



**GENERAL
ACADEMIC INFORMATION**

TYPES OF PROGRAMS OFFERED BY GEORGIA HIGHLANDS COLLEGE

Georgia Highlands College offers educational programs of the following types:

- Transfer programs
- Career and certificate programs
- Cooperative programs
- Continuing education programs

Transfer Programs

Transfer programs are programs of study that 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 of Arts or Associate of Science degree.

Students in transfer programs of study follow a core curriculum established by the Board of Regents of the University System of Georgia. The core curriculum was designed to facilitate the transfer of credit among the schools within the University System. The core consists of nine semester hours in general skills (English and mathematics); four to five hours of institutional options courses; six hours humanities and fine arts; 10 to 11 hours science, mathematics and technology; 12 hours social sciences; and 18 hours of courses related to the program of study. All transfer programs include physical education hours as an institutional requirement toward the completion of the degree. Students in transfer programs must successfully complete the Regents' test before earning 45 credit hours.

Career and Certificate Programs

Career programs are programs of study designed to prepare the student for entrance into the workplace upon completion of the associate degree. The programs are composed of both general education and career preparation courses. Career programs lead to the Associate of Applied Science Degree in specific fields including information technology. The Associate of Science Degree is awarded in nursing, human services, and dental hygiene.

Cooperative Programs

Cooperative programs are career preparation programs offered in cooperation with either Coosa Valley Technical College or North Metro Technical College. The general academic core for these programs is offered at Georgia Highlands College; the technical core is taught at one of the technical colleges. Courses from the technical college are accepted as block credit upon completion of an acceptable technical core. When both the general academic core and the technical block are completed, the AAS degree is awarded by Georgia Highlands College in cooperation with the technical college. Cooperative AAS degrees awarded include business, health, services, and technology.

Continuing Education

The purpose of the Continuing Education Department is to provide noncredit, high-quality educational opportunities and services that are responsive to the needs of the college community. Participants are not required to follow procedures required for regular academic admission.

Continuing education units are awarded on some professional development courses. One CEU denotes 10 contact hours of participation in an organized continuing education program under responsible sponsorship, capable direction and qualified instruction.

The goal of the continuing education program is to provide programs that prepare students for gainful employment or career advancement; training for business and industry that meets area needs and promotes local and regional economic growth development; and continuing education and personal enrichment opportunities that support lifelong learning and enrich the overall quality of life.

Some programs are free. However, most carry a nominal fee to support the offerings.

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Catalog Editions

Students will normally satisfy the curricular degree requirements of the catalog in effect at the time they enter Georgia Highlands College, although it must be recognized that revisions may be required to provide more effective programs. The term curricular degree requirements refers to the courses and grades required to earn the degree. Changes in academic regulations affect all students, regardless of catalog edition. 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 students will be required to satisfy the curricular degree requirements of the catalog in effect when/if they:

- officially change majors
- re-enter the college after a period of two years in which they have earned no academic credit at Georgia Highlands
- have not graduated by the time their catalog edition is 10 years old

Students may choose to satisfy the curricular degree requirements of a later catalog, but if they choose to do this they must meet all the requirements of the later catalog. 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 registrar's office.

A degree will be awarded only to students who have satisfied all the academic and administrative requirements of Georgia Highlands College

The Academic Year

The academic year is divided into two academic semesters of approximately 15 weeks each and a shorter summer semester. The semester calendar may be found in the front of this catalog. Students may enter Georgia Highlands College at the beginning of any semester.

Academic Credit Units

The unit of credit is the semester hour. A semester hour represents one hour of class meetings per week for one semester or its equivalent in other forms of instruction. Two or more hours of laboratory work per week are considered the equivalent of one semester hour. In the course description section of the catalog, the number of hours per week for the course is listed as follows: the first number is the number of lecture hours per week; the second number is the number of laboratory hours per week; the final number is the semester hours of credit earned in the course. For example, 3-0-3 denotes three hours of lecture per week, no laboratory hours, and three hours of credit.

Student Classifications

Students are classified as freshmen or sophomores. A student who has completed fewer than 30 hours of college credit is classified as a freshman. To be admitted to sophomore standing, a student must have successfully completed 30 semester hours of college credit.

