information Technology Seminar**  
*Prerequisite: INTC 1100*  
Selected topics to develop skills necessary to function competently in the business world of information technology. Topics could include: resume writing, electronic resumes, cover letters, group and individual interviewing techniques, job research, portfolio development, business ethics and professional organizations.
- INTC 2400**  
3-0-3  
**Intermediate Database Design**  
*Prerequisite: INTC 1400*  
An intermediate level skills course in database design. Topics include reports, forms, OLE fields, sub forms, macros, VBA and the switchboard manager. An introduction to relational database theory and database design is included. This course continues the study of relational databases with additional topics. Student teams create a database to demonstrate competency in course content and skills.
- INTC 2500**  
3-0-3  
**Intermediate Networking**  
*Prerequisite: INTC 1500*  
An intermediate course in terminology, concepts and applications of data communications technology including network topologies, network devices, standards and protocol analysis. Hands-on experience provided in the use of data communications hardware, software, facilities and media.
- INTC 2600**  
3-0-3  
**Intermediate Webmaster**  
*Prerequisite: INTC 1600*  
An intermediate course in web page production. Topics include: the application of graphics, sound video, and animation in the creation of interactive multimedia web sites. Students will gain familiarity with a variety of browsers and plug-ins and will focus on the skill of analyzing leading edge software tools. Students will examine graphic and image formats and processing using leading edge software tools.

- ISCI 1101**      **Integrated Science**  
3-2-4      *Prerequisite: Acceptable score in Math Compass exam*  
A multi-disciplinary course for non-science majors. Students are introduced to fundamental principles of astronomy, biology, chemistry, geology, and physics. The course will focus on the scientific method and critical thinking and will include written laboratory exercises.
- ISCI 2001**      **Life and Earth Science for Early Childhood Education Teachers**  
2-2-3      An Area F course for education majors with an integrated overview of the core of Life and Earth Science content covered in the K-5 Georgia Performance Standards. Topics include the solar system, earth processes, and characteristics of living organisms, biodiversity, and the natural history of Georgia. Students will gain conceptual understanding through inquiry-oriented activity based pedagogical strategies in order to have experiences learning science content in the ways they will be expected to teach in the future.
- ISCI 2002**      **Foundations of Physical Science**  
2-2-3      *Prerequisites: C or higher in MATH 1001, MATH 1111 or MATH 1113 plus a C or higher in one Area D laboratory science Biology, Physics, Geology, Integrated Science or Chemistry.*  
Course for Area F early childhood education majors, it will provide additional content in the physical sciences, particularly physics, and chemistry, with special emphasis in those topics listed in the K-5 Georgia Performance Standards. Conceptual understanding of these topics will be emphasized through exploration and experimentation.
- MATH 0099**      **Learning Support Mathematics II**  
4-0-4      *Institutional Credit Only*  
It is a course in intermediate algebra for students who are not prepared to take college algebra. Topics will include factoring, radical expressions, solution of linear equations with applications and equations involving rational expressions, graphing linear equations and quadratic equations with applications.
- MATH 1000**      **Problems in Mathematics**  
1-0-1      *Prerequisite: MATH0099*  
Course contents will be primarily problem solving. A separate problem will be posed each week. Topics will come from various areas of mathematics including but not limited to algebra, number theory, graph theory, topology, probability, combinations, and analysis.
- MATH 1001**      **Quantitative Skills and Reasoning**  
3-0-3      *Prerequisite: Acceptable score on the Math Compass exam or successful completion of MLCS 0099.*  
Course places quantitative skills and reasoning in the context of experiences that a student will likely encounter. Emphasis is placed on acquiring skills that will enable a student to construct logical arguments based on rules of inference and to develop strategies for solving quantitative problems.
- MATH 1111**      **College Algebra**  
3-0-3      *Prerequisite: Acceptable score on the Math Compass exam*  
A functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, their graphs, inequalities, and linear quadratic piece-wise defined rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.
- MATH 1113**      **Pre-Calculus**  
3-0-3      *Prerequisite: MATH 1111 or permission of instructor*  
Prepares students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and trigonometric functions with applications.

