

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Catalog Correction - Admission Requirements BA-F&SA

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | <input type="checkbox"/> Statutes Revision | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Policy Proposal. | <input checked="" type="checkbox"/> Policy Revision | |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Signature: *Bruce E. Walker* Date: 1/10/20

Dean Approval: *[Signature]* Date: 1/10/20

APCC Action: Approved Denied Returned Tabled
Signature of Vice President for Academic and Student Affairs, Chair: *Sandra Shrum* Date: 1-10-2020

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: *[Signature]* Approved Denied Returned Tabled
Signature of Faculty Senate President: _____ Date: 1/10/2020

Comments: electronic vote

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

President's (or designee's) Action: *[Signature]* Approved Denied Returned Tabled
Signature: _____ Date: _____

Distribution By:

- | | |
|---|------------|
| Signature _____ | Date _____ |
| President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM | |
| President's Office Distributes Copies To: | |
| Faculty Senate—President _____ | Date _____ |
| Academic Policies & Curriculum Committee—Chair/VPASA _____ | Date _____ |
| Chief of Staff/Legal Counsel _____ | Date _____ |



East Georgia State College

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TO: Academic Policies and Curriculum Committee

FROM: Beverley Walker, Director, FESA Program

DATE: January 10, 2020

RE: Catalog Correction – Admissions Requirements for BA-Fire and
Emergency Services Administration (FESA)

It has recently come to my attention that there is a discrepancy in the admission requirements for the Bachelor of Arts in Fire and Emergency Services Administration between the actual practice and what is outlined in the EGSC Catalog. The purpose of this policy change is to correct the catalog, so that it reflects the actual practice for admitting students into the BA-FESA program.

Attached please find a copy of the admission requirements that are presently being used for students that are applying for the BA-FESA program. It is requested that these requirements be substituted for what presently exists in EGSC Catalog at this time.

Additionally, attached please find a copy of the requirements that are presently in the EGSC Catalog for comparison. These requirements for admission have not been enforced, and it is believed that no student has been denied entry into the program based upon these incorrect requirements.

Please allow me to emphasize that these are not NEW requirements. These are the requirements that have been used to date for admitting students into the program. There is a discrepancy between what is listed in the EGSC Catalog and the actual practice. Taking this action to change the catalog will then align the actual practice, the catalog, and the recruitment materials that exist for the FESA program

LET'S GET ASSOCIATED.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

**Policy for the Admission into the Fire and Emergency Services Administration (FESA)
Baccalaureate Program**

It is the policy of East Georgia State College to create admissions requirements that fulfill the stated mission of the college, by encouraging students of diverse levels of preparation, ethnicity and age to attend this institution and develop their full potential as individuals and members of the community. These guidelines are in keeping with East Georgia State College's strong commitment to student success, a process that begins when students first apply to the college and continues through graduation and job placement. East Georgia State College complies with the access mission institution admission standards established under University System of Georgia Board of Regents policies and is committed to ensuring that the admissions procedures implement these standards.

The specific requirements for the admission in the Baccalaureate (FESA) are:

1. Completed application for admission
2. Certificate of immunization required prior to registration
3. Application fee (\$20)
4. Official high school and/or college transcripts (mailed directly from sending institution) showing date of graduation and successful completion of high school testing requirements
5. Must have a 2.0 Academic Core GPA.
6. Must have completed and present high school credit for the Required High School Curriculum, which entails completion of sixteen (16) specified units. Students who graduate from high school in 2012 or later must present credits for seventeen (17) specified units. Students who have not completed the RHSC cannot apply for and be admitted into any baccalaureate program at EGSC

The 16 (17 for students who graduate in 2012 or later) specified USG units are:

- **MATHEMATICS:** Four (4) units of Mathematics, including Algebra I, Algebra II, and Geometry. For students who graduate from a Georgia Public School in 2012 or later, the 4 units of Mathematics must include a course at the level of Math 3 or higher.
 - **ENGLISH:** Four (4) units of English that have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
 - **SCIENCE:** Three (3) units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who graduate in 2012 or later must have four (4) units of science. Georgia Public High School graduates must have at least one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.
 - **SOCIAL SCIENCE:** Three (3) units of social science, with at least one (1) course focusing on United States studies and one (1) course focusing on world studies.
 - **FOREIGN LANGUAGE:** Two (2) units in the same foreign language emphasizing speaking, listening, reading, and writing. Two (2) units of American Sign Language may be used to satisfy this requirement.
7. Must have 30 hours and be able to return to sending institution.
 8. Must have transient permission letter (if applicable)
 9. Must present International applicant documents (if applicable) as follows:
 - TOEFL score(s)
 - Financial statement
 - Officially translated and evaluated transcripts
 - Copy of visa or alien resident card

Baccalaureate Applicants (Biology or FESA)

Listed below are the admission requirements:

1. Completed application for admission
2. Certificate of immunization required prior to registration
3. Application fee (\$20)
4. Official high school and/or college transcripts (mailed directly from sending institution) showing date of graduation and successful completion of high school testing requirements
5. Must have a 2.5 Academic Core GPA.
6. Must have completed and present high school credit for the Required High School Curriculum, which entails completion of sixteen (16) specified units. Students who graduate from high school in 2012 or later must present credits for seventeen (17) specified units. Students who have not completed the RHSC cannot apply for and be admitted into any baccalaureate program at EGSC.

The 16 (17 for students who graduate in 2012 or later) specified USG units are:

- **MATHEMATICS:** Four (4) units of Mathematics, including Algebra I, Algebra II, and Geometry. For students who graduate from a Georgia Public School in 2012 or later, the 4 units of Mathematics must include a course at the level of Math 3 or higher.
- **ENGLISH:** Four (4) units of English that have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
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- **SOCIAL SCIENCE:** Three (3) units of social science, with at least one (1) course focusing on United States studies and one (1) course focusing on world studies.
- **FOREIGN LANGUAGE:** Two (2) units in the same foreign language emphasizing speaking, listening, reading, and writing. Two (2) units of American Sign Language may be used to satisfy this requirement.

7. Must have Scholastic Aptitude Test (SAT) scores ≥ 24 Verbal and ≥ 25.5 Math or American College Testing (ACT) scores ≥ 17 English or ≥ 17 Math.
8. Must have 30 hours and a 2.5 GPA if a transfer student.
9. Must have transient permission letter (if applicable)
10. Must present International applicant documents (if applicable) as follows:
 - TOEFL score(s)

- **Financial statement**
- **Officially translated and evaluated transcripts**
- **Copy of visa or alien resident card**

11. Must have completed pre-requisite courses, if applicable.