Registration Procedure

Registration for classes is held before the beginning of each semester. Registration dates, times, procedures and deadlines for fee payment are published in the semester schedule of classes. Students are not officially registered for classes until all fees are paid. Before registration, continuing/returning students are expected to contact their academic advisor for assistance in selection of coursework that will lead to completion of their chosen degree. After advisement, students may register using the Web registration system, the SCORE. Any student who registers for a course section for which he/she is ineligible will be dropped from the course unless the student has received special permission to take the course.

Course Load

Twelve to 17 hours is considered a normal class load. Students who enroll for 12 or more hours are considered full-time students. Students who wish to take more than 17 hours and who have demonstrated exceptional academic achievement may apply to the vice president for academic affairs for approval for an overload. This approval must be granted prior to the completion of the registration process.

Course Schedule Changes

Students may make changes in class schedules during registration periods published in the semester schedule of classes. Students who do not need an advisor's assistance may make changes using the online web registration system. Students who need their academic advisor's assistance for approval of the changes should see that advisor before making any changes.

Course Drop

Students who wish to withdraw officially from a course after the drop/add period ends and before midsemester may do so in any campus office or online using the SCORE. The student will receive no refund for dropping a course. Those who withdraw before the midpoint of the total grading period will receive a W (withdrawal without penalty). Withdrawals without penalty will not be given after the midpoint of the total

grading period (including final examinations) except in cases documented as hardship. Withdrawals after mid-term will reflect a grade of WF. See section on Dropping a Course after Mid-Semester. Abandoning a course instead of following the official drop procedure will result in a grade of F at the end of the course.

Dropping A Class After Midsemester

In order to drop a class after midsemester without penalty, a student must complete the WITHDRAWAL AFTER MID-SEMESTER form. Forms will be available beginning the day after mid-semester from the office of the Vice President for Academic Affairs or satellite site offices. Dropping after midsemester will result in a grade of WF unless the student presents documentation of extenuating circumstances, and the hardship is approved by the Vice President for Academic Affairs.

If a student believes that withdrawal is a result of such a circumstance, the student should come to the Office of the Vice President for Academic Affairs to receive a form after completion of the action for withdrawal. If the hardship is not approved by the Vice President for Academic Affairs, the student will receive a WF as a course grade. If the hardship is approved, the instructor will be notified, and the student may receive a W or a WF at the instructor's discretion. The possibility that a student may fail a course after mid-semester will not be considered a hardship.

While a grade change from a WF to a W will help a student's academic status (GPA) it could still have an adverse effect on the student's financial aid. For further information on Satisfactory Academic Progress (SAP), refer to the policy that is found in the Financial Aid section or at <http://www.highlands.edu/currentstudents/financialaid/progress.htm>.

Extended Absence Policy

Students who have circumstances that prevent them from continuing to attend classes over an extended period of time sometimes request that the faculty member permit them to submit work in absentia to receive credit to complete the course. If the concurrent absences will constitute more than 15 percent of the class sessions for the term, written permission from the division chair is required before any course assignments can be completed while missing class. The student must be in good academic standing in the course to make the request. All approved course work must be completed by the end of the semester in which the course was begun.

(Note: If a program has a more stringent absence policy than this, the program policy prevails.)

Withdrawal From All Classes

Any student withdrawing from Georgia Highlands College following registration must notify the Registrar's Office so that an official withdrawal can be made. This procedure also applies to veterans receiving allowance under any act of Congress and to students receiving financial aid. Students under 18 years of age are expected to secure the consent of their parents before withdrawing from the college. Withdrawals without penalty will not be permitted past the mid-point of the semester except in cases of hardship as determined by the Vice President of Academic Affairs.

Students must complete a student withdrawal request form, available on all campuses, to withdraw officially from all classes. Students with financial aid awards should

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be aware that fees may be owed if their withdrawal affects their financial aid. The official withdrawal date is indicated by the student's intent on the signed and dated form.

Student accounts will be refunded according to a graduated percentage scale beginning the second meeting day of classes.

Hardship withdrawals and grade appeals must be filed by the end of the academic semester immediately following the academic semester in which the withdrawal or appeal is requested.

If a student decides not to attend the college the semester for which he/she has registered and paid fees, the student must officially withdraw. Students who abandon classes without following proper procedures will receive a grade of F in all classes.

Class Attendance

Regular, 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 make clear statements to their classes regarding their attendance requirements.