- MATH 1121 Introduction to Statistics**  
3-0-3  
*Prerequisite: MATH 1001 or MATH 1111*  
Emphasizes a practical approach to statistics. Topics include descriptive statistics, probability, the binomial and normal distributions, hypothesis testing, estimation, correlation, and regression.
- MATH 1301 Introduction to Computer Programming**  
2-2-3  
*Prerequisite: MATH 1111*  
An overview of computers and programming, problem solving and algorithm development; simple data types; arithmetic and logic operators; selection structures; repetition structures; text files; arrays (one-and-two dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).
- MATH 1302 Intermediate Programming**  
2-2-3  
*Prerequisite: MATH 1301*  
Includes an overview of abstract data types (ADT's); 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).
- MATH 1540 Calculus I**  
4-0-4  
*Prerequisite: MATH 1113 or consent of instructor*  
Topics include a study of limits and continuity, derivatives of algebraic and transcendental functions with applications, the definite integral, the Fundamental Theorem of Calculus, and applications of the integral to areas and volumes.
- MATH 2008 Foundation of Numbers and Operations**  
3-0-3  
*Prerequisite: Grade 'C' or Higher in MATH 1001, MATH 1111 or MATH 1113*  
Area F introductory mathematics course for early childhood education majors. The emphasis will be on understanding and use of 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.
- MATH 2012 Calculus II**  
4-0-4  
*Prerequisite: MATH 1540*  
Topics include techniques of integration, further applications of the integral, a study of exponential and logarithmic functions, improper integrals, indeterminate forms, infinite series, and power series.
- MATH 2013 Calculus III**  
4-0-4  
*Prerequisite: MATH 2012*  
Topics include polar coordinates, parametric equations, and multi-variate calculus including partial differentiation, multiple integration, and vectors in two-dimensional and three-dimensional space.
- MLCS 0099 Math Literacy for College Students**  
4-0-4  
This course place quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined.
- MSCI 1111 Introduction to Military Science**  
0-2-1  
*Co-requisite: MSCI 1510*  
Instruction provides the basics of the U.S. Army and its role in National Defense. Includes the following subjects: the roles of the U.S. Army in national defense, organization and branches of the U.S. Army and its role, customs and traditions of the service, military

writing, implementing a personal physical fitness program, role of the ARNG and USAR, and roles of the commissioned and non-commissioned officer.

**MSCI 1510****Mountaineering**

0-2-1

*Co-requisite: MSCI 1111*

A course designed to introduce mountaineering skills, fundamentals and knowledge.

**MSCI 1122****Basic Military Leadership**

2-0-2

Continues the development of critical military skills, leadership, and management techniques. Provides basic leadership techniques and principles, professional ethics and senior subordinate relationships. Skills development includes instruction in basic marksmanship techniques including safety procedures and firing Army small arms weaponry. One weekend field trip is required.

**MSCI 2121****Basic Military Skills**

2-0-2

*Prerequisite: MSCI 1122*

Instruction and practical exercises covering basic skills necessary as a future leader in the U.S. Army. Includes the following subjects: land navigation and map reading, basic first aid, survival and communications.

**MSCI 2122****Basic Military Tactics**

2-0-2

*Prerequisite: MSCI 1122*

Introduces students to the fundamentals of Army leadership and management techniques. Focus is placed on the mission, organization and composition of small unit teams, principles of offensive operations stressing firepower, movement, communications techniques and introduction to troop leading procedures.

**MUSC 1100****Music Appreciation**

3-0-3

Introduction to Music History and literature.

**PHED 1011****Archery**

0-2-1

Emphasizes development of archery techniques, skills, and safety. Students may be required to purchase some basic equipment.

