



## 2015-2016 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 State 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.

UNIVERSITY SYSTEM OF GEORGIA

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

Hello and welcome to East Georgia State 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 State 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 Student Affairs Director - Records 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 current 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 Records Office.

### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), East Georgia State 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 State 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 Records Office. For more information concerning FERPA, refer to the Academic Policy and Procedure section of this catalog.

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## General Information

East Georgia State College (EGSC) is a unit of the University System of Georgia (USG). University System of Georgia offices are located at 270 Washington Street, S.W., Atlanta, Georgia 30334. The USG includes the following institutions: 4 research universities, 4 comprehensive universities, 10 state universities, 13 state colleges as well as Georgia Public Library Services and Georgia Archives. These 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 State College's main campus is located at 131 College Circle, Swainsboro, Georgia 30401. The College offers an Associate in Arts and selected baccalaureate degrees. Additionally, East Georgia State College operates external campuses in Statesboro and Augusta.

### Mission Statement

East Georgia State 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 State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Georgia State College.

### Memberships and Affiliations

Alternative Media Access Center (AMAC)

American Council on Education (ACE)

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Library Association/ Association of College and Research Libraries (combined)

American Society of Composers, Authors, and Publishers (ASCAP)  
 Association of Colleges & University Auditors (ACUA)  
 Association for Student Conduct Administrators (ASCA)  
 Association for the Promotion of Campus Activities (ACPA)  
 Association of Physical Plant Administrators (APPA)  
 Broadcast Music Incorporated (BMI)  
 National Association for Foreign Student Advisers—Association of International Educators (NAFSA)  
 College and University Professional Association for Human Resources (CUPA-HR)  
 College Board  
 Community College Survey of Student Engagement (CCSSE)  
 Council for Advancement and Support of Education (CASE)  
 Georgia Advisory Council on Military Education (GAACME)  
 Georgia Association of Collegiate Registrars and Admissions Officers (GACRAO)  
 Georgia Association of Student Financial Aid Administrators (GASFAA)  
 Georgia Association of Veteran Certifying Officials (GAVCO)  
 Georgia Association of Chiefs of Police (GACP)  
 Georgia College Personnel Association  
 Georgia Collegiate Athletic Association (GCAA)  
 Georgia Education Articulation Committee  
 Georgia Education Advancement Council (GEAC)  
 Georgia Housing Officers (GHO)  
 Institute of Internal Auditors (IIA)  
 LYRISIS  
 National Association of Branch Campus Administrators  
 NACAS (Auxiliary Services)  
 National Association of College and University Attorneys (NACUA)  
 National Association of College and University Business Officers (NACUBO)  
 NAFSA (Association of International Educators)  
 National Association of Student Financial Aid Administrators (NASFA)  
 National Junior College Athletic Association (NJCAA)  
 National Rehabilitation Association  
 Servicemembers Opportunity Colleges (SOC)  
 Society of European Stage Authors & Composers  
 Southern Association of Colleges and Schools (SACSCOC)  
 Southern Association of Student Financial Aid Administrators

EGSC Foundation Inc. is engaged in community outreach and is a member of several area chambers of commerce.

### **The Main Campus - Swainsboro**

East Georgia State College's main campus is comprised of 235 beautiful acres, many undisturbed, on land that was gifted in large part by Luck Flanders Gambrell. The campus contains a mixture of buildings that are original since its opening in 1973 and new, state of the art modern ones. The campus also contains two small lakes and outdoor venues to promote student engagement and enrichment, as well as physical exercise.

Several buildings are key components to the educational experience on campus:

- The Jean Anderson Morgan Student Activities Center (referred to as the JAM by students) is the hub of student life. It is a One-Stop Shop for future and current students. The building houses Student Affairs (the Vice President, Admissions, Student Records, Financial Aid, Student Life, Information and Help Desk, Student Disability and Counseling Services, and the Office of Student Conduct), Fiscal Affairs (the Vice President, Business Office and Auxiliary Services), Facilities, Public Safety, the College Café and Cyber Café dining area, the Richard L. Brown Dining Hall, the college bookstore, student recreation room, student government office, student meeting rooms, classrooms and computer labs. It also houses the campus Art Gallery.