Field trips and extracurricular activities that require a student's absence from class must be approved by the Vice President of Academic Affairs.

Requests For 100% Refunds After The First Day of Class

Student requests for 100 percent refund of tuition and fees after the first day of classes may be considered if the student is unable to continue enrollment.

The student must provide to the President's Cabinet the following information:

- A written statement as to why the request for 100 percent refund should be allowed
- Official documentation validating the student's request

When this documentation is received the President's Cabinet of the college will consider the request, and the student will be notified in writing of the final decision.

Grade Reports

At the close of each semester, grades will be made available to students through the Web system, the SCORE. This secure technology requires that students access the system through student identification numbers and a personal identification number known only to the student and the college.

Grading System

The grading system used by Georgia Highlands College is as follows:

Letter Grade	Nature of Work	Quality Points per credit hour
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0

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Letter Grade	Nature of Work	Quality Points per credit hour
F	Failure	0.0
F\$	Unearned Failure	0.0
H	Honor Project Completed	Not computed
I	Incomplete	Not computed
IP	In Progress	Not computed
K	Credit by Examination	Not computed
NR	No Grade Reported	
S	Satisfactory Performance	Not computed
U	Unsatisfactory Performance	Not computed
V	Audited	Not computed
W	Withdrew Passing	Not computed
WF	Withdrew Failing	0.0
WM	Military Withdrawal	Not computed

A grade of incomplete indicates that a student who is performing satisfactory work is unable to meet the full course requirements for nonacademic reasons beyond the student's control. **An "I" must be removed within two semesters of residence, or one calendar year, whichever is shorter, or it will automatically become an F.** An "I" grade is not given in learning support courses. Arrangements for the removal of an "I" should be made with the instructor during the semester immediately succeeding the semester in which the "I" was awarded. Students **do not** reregister for a class in which an "I" has been given.

All grade change requests must be made within two semesters of residence following the semester during which the course was taken, or one calendar year, whichever is shorter. After this time, any grade change request must be made through the Office of the Vice President for Academic Affairs.

F\$ – This symbol is for an unearned F, which indicates that the student stopped attending class and did not fill out appropriate paperwork to withdraw. This grade is computed in the grade point average as an F.

H – This symbol indicates that a student has successfully completed an honors project. See the General Academic Information section for requirements for Georgia Highlands College honors project.

IP – This grade may be assigned only in learning support courses. It indicates that the student made satisfactory progress but did not successfully complete the course and must register again. Ordinarily, a student may receive no more than two grades of IP in any one area of developmental studies.

K – This symbol indicates an awarding of course credit to a student via the credit-by-examination program.

NR – This symbol is temporarily posted on a student's transcript when a professor fails to turn in grades on time. It will be removed when the actual grade is reported.

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- S – This symbol indicates that credit has been given for completion of degree requirements other than academic course work.
- U – This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work.
- V – This symbol indicates that the student audited the course. The V carries no credit and cannot later be changed to a credit grade, either during the time in which the student is enrolled in the course or at a later date.
- W – This symbol indicates that the student was permitted to withdraw from the course without penalty. Withdrawals without penalty will not be permitted past the midpoint of the semester, except in cases of hardship as determined by the Vice President for Academic Affairs.
- WF – This symbol indicates that the student was permitted to withdraw from the course while doing unsatisfactory work. The dropping of a course under these circumstances is equivalent to a failure.
- WM – This symbol indicates that the student withdrew due to military orders
 - * — This symbol indicates a course credit for a CPC deficiency
 - # — This symbol indicates academic renewal
 - % — This symbol indicates academic support coursework
 - T — This symbol indicates transfer coursework

Computation of Grade Point Average

The grade point average may be calculated by dividing the number of hours earned in all courses attempted in which a grade of A,B,C,D,F or WF has been assigned into the total number of quality points earned on those hours. Grades or hours earned in developmental-studies courses are not computed in the GPA.

Repeating Courses

Students earning a D or F in a course may elect to repeat the course in an effort to earn a higher grade. When the course has been completed for the second time the grade earned in the second attempt will be the grade computed in the GPA, regardless of its relationship to the first grade earned. When the student transfers to another college, that college will determine how repeated courses will be handled in the transferring GPA. All course work earned remains a part of the student academic history.