**PHED 1021****Badminton**

0-2-1

Fosters the development of basic techniques and strategies of badminton.

**PHED 1031****Touch/Flag Football**

0-2-1

Develops football skills and provides friendly class competition.

**PHED 1041****Dance**

0-2-1

Emphasizes basic techniques in square, folk, and social dance.

**PHED 1051****Softball**

0-2-1

An activity that provides time for development of softball skills and strategies.

**PHED 1061****Volleyball**

0-2-1

Emphasizes the development of volleyball skills, team coordination, and strategies.

**PHED 1071****Fitness Walking**

0-2-1

Teaches an individual the fundamentals of walking for exercise and helps the individual achieve some level of physical fitness that is fun as well as recreational.

**PHED 1081****Foundations of Health Promotion**

0-2-1

Concepts of weight control, physical fitness, and wellness will be stressed. A health promotion profile will be developed for each individual's needs.



- PHED 1091**      **Beginning Golf**  
0-2-1            The fundamentals of golf including etiquette, rules, and proper technique.
- PHED 1101**      **Aerobics**  
0-2-1            Introduces aerobic skills and knowledge.
- PHED 1141**      **Weight Training**  
0-2-1            Teaches a student the fundamentals and proper techniques of weight training. The student will demonstrate the various skills and techniques necessary to execute various weight training lifts and design a program to meet his/her individual needs.
- PHED 1151**      **Tennis**  
0-2-1            Stresses basic tennis techniques, etiquette, and rules.
- PHED 1161**      **Basketball**  
0-2-1            Fundamentals of basketball will be taught and practiced.
- PHED 1171**      **Recreational Outdoor Sports and Activities**  
0-2-1            Provides the student varied experiences in activities such as tennis, horse shoes, back packing, canoeing, and other recreational activities.
- PHED 1181**      **Recreational Indoor Sports and Activities**  
0-2-1            Affords the student varied experiences in activities such as card games, billiards, and other recreational activities.
- PHED 1191**      **Soccer**  
0-2-1            Develops both cognitive and psychomotor skills in soccer within the realm of friendly competition.
- PHED 1201**      **Team Handball**  
0-2-1            Develops fundamental motor skills such as running, throwing, catching, jumping, and defensive and offensive strategies.
- PHED 1211**      **Introduction to Jogging**  
0-2-1            Teaches the fundamentals of jogging for exercise and health. Enables individuals to achieve some level of physical fitness that is fun and recreational.
- PHED 1221**      **Introduction to Disc Golf**  
0-2-1            Instruction in the fundamentals and proper techniques of disc golf: driving, midrange play, and putting. In addition, students will learn fundamentals of individual and team competition. Students will develop a thorough knowledge of all aspects of this game.
- PHED 2011**      **Introduction to Health, Physical Education and Recreation**  
0-2-1            Studies the historical and philosophical foundations of health, physical education and recreation. Emphasis will be placed on the individual's area of concentration. This will include professional characteristics, qualifications, abilities and future employment. A practicum is required for this class. Membership in the Student Professional Association of Georgia Educators (SPAGE) is recommended.
- PHED 2021**      **Games and Activities for Preschool and Elementary Children**  
3-0-3            The study and practice of various group activities and lead-up games to team sports. A practicum is required in preschool or elementary school for this course. Membership in the Student Professional Association of Georgia Educators (SPAGE) is recommended.