- Bobcat Villas, EGSC's convenient on-campus apartments, feature 50 four-bedroom, two-bath suites with common living area and full kitchen. Each suite is fully-furnished with modular furniture, a flat screen LCD television, cable, oven, microwave and refrigerator. Each private bedroom is furnished with a bed, desk, chair and a laptop safe. Residents also enjoy exclusive use of the L.C. "Shot" and Jean Strange Clubhouse directly behind Bobcat Villas for relaxing, exercising, playing games and studying,
- The Walker Academic Building is the primary facility for all things academic. The building is home to the College's three schools (Math/Science, Humanities, and Social Science) and contains faculty offices, classrooms, computer labs, modern science labs, an instructional greenhouse, the Darton Nursing collaborative program, the Student Health Clinic, the Military Outreach Center, and the Center for Teaching and Learning.
- The George L. Smith Building is home to the Information Technology and Athletics departments, as well as the Office of Internal Audit.
- The Classroom and Activity Center houses the College's gymnasium (home of the BOBCATS), which also is home to Physical Education classes and is used by the student population for free time exercise. The building also houses the Humanities Art Department, a state of the art Fitness Center, and classrooms. The original Physical Education Building is connected to the gym and houses the athletic and general student locker rooms, classrooms, faculty offices and Athletics Weight Training room. Adjacent to the PE Building is the Athletic Complex which serves the Bobcat baseball and softball teams and the College's tennis courts.
- The Luck Flanders Gambrell Building houses classrooms, a computer lab, the Auditorium, and the Learning Commons (formerly the Library). The Office of Human Resources, as well as the offices of the President, Vice President for Academic Affairs, Legal Counsel, Institutional Research, and External Affairs are also located here.
- The Sudie A. Fulford Community Learning Center is a beautiful facility at the campus' main entrance that was made possible by a generous gift from Pete and Ada Lee in memory of Ada Lee's mother, Sudie A. Fulford. The Center is a multidisciplinary, community-focused learning facility open to all Emanuel County and surrounding county residents. The facility provides space for individual and small group learning opportunities and serves as an educational resource center for teacher education students, K-12 students 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 provides community outreach services including a lunch and learn series and youth camps. The Fulford Center is also home to a 20-foot, full-dome planetarium.
- Outdoor venues also have a presence and play a large part in a student's academic and social experience on campus. An 18-hole disc golf course is located near the entrance to the campus and is host to the state collegiate tournaments each year. A 3.1 cross country course is also enjoyed by students and visitors, as well as high schools from around the state. The campus has a high and low ropes course and a nature trail, along with two small lakes. Outdoor seating and picnic areas are available for students to interact, study, and reflect in the peaceful surroundings of native pines and beautiful landscape. The campus' entrance along Madison Dixon Drive is an educational corridor which is home to several protected species (gopher tortoise, eastern indigo snake, red-cockaded woodpecker and flatwoods salamander), as well as natural landscape (upland sandhills, bottomland hardwood forest, swamp forest and bog type pine forest).

### **The Learning Commons (formerly the Library)**

The Learning Commons is centrally located on the Swainsboro campus in the heart of the Luck Flanders Gambrell Center. In the fall of 2012, the Learning Commons welcomed the addition of the Academic Center for Excellence (ACE). The ACE serves as the College's tutoring center, testing center, advisement center, and houses the Director of Learning Support. Student use and interaction is encouraged, and the ACE staff administers student participation in the Service Seal of Distinction program. The Learning Commons is also home to Common Grounds, a full service coffee shop located just off of the LFG Rotunda. Located within the Learning Commons is the Heritage Center, which houses a special collection of materials dedicated to the history of Emanuel County and surrounding areas. This collection contains genealogy resources, civil war documents, census records, a variety of maps, and a unique

collection of ECJC, EGC, and EGSC college memorabilia. The Learning Commons provides students a welcoming atmosphere in which to gather and collaborate using advanced technological resources. These resources include access to computers, printers, scanners, a reader-printer for microfilm and a small group presentation room. The Learning Commons maintains an estimated thirteen-thousand reels of Microfilm and numerous Microfiche holdings. The Learning Commons continues to develop its non-print resources, which include Lib-Guides, Films on Demand, DVD's, and cassette tapes. Currently electronic resources are an estimated thirty-six thousand volumes and growing!

In addition, GALILEO, a World Wide Web based virtual library, provides access to multiple information resources, including secured licensed products which can be accessed from any internet connection on or off campus. GALILEO Interconnected Libraries (GIL), the Library catalog, provides access to more than forty-four thousand titles, which include bound periodicals, the Ehrlich collection (military history), nursing and educational materials. To round out the collection, The Learning Commons also provides numerous periodical subscriptions and access to local and national newspaper publications. To supplement the available resources at EGSC, resource sharing is available through other Universities via InterLibrary Loan (ILL) and GIL Express services.

### **East Georgia State College-Statesboro**

East Georgia State College has had a presence in Statesboro since 1997. Students can earn an Associate in Arts degree in General Studies, Psychology, and Sociology with a seamless transfer option to Georgia Southern University. Instructional classes are taught at EGSC's state of the art academic facility located at 10449 US Highway 301 South. Through a collaborative program with Georgia Southern University, some EGSC Statesboro classes may be taught in classrooms at Georgia Southern and bus transportation between the two locations is available to students. EGSC Statesboro is home to the Academic Center for Excellence (ACE), faculty offices, classrooms, computer labs, a small bookstore and Common Grounds II coffee shop.