Academic Progress

If after attempting up to 15 semester credit hours a student's **adjusted GPA is below 2.0**, the student is placed on academic warning. If after more than 16 attempted credit hours the student's **adjusted 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 semesters until the adjusted GPA is 2.0 or more or the student will be placed on academic dismissal.

The duration of an academic dismissal is as follows:

First academic dismissal	One semester
Second academic dismissal	One calendar year
Third academic dismissal	Permanent dismissal

Any student who wishes to return to Georgia Highlands College after an academic dismissal must apply for readmission to the college. If granted, the student will be placed on continued probation until the adjusted GPA is 2.0 or greater.

Any student placed on an academic dismissal may make an appeal before the Academic Progress committee. The committee may impose academic restrictions or requirements to which the student must adhere or risk termination of classes and revocation of the granted appeal.

All students who transfer to Georgia Highlands are subject to the policy as described above for the course work taken at their previous institution.

Change of Program of Study

Students wishing to change programs of study should obtain a Change of Program of Study Form from the Academic Advising Office or Registrar's Office. This completed form is to be submitted to the Registrar's Office for clearance of new program requirements before the change. The student will be advised of any deficiencies or test requirements for the specific program of study. A change of major could result in a change of catalog year.

Academic Renewal

Students who have experienced academic difficulty at Georgia Highlands College may have one opportunity to make a fresh start at the institution after an absence of five or more calendar years from any University System institution. Georgia Highlands College students must apply and be granted academic renewal to have a fresh start on their cumulative GPA. Former developmental studies students may apply for academic renewal only if they successfully completed all developmental studies requirements before the commencement of the five-year absence.

The following regulations apply to the academic renewal process:

- A renewal GPA begins when the student resumes course work following approval for renewal status.
- The academic renewal GPA will be used for determining academic standing and eligibility for graduation. To earn a degree a student must meet the institution's residency requirement by earning at least 20 semester hours of credit after acquiring renewal status. At least 50 percent of work toward a degree must be completed after academic renewal status for a student to be eligible for graduation with honors.
- Academic credit for previously completed course work – including transfer course work – will be retained only for courses in which an A, B or C grade has been earned. Retained grades are not calculated in the renewal GPA but are counted toward degree completion in much the same way as transfer credit. All course work earned remains a part of the student's academic history.
- All courses with D or F grades must be completed at Georgia Highlands College if they are required in the student's degree program. All remaining course work for the degree must also be completed at Georgia Highlands College. No transfer work will be accepted.
- Institutions to which the student may transfer may not recognize the academic renewal GPA for transfer to their institution.

Application for renewal must be made through the Office of the Registrar where additional information regarding the program is also available. Explanation of and application for academic renewal may be obtained in any of the administrative offices at off-campus sites or the Registrar's Office on the Floyd campus.

Extended Learning

The Department of Extended Learning coordinates a growing array of courses offered through electronic media, thereby providing significant flexibility to students in planning their programs of study. These courses are offered through interactive television, cable television and DVD.

Orientation sessions and group meetings are a necessary element in successful completion of an extended learning course. On-campus laboratory sessions are scheduled as necessary to complete the course requirements. Testing is handled at the discretion of the individual professor.

Georgia Highlands College also participates in the delivery of online learning through the University System of Georgia in the eCore™ curriculum.

eCore, or electronic core curriculum, consists of freshman- and sophomore-level courses taught on the Web. Courses in English, mathematics, history and social sciences are among the eCore offerings.

To register for an eCore course, students must be admitted as a regular student to a University System of Georgia college or university. For additional information visit www.alt.usg.edu/ecore/index.html.

Independent Study

Students who wish to complete a course offered by the college on an independent study basis may do so with permission from the instructor and the chair of the academic division through which the course is offered. The chair of the academic division will arrange for registration in the course for the student. These arrangements must be made before the beginning of the semester. The instructor shall establish requirements for successful completion of the course. Academic credit earned through independent study is recognized as official course credit.

Credit By Examination

Certain courses have been approved for credit by examination. An individual who wishes to take any of the desired examinations must be registered at the college and must complete the examination under the supervision of the chair of the academic division to which the course is assigned.

Advanced Placement

Academic credit earned through successful completion of Georgia Highlands College Advanced Placement examinations is recognized as official course credit and is granted a grade of K. Students may also receive credit for Advanced Placement testing in high school or college level examination program if the scores meet the criteria established by the college. Official score reports must be sent to the Registrar's Office for evaluation of credit to be awarded.