- PHED 2031**      **Practicum in Health, Physical Education, and Recreation**  
0-2-1              The study and practice of individual and group activities in a real setting is extremely valuable. A practical experience with local school systems, parks and recreation organizations, and health agencies will be arranged for each student.
- PHED 2041**      **Introduction to Health and Recreation Fields**  
3-0-3              An introductory course in to the health and recreation fields for non-education majors.
- PHED 2101**      **Intermediate Aerobics**  
0-2-1              *Prerequisite: PHED 1101*  
Introduces intermediate aerobic skills.
- PHED 2151**      **Advanced Tennis**  
0-2-1              Designed for the student who has developed skills beyond the beginner. In this course, additional shots (lob, drop, etc.) will be taught as well as planning and decision-making in shot selection and game strategy.
- PHYS 2211**      **Physics I: Classical Mechanics**  
3-2-4              *Prerequisite: MATH 1113*  
Classical Mechanics in an introductory, calculus-based course emphasizing the principles of classical physics. Although Newtonian mechanics is emphasized, other select topics in classical physics including thermodynamics and oscillatory motion are discussed.
- PHYS 2212**      **Physics II: Electricity and Magnetism, Optics**  
3-2-4              *Prerequisite: PHYS 2211*  
Electricity and Magnetism, Optics is a calculus-based course emphasizing the principles of classical physics.
- POLS 1101**      **American Government**  
3-0-3              A study of the political structures and actual functions of the various levels of government in the United States. The national government plus state and local governments of Georgia will be emphasized. Successful completion satisfies the legislative requirements for instruction in the constitutions of the U. S. and Georgia.
- POLS 2401**      **Global Issues**  
3-0-3              *Prerequisite: POLS 1101*  
Acquaints the student with institutions and issues surrounding the world political system, including, but not limited to diverse topics such as theories of war, industrial development, international political economy, trade, national security, and terrorism. Current global issues are also explored. Students learn to think both normatively and descriptively. Additionally, the students are afforded a cursory introduction to the discipline of political science.
- PROB 1101**      **Problem Solving I**  
1-0-1              An interdisciplinary course in science and mathematics. Projects from a variety of areas including biology, chemistry, geology, mathematics and physics will be considered. Emphasis will be placed upon the interdisciplinary nature of the sciences (*Available only as a Directed Study course*).
- PROB 1102**      **Problem Solving II**  
1-0-1              A continuation of PROB 1101. Students may select a second project (*Available only as a Directed Study course*).

- PSYC 1101**      **General Psychology**  
3-0-3            An introduction to the study of psychology as an experimental quantitative science in understanding one's self and others. Major topics include learning principles, personality development, the nature of conflict and adjustment and individual tests and measurements.
- PSYC 2101**      **Psychological Adjustment**  
3-0-3            *Prerequisite: PSYC 1101 or SOCI 1101 or consent of instructor*  
Examines the dynamics of both normal and non-integrative adjustment. Conflicts, fears, anxieties, and frustrations are studied in order that effective mental hygiene and emotional stability may be developed in the individual.
- PSYC 2102**      **Psychology of Abnormal Behavior**  
3-0-3            *Prerequisite: PSYC 1101 or consent of instructor*  
Studies current views of abnormal behavior. Consideration will be given to theories and research regarding prevention, causation, and treatment of undesirable behavior.
- PSYC 2103**      **Human Growth and Development**  
3-0-3            *Prerequisite: PSYC 1101 or SOCI 1101 or consent of instructor*  
A study of growth and development from conception to death, emphasizing the various phases of development and their relation to the processes of maturation and learning. Emphasis is placed on the development of motor skills, emotional behavior, intellectual skills, personality characteristics, and social awareness at various stages.
- READ 0099**      **Learning Support Reading**  
4-0-4            *Institutional Credit Only*  
For students who do not meet Compass placement exam requirements in reading proficiency. Focuses on building vocabulary, recognizing main ideas, drawing inferences, and utilizing critical reading skills. Reading materials include literary and expository selections. To exit, the student must successfully complete the Learning Support course and reading portion of the Compass exam.
- RGTE 0199**      **Regents' Writing Skills**  
3-0-3            *Institutional credit only*  
An intensive review of essay-writing techniques and principles: organization, development, style, and mechanics. This course is required of all students who fail the essay portion of the Regents' Exam.
- RGTR 0198**      **Regents' Reading Skills**  
3-0-3            *Institutional Credit Only*  
An intensive review of college-level reading skills: vocabulary, literal comprehension, inferential and analytical reasoning, and test-taking strategies. This course is required of all students who fail the reading portion of the Regents' Exam.
- SERV 1001**      **Service Learning**  
0-2-1            *Co-requisite or Prerequisite: Must be associated with a core course*  
Enhances students' education by providing opportunities to serve the community and develop academic skills in their chosen field of study, with emphasis on critical evaluation of the experience. May be taken only twice for credit.