### **East Georgia State College-Augusta**

In May, 2013, East Georgia State College extended its access mission to the Augusta area through a cooperative academic program with Georgia Regents University (GRU). EGSC Augusta operates on GRU's Summerville campus, and the program enrolled its first students fall 2013. Following the completion of 30 credit hours in the program, students with a cumulative Grade Point Average of 2.0 or higher are eligible to transfer into a bachelor degree program at GRU. Classes are taught in Galloway Hall by EGSC Augusta faculty. Payne Hall is home to EGSC Augusta's administrative offices, the Academic Center for Excellence (ACE), and a computer lab.

### **Tobacco Free Campus**

East Georgia State College, one of the first USG institutions to adopt a tobacco free campus, prohibits the use of any tobacco products on campus as a means to foster the health and safety of our students, faculty, staff, and visitors and to promote the cleanliness of our facilities and grounds.

### **On-Line Degrees**

East Georgia State College offers on-line Associate of Arts degrees in general studies, psychology and sociology. Pursuing an on-line degree at EGSC 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 when students may have to come to a campus location at the discretion of the instructor.

### **Collaborative Agreements**

A cooperative nursing program is in place between East Georgia State College and Darton State College in which EGSC 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 State 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 degree program with emphasis in Management, Accounting or Human Resources is in place between East Georgia State College and Georgia Southwestern State University in which EGSC provides the AA degree and Georgia Southwestern provides the BBA degree. 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 State College Foundation**

The primary purpose of the East Georgia State 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 State College has an interest. Established in 1975, the Foundation is governed by a Board of Trustees whose officers are: Mr. Denny Key, Chair; Mr. Richard McNeely, Vice Chair; Mrs. Harriet Ray, Secretary; Cliff Gay, Treasurer; Dr. Bob Boehmer, Executive Director; and Mr. Bill Rogers, Jr., Past Chair. Other members of the Board are: Dr. Jean Bridges; Mr. Dustin Durden, Mr. Henry Gambrell; Mr. Milton Gray, Jr.; Mr. Nick Herrington; Mr. Donald Jenkins; Mrs. Paula Karrh; Mrs. Jean Morgan; Mr. Bobby Reeves; Dr. Bobby Sasser, Mr. Charles Schwabe; Mr. Bill Simmons; Mr. Larson C. (Shot) Strange; Mrs. Lynda Talmadge; Mr. Ken Warnock; Mrs. Tammy Wilkes; Mr. Donny Wilson; and Mrs. Carol Yeomans. Mrs. Marcile Bird, director emeritus; Mrs. Margaret Smith, director emeritus; Mr. Bill Devane, director emeritus; Mrs. Caroline Harless, director emeritus; Mr. Phillip Jennings, III, director emeritus; Representative Larry J. "Butch" Parrish, director emeritus; Senator Jesse Stone, director emeritus; Dr. John Black is honorary director emeritus.

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

An array of scholarships from civic clubs, organizations, individual donors and the East Georgia State 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 State College Scholarship Application may be obtained from the Office of Financial Aid. Area High School counseling officers also have scholarship applications available. Current available scholarships include: the Beta Sigma Phi Scholarship, Betty Colston Scholarship, Dekle-Lamb Scholarship, Jean Morgan Scholarship, Kiwanis Circle K Scholarship, Gambrell Scholarship, Herrington Scholarship, James W. Buckley Scholarship, Jennings Scholarship, Jerry Ashcroft Scholarship, Livingston Scholarship, Richard L. Brown Scholarship, Hubert and Nell Reeves Family Scholarship, Rountree Family Scholarship, Walker Scholarship, Jim Cox Foundation Scholarships and Willie D. Gunn Scholarship. Students are encouraged to explore all possible scholarship opportunities to assist in meeting financial obligations during college.

### **The CHOICE program**

The CHOICE for Inclusive Learning is a 2 year non-degree Inclusion college program at East Georgia State College designed to provide students, who may traditionally be excluded from post-secondary education, the opportunity to participate in college classes and develop work-readiness employment skills. Students with Intellectual and Developmental Disabilities may qualify for this program. East Georgia State College staff and faculty strive to help students succeed by approaching *Education with a Personal Touch*. The CHOICE program's staff and faculty embraces this approach and strives to provide participants with a rewarding college experience filled with student activities and small classes with faculty who are dedicated to teaching and preparing them for whatever challenges they wish to pursue beyond the CHOICE experience