Credit for Prior Learning

Credit for prior learning may be granted to students in Human Services and Nursing career programs. The credit awarded is based on the judgment of the faculty in the spe-

cific discipline. Interested students should contact the division chair of the specific course for which prior learning credit is sought.

Honors Program

An honors project is designed to increase the educational opportunities for the academically qualified, highly motivated Georgia Highlands College student. An honors project is administered by the Honors Council, a subcommittee of the Academic Progress committee. The student works closely with an instructor on a specific project in addition to other course requirements

The student must meet the following eligibility requirements:

- have a GPA of 3.5 or higher
- have at least 12 hours credit
- be recommended by one faculty member

The nominating faculty member should complete an honors project application stating the rationale for nominating the student and the details of the project to be completed. The honors project application must be submitted to the Honors Council for approval, denial or request for more information. The student may begin work on the project upon approval by the Honors Council.

Upon successful completion of the project, subject to review of the honors council, the student's grade for the course is recorded along with an H designating honors project.

Dean's List

Academic excellence is recognized by inclusion on the Dean's List. Students who complete nine semester credit hours in a given semester, excluding developmental studies course work, and earn a GPA of 3.5 or higher will be named to the Dean's List for that semester.

Student Records

The Registrar's Office maintains permanent academic records on all students who have ever enrolled at 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 that 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. In summer 1995, the department began retaining new-student information in an electronic documents retrieval system. These records may be reproduced should the need arise. Transcripts of educational records contain only information about the student's academic status and disciplinary action in cases where it affects the student's eligibility to register. The personal electronic folder may contain the application for admission, immunization record, official transcript(s) from high school or previous college/university, results of admissions test, copies of official correspondence concerning admission status and other actions taken with respect to the student's academic work or study. These records are available only to members of the staff and faculty of the college who have demonstrated need for such information. Information is made available to other persons only with 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 college, without the student's consent, may release the following information: name, address, phone number, date of birth, enrollment status, dates of enrollment, degrees earned, major, honors and awards. This information will be released upon request unless the student requests in writing to the Registrar that it not be released.

The college will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical well-being or safety of persons or property is involved.

Release of Transcripts

The Registrar's Office of the college will release student transcripts only with written permission of the student. This permission may be given by completing a transcript request form available at all Georgia Highlands College campuses, by submission of a signed facsimile request or by secure electronic methods. All requests should include the student's GHC ID number and signature. Other identifying information may be required, such as years of attendance or birth date. The college reserves the right to require additional identifying information in order to protect the student's right to privacy.

Permission to Attend Another Institution as a Transient Student

Students may petition for transient status at another institution for no more than two consecutive semesters. Students should complete the necessary paperwork in the Registrar's Office. The student should have two current semesters of residency at Georgia Highlands College before requesting this status. The student must also meet all pre-requisite requirements for the course in which she/he wishes to enroll and all academic support and college preparatory curriculum requirements. Students should know the application deadline at the receiving institution and apply for admission as transient students at that institution. The student is responsible for insuring that an official transcript of all course work completed is sent to Georgia Highlands College in order for credit to be granted. Students who have been absent from Georgia Highlands College for more than one academic year will not be granted transient status. Students in learning support courses must obtain approval from the Division of Academic Support before receiving transient permission

ACADEMIC SUPPORT SERVICES

College Preparatory Curriculum Deficiencies

An entering freshman's high school transcript is evaluated at the time of admission for the possibility of college preparatory deficiencies. These deficiencies occur because the entering freshman may not have completed one or more areas of the college preparatory curriculum. Students who are admitted with CPC deficiencies will be required to satisfy those deficiencies by subject area in the following manner:

ENGLISH – Students with fewer than the four required units of English must take the CPE or the comparable COMPASS sections administered by a University System institution in English and reading. Based on the student's score, the student will exempt learning support (LS) English and/or reading or be placed in LS English and/or reading.

For students transferring from a COC-accredited DTAE college, comparable scores from the DTAE college may be used according to guidelines issued by the senior vice chancellor for academics and fiscal affairs.

MATHEMATICS – Students with fewer than the three (four in 2001) required units of mathematics must take the CPE in mathematics or the comparable COMPASS sections administered by a University System institution. Based upon the student's score, the student will exempt LS mathematics or be placed in LS mathematics at the appropriate level. For students transferring from a COC-accredited DTAE college, comparable scores from the DTAE college may be used according to guidelines issued by the Senior Vice Chancellor for Academics and Fiscal Affairs.

SCIENCE – Students with fewer than the three required units of science must take an additional credit course in a laboratory science chosen from the approved laboratory sciences in area D of the system core curriculum.

SOCIAL SCIENCE – Students with fewer than the three required units of social science must complete one additional three- or four- semester hour credit course chosen from the approved social science courses in area E of the system core curriculum. POLS1101 may not be taken to satisfy the deficiency.

FOREIGN LANGUAGE – Students with fewer than two units of the same foreign language must complete one additional credit introductory foreign language course.

Entering freshmen must complete any college preparatory curriculum deficiency requirements in foreign language, social science or natural science by the time they have earned 20 semester hours of credit and must earn a minimum grade of C in the course. This academic course work will not count toward a student's degree program. Transfer students from outside the University System who accumulate 30 or more semester hours of college-level credit in the institution before completing all CPC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses. This requirement applies to those students in two-year degree programs that lead to baccalaureate degrees.

Placement

According to policies of the Board of Regents of the University System of Georgia, applicants for admission must meet a minimum academic grade point average and minimum SAT or ACT score requirements. In 2005, however, the SAT/ACT requirement was dropped for two-year colleges within the University System. Many students take these tests anyway, and their scores are considered when assessing whether a student must take learning-support classes. The college has established additional guidelines to determine whether or not the applicant requires additional evaluation of academic strengths and weaknesses without regard to enrollment category. The program assists applicants in planning a program of study that is commensurate with their educational background and in keeping with their academic abilities.

Applicants who are required to take one or more COMPASS placement tests will be notified by the admissions office. An applicant who does not earn the required score on a particular part of the COMPASS test will be required to enroll in the appropriate learning-support course(s).

Reading:

If SAT verbal score is 430 and above or ACT verbal is 18 and above, the reading placement test is not required. However, if a student is required to test in English because of a CPC deficiency the COMPASS reading test is also required.

Mathematics:

If SAT math score is 440 and above or ACT math score is 19 and above, the math placement test is not required. If the student has graduated from high school or holds a GED and would have graduated from high school within the past five years, the student must have completed the college preparatory curriculum or SAT II tests to satisfy CPC requirements for admission to transfer programs. If SAT math score is 520 or above or ACT math score is 25 or above, the student is eligible to take the advanced math placement test.

English/Writing:

Students with a CPC deficiency in English must take COMPASS placement tests in English and reading. If the SAT verbal score is 480 and above or ACT verbal is 20 or above, the English placement test is not required. If SAT verbal score is 580 or above or ACT verbal score is 27 or above, the student is eligible to take the advanced verbal placement test. If the student scores 90 or above on the English placement test, the student is eligible to take an exemption test in college-level English. This opportunity exists ONLY if the student has never attempted freshman composition at this or any other institution.

Learning Support Program:

Learning-support programs at Georgia Highlands College are intended to serve students who are not prepared for credit-level courses and who need additional preparation in reading, English and/or mathematics for success in the academic course work required for their program of study. Two groups of students may be served within the Program:

- Students who do not meet the minimum requirements established by the University System and/or Georgia Highlands College for participation in the student's chosen program of study.
- Students who elect to enroll in learning-support courses in order to strengthen their academic skills in preparation for their enrollment in their chosen program of study.

Tutorial Services

The Tutorial Centers are located in the Floyd and Cartersville campus libraries and are open to all disciplines. Peer and professional tutors provide assistance in math, English, reading and writing term papers. The centers are staffed during day and evening hours.

The center has 10 desktop computers that have Internet capability for student use.

The purpose of the Tutorial Center is to help students succeed and to provide students with a one-on-one learning experience when needed. Limited tutorial services are provided at other campuses.

Library

The Georgia Highlands College libraries serve as central learning resources centers for the college. Georgia Highlands College students have access to GHC libraries or

access to other institutional libraries at all of the locations of Floyd campus, Cartersville campus, Marietta site and GHC Advanced Transfer Program site at Carrollton. GHC students have access to the Southern Polytechnic State University and University of West Georgia Libraries through library agreements. The resources of Georgia Highlands College libraries include more than 67,000 book volumes, 250 serials titles, 20,000 audio-visual software items, the statewide database of library holdings, GALILEO (Georgia Library Learning Online) and GIL (GALILEO Interconnected Library Catalog). Libraries and these resources are available to all Georgia Highlands College students.