- SCIE 1101**      **Science in Society**  
1-0-1      *Prerequisite: Completion of BIOL 1107, GEOL 1121, CHEM 1211, PHYS 2211 or ISCI 1101*  
Objective of this course is to introduce students to various forms of published scientific literature. Students will learn how to read, interpret, and critique scientific journal articles, as well as do literature searches using scientific databases. In the first half of the course, students will read selected articles provided by the instructor and, as a class, analyze and critique the articles. In the second portion of the course, the students themselves will select and interpret a journal article of their choice and present their analysis to the class. The goal is to have students become more familiar with the reading and understanding of scientific literature which will benefit them as they pursue a career in a scientific discipline.
- SOCI 1101**      **Introduction to Sociology**  
3-0-3      The structure of society is examined along with the interacting forces which produce change, stability, and continuity in the society. Humankind as a social being is analyzed.
- SOCI 1160**      **Social Problems**  
3-0-3      *Prerequisite: SOCI 1101*  
Deals with the major social problems in society from the sociological perspective. Emphasis is placed upon identifying the problems in order that they can be dealt with constructively.
- SOCI 2293**      **Introduction to Marriage and Family**  
3-0-3      *Prerequisite: SOCI 1101*  
Value systems, the relationship of the family to other social institutions, communication problems and marital problems are among the topics investigated.
- SPAN 1001**      **Elementary Spanish I**  
3-0-3      Designed for the student who has had little or no exposure to the language. Emphasis will be placed on speaking, reading and writing Spanish through the study of grammar, composition, and pronunciation. Students will be introduced to the culture of Spanish-speaking regions and countries. Classes will be conducted in the language to the fullest extent possible.
- SPAN 1002**      **Elementary Spanish II**  
3-0-3      *Prerequisite: SPAN 1001 or high school equivalent*  
Increased emphasis on conversation, reading, and writing and further study of the culture of Spanish-speaking regions and countries. Classes will be conducted in the language.
- SPAN 2001**      **Intermediate Spanish I**  
3-0-3      *Prerequisite: SPAN 1002 or high school equivalent*  
Continued study of the fundamentals of Spanish, with increased emphasis on composition and reading. Classes will be conducted in the language.
- SPAN 2002**      **Intermediate Spanish II**  
3-0-3      *Prerequisite: SPAN 2001 or high school equivalent*  
Completion of essential grammar study including selected readings from representative authors in Spanish and written literary analysis. Classes will be conducted in the language.
- THEA 1100**      **Theatre Appreciation**  
3-0-3      Survey and critical appreciation of Theatre.

\*NOTE: East Georgia College reserves the right to (1) withdraw any course, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections and (4) offer such additional courses as demand and faculty warrant.



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B.B.A., University of Georgia

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B.A., M.L.N., Emory University

Geroude "Drew" W. Durden, III Chief of Public Safety

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B.A., Brewton-Parker College

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A.A., East Georgia College

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## Glossary

**Academic Dismissal** - Dismissal from the college for failure to maintain the required grade point average or failing to exit a learning support area within the number of attempts allowed.

**Academic Year** - The college academic year consists of two 15-week semesters (fall and spring) and a shorter summer semester.

**Accredited or Approved** - A school that has met the standards of quality imposed by professional groups and/or accrediting agencies.

**ACT (American College Testing)** - The ACT Assessment Program (ACT) is a comprehensive guidance oriented service that helps colleges, high schools, and students in the transition from high school to college. Students participate in the program by completing an educational/biographical questionnaire, an interest inventory, and four tests of educational development in English, mathematics, social studies, and natural sciences. After analyzing the information obtained, ACT prepares reports for use by students, high schools, and colleges in career and college planning, admission and placement, and academic advising. One of two national tests a student may take to complete admission requirements. This test measures mathematical and verbal skills much like the Scholastic Aptitude Test (SAT).

**Associate Degree (A.A.) - Associate in Arts** - A post secondary degree granted after at least two years of full-academic study beyond the completion of high school and the fulfillment of college graduation requirements.

**Audit** - To enroll in a course as an observer or listener without receiving academic credit. A "V" appears on the record instead of a grade.

**Baccalaureate Degree (B.A.) - Bachelor of Arts/B.S. - Bachelor of Science** - A post secondary degree granted after completing at least four years of full-time academic study beyond the completion of high school and the fulfillment of college graduation requirements.

**CPC** - The college preparatory curriculum is the course of study students should follow in high school to prepare for college.

**Compass** - A test evaluating a student's proficiency in Mathematics, Reading, and Writing for the purpose of determining proper course placement.

**Core Curriculum** - A program of study established to provide uniformity among and within the units of the University System. The Core, prescribed as the first two years of college, provides for 60 semester hours of study, of which 42 are in general education and 18 are in a major area of study.

**Course Load** - A full-time student usually enrolls for 4 or 5 academic courses plus a physical education course. Most courses carry 3 semester hours credit each, while physical education courses may carry 1 or 2 hours credit.

**Learning Support Courses** - Courses within the college's program of remedial study planned to correct deficiencies and improve a student's competence in areas of English, Reading, and Mathematics.

**Full-Time Student** - A student enrolled for a minimum of 12 credit hours each semester.

**Good Standing** - A designation that signifies a student is eligible to continue, to return, or to transfer. It implies good academic standing.

**Grade Point Average (GPA)** - Calculated by dividing the number of quality points earned by the number of credit hours attempted. **Institutional Credit** - Credit awarded by an institution that is nontransferable and does not count toward graduation.

**Matriculation** - The process of enrolling in college.

**Overload** - Course loads of 18 semester hours or more during the Fall or Spring Semester. Students may not register for more than 17 semester hours without written permission from the Vice President for Academic Affairs.

**Part-Time Student** - A student who takes fewer than 12 credit hours.

**Permanent Record** - The student's official academic record housed in the Office of the Registrar.

**Prerequisite** - A requirement or condition which must be met before certain courses may be taken.

**Quality Points** - Points per semester hour assigned to a passing grade indicating the numerical value of the grade (A=4; B=3; C=2; D=1; F=0; WF=0).

**SAT** - The SAT is a multiple choice test made up of verbal and math sections. The verbal questions test your vocabulary, verbal reasoning, and understanding of what you read. The math questions test your ability to solve problems involving arithmetic, elementary algebra, and geometry.

**Semester Credit Hours** - The amount of credit assigned to each course. Example: English Composition = 3 hours.

**Transcript** - An official copy of a student's academic record at an institution.

**University System of Georgia** - All state-operated, public institutions of higher education in Georgia composed of 4 research universities, 2 regional universities, 13 state universities, 14 four-year colleges and 2 two-year colleges.

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### Institutions of the University System of Georgia