ACADEMIC ADVISING

Mission Statement

During academic advising the student works closely with a faculty member to explore and determine educational options that will ultimately lead to achievement of personal and professional goals. Academic advising supports the mission and goals of the college and provides guidance to students in the core curriculum, transfer programs, cooperative degree programs and career programs. Academic advising is available to all students, regardless of need, at each educational site. Academic advising can be seen as a teaching opportunity, as well. Faculty members assist students:

- in setting realistic educational goals
- in learning and applying decision-making strategies
- in making appropriate choices

Expected Outcomes for Academic Advising

- New students will learn about academic requirements.
- Students will be aware of institutional resources available to meet their individual educational needs and aspirations.
- Currently enrolled students will interact with an adviser before registration.
- Students will plan a program of study tailored to their academic talents and professional interests.
- Students will understand the importance of strategic planning for course work to be undertaken.

Students may contact the academic advising office at any time for assistance in academic planning and goal-setting. The assistance of an advisor is strongly recommended in the development of a long-range program of study.

Regents' Test

All students enrolled in transfer degree programs must pass the Regents' test as a requirement for graduation. The test measures competence in reading and composition. Students may take the test in the semester after they have completed English 1101 with a C or better. Students must take the test in the semester after they have completed 30 semester credit hours if they have not taken it previously. Students who have earned 45 semester credit hours (not counting learning support or any other institutional credit hours) and who have not passed the test will be enrolled in appropriate remediation courses until they pass the test. To assure compliance with this regulation, a registration hold will be placed on the student until she/he has registered for the appropriate remediation courses. Students, who have failed the test twice, regardless of hours earned, must also enroll in remediation courses. The courses are RGTR 0198 (reading) and RGTE

0199 (writing). Students must enroll in the course or courses related to the portion of the test they have failed and pass the class before they are allowed to take the test. They must re-take only the part of the test they failed. Failure to comply with the remediation requirement can delay or prohibit graduation.

Students in transfer programs who come to Georgia Highlands College from other System institutions, who have 45 or more credit hours and who have not passed the test will be required to enroll for remediation and take the test during their first semester of enrollment. Students with 45 or more semester credit hours who are transferring from other, non-system institutions or from programs that do not require the test will be required to take remediation if they have not passed both parts by their third semester of enrollment. Failure to comply with the remediation requirement can delay or prohibit graduation.

There is no charge for taking the test. Students requesting special accommodations must do so through the Director of Disability Support Services. Students whose native language is not English should consult with the chair of the Academic Support Division.

GRADUATION REQUIREMENTS

Degrees are awarded annually in a graduation ceremony held at the end of spring semester. Students who plan to graduate should petition at the Registrar's Office during the semester preceding the semester in which they expect to complete graduation requirements. It is the student's responsibility to notify the Registrar as to their intent to graduate.

An applicant for a degree must complete the prescribed curriculum for that degree. All students enrolled in transfer degree programs (Associate of Science and Associate of Arts) must pass the Regents' test as a requirement for graduation. See above for detailed information as to requirements and special accommodations. Failure to complete the test or comply with the remediation requirement can delay or prohibit graduation.

A student must earn an adjusted grade point average of at least 2.0 in all credit-level course work at the college in order to earn a degree. Courses accepted for transfer from other colleges do not carry quality points and are not considered in computing the student's grade point average for graduation purposes.

Georgia state law requires that each candidate for a degree receive instruction in Georgia and American histories and the Georgia and United States Constitutions. Transfer program students may satisfy this requirement by taking POLS 1101 and HIST 2111 or 2112. Career students may satisfy this requirement by taking HIST 1000 if it is within the prescribed curriculum. Students satisfying U.S. history and /or political science from out-of-state institutions must satisfy the Georgia history and Constitution requirements by taking appropriate classes or an exemption exam administered by the Division of Social Sciences.

Georgia Highlands College requires that all students complete 18 semester hours of degree, credit-level course work at the college to earn a degree. This requirement is known as the residency requirement. Each prescribed curriculum for a degree program will indicate the number of hours required for the specified degree. Students must complete all required courses as outlined in the prescribed curriculum for the degree sought. If students transfer credit-level course work to the institution, they must complete the institution's requirement of resident hours, even though the prescribed curriculum for the degree may be satisfied.

The diploma of a candidate for a degree will bear the date of the annual commencement at which the degree is awarded. Graduating sophomores are expected to participate in the formal graduation exercises. Students who have completed their work during a prior semester may receive their associate degree at the exercise or in absentia. All students must apply at the Registrar's Office in order to receive their degree in this manner.

Students must meet all financial obligations to the college before graduation.

The names of all applicants for degrees are submitted to the faculty. If approved, these applicants are granted their degrees by the president of the college by authorization of the Board of Regents of the University System of Georgia. Approval is signified by the President's signature on the diploma.

Graduation with Honors

For graduation with honors a student must meet the minimum scholastic grade point average requirement of 3.50. Students earning a 3.50-3.69 GPA receive the designation cum laude; 3.70 to 3.89 receive the designation magna cum laude; students earning a 3.90-4.00 receive the designation summa cum laude. The honors designation is so designated on the student's diploma and remains on his or her permanent record.

Second Degree

To obtain a second degree at Georgia Highlands College, a student must earn credit for all courses required for the first degree and then earn credit for a total of at least 18 semester hours in excess of the credit hours required for any previous degree earned. If the second degree requires the same courses as the first degree, the student may take any 18 credit-level semester hours to count toward the second degree. The second degree may not be retroactive to a time before the completion of the first degree.

ACADEMIC APPEALS PROCEDURE

Any student who believes that his/her academic rights have been violated and finds that the complaint cannot be resolved through informal conferences with the faculty member involved may seek redress following the procedures listed below in the order in which they are stated:

- The aggrieved student may direct his/her complaint in writing to the chair of the academic division in which the alleged violation occurred. If the division chair is the instructor in question the complaint will be directed to the Vice President for Academic Affairs.
- If the student is dissatisfied with the results of that complaint, and has not already done so, he/she may direct the complaint in writing to the Vice President for Academic Affairs.
- In the event the student is dissatisfied with the results of both appeals, he/she may direct a complaint to the President.

Process for Appealing a Grade

All appeals and documentation must be in writing.

- If a student disagrees with a final grade in a course, he or she should first contact the instructor to see if the disagreement can be worked out. If it cannot be, the student has the right to appeal the grade. A student may not appeal the profes-

sional judgment of the faculty member. In all cases the policy in the course syllabus will prevail in determining the grade. The student's appeal must be based on the belief that the final grade was legally discriminatory in some way or that there was a mathematical error. If the student believes the final grade fits this category and wishes to appeal, he or she should ask the instructor for a written statement as to how he or she arrived at the grade. The instructor must provide the student with this statement.

- If the student is enrolled in a program with a departmental appeal process, he or she should follow that process as written (again, in writing) and send it with the instructor's statement to the division chair under whom the instructor works:

Science/PE	Donna Daugherty
Mathematics	Brent Griffin
Social Sciences	Dr. Robert Page
Humanities	LaNelle Daniel
Business	Dr. Bruce Jones
Health Sciences	Dr. Barbara Rees
Learning Support	Dr. Diane Langston

The student should explain what grade he or she thinks should have been awarded and why. Submit all documentation with the explanation. The division chair may contact the instructor for further documentation.

- If the problem has not been satisfied to the student's satisfaction, the next step is to appeal to the division chair. The student should submit the instructor's written statement with his or her explanation of the dispute.
- If the student is dissatisfied with the decision of the division chair, he or she may appeal (again, in writing) to the Vice President for Academic Affairs. All documentation should be forwarded with the student's statement. The Vice President has the option to appoint an appeal review committee.
- If the student is dissatisfied with the decision, he or she may appeal to President Dr. Randy Pierce. Again, send all the previous documentation. His decision is final. The University System Board of Regents, to whom he reports, will not hear grade appeals.
- The deadline for appeals is the midterm date of the semester after the course was taken. In the case of a spring semester course, this is the midterm date of the following long summer term.

All grade change requests must be made within two semesters of residence after the semester during which the course was taken, or one calendar year, whichever is shorter. After this time, any grade change request must be made through the Office of the Vice President for Academic Affairs.