<u>Research Universities:</u>	<u>Location</u>	<u>Zip</u>	<u>Web Site</u>
Georgia Health Sciences University	Augusta	30912	<a href="http://www.georgiahealth.edu">www.georgiahealth.edu</a>
Georgia Institute of Technology	Atlanta	30332	<a href="http://www.gatech.edu">www.gatech.edu</a>
Georgia State University	Atlanta	30303	<a href="http://www.gsu.edu">www.gsu.edu</a>
University of Georgia	Athens	30602	<a href="http://www.uga.edu">www.uga.edu</a>
 <u>Regional Universities:</u>			
Georgia Southern University	Statesboro	30460	<a href="http://www.georgiasouthern.edu">www.georgiasouthern.edu</a>
Valdosta State University	Valdosta	31698	<a href="http://www.valdosta.edu">www.valdosta.edu</a>
 <u>State Universities:</u>			
Albany State University	Albany	31705	<a href="http://www.asurams.edu">www.asurams.edu</a>
Armstrong Atlantic State University	Savannah	31419	<a href="http://www.armstrong.edu">www.armstrong.edu</a>
Augusta State University	Augusta	30904	<a href="http://www.aug.edu">www.aug.edu</a>
Clayton State University	Morrow	30260	<a href="http://www.clayton.edu">www.clayton.edu</a>
Columbus State University	Columbus	31907	<a href="http://www.colstate.edu">www.colstate.edu</a>
Fort Valley State University	Fort Valley	31030	<a href="http://www.fvsu.edu">www.fvsu.edu</a>
Georgia College & State University	Milledgeville	31061	<a href="http://www.gcsu.edu">www.gcsu.edu</a>
Georgia Southwestern State University	Americus	31709	<a href="http://www.gsw.edu">www.gsw.edu</a>
Kennesaw State University	Kennesaw	30144	<a href="http://www.kennesaw.edu">www.kennesaw.edu</a>
North Georgia College & State University	Dahlonega	30597	<a href="http://www.ngcsu.edu">www.ngcsu.edu</a>
Savannah State University	Savannah	31404	<a href="http://www.savstate.edu">www.savstate.edu</a>
Southern Polytechnic State University	Marietta	30060	<a href="http://www.spsu.edu">www.spsu.edu</a>
University of West Georgia	Carrollton	30118	<a href="http://www.westga.edu">www.westga.edu</a>
 <u>State Colleges:</u>			
Abraham Baldwin Agricultural College	Tifton	31793	<a href="http://www.abac.edu">www.abac.edu</a>
Atlanta Metropolitan College	Atlanta	30310	<a href="http://www.atlm.edu">www.atlm.edu</a>
College of Coastal Georgia	Brunswick	31520	<a href="http://www.ccca.edu">www.ccca.edu</a>
Dalton State College	Dalton	30720	<a href="http://www.daltonstate.edu">www.daltonstate.edu</a>
Darton College	Albany	31707	<a href="http://www.darton.edu">www.darton.edu</a>
East Georgia College	Swainsboro	30401	<a href="http://www.ega.edu">www.ega.edu</a>
Gainesville State College	Gainesville	30503	<a href="http://www.gsc.edu">www.gsc.edu</a>
Georgia Gwinnett College	Lawrenceville	30043	<a href="http://www.ggc.usg.edu">www.ggc.usg.edu</a>
Georgia Highlands College	Rome	30161	<a href="http://www.highlands.edu">www.highlands.edu</a>
Georgia Perimeter College	Decatur	30034	<a href="http://www.gpc.edu">www.gpc.edu</a>
Gordon College	Barnesville	30204	<a href="http://www.gdn.edu">www.gdn.edu</a>
Macon State College	Macon	31206	<a href="http://www.maconstate.edu">www.maconstate.edu</a>
Middle Georgia College	Cochran	31014	<a href="http://www.mgc.edu">www.mgc.edu</a>
South Georgia College	Douglas	31533	<a href="http://www.sgc.edu">www.sgc.edu</a>
 <u>Two-Year Colleges:</u>			
Bainbridge College	Bainbridge	39818	<a href="http://www.bainbridge.edu">www.bainbridge.edu</a>
Waycross College	Waycross	31503	<a href="http://www.waycross.edu">www.waycross.edu</a>
 <u>Independent Research Unit:</u>			
Skidaway Institute of Oceanography	Savannah	31411	<a href="http://www.skio.usg.edu">www.skio.usg.edu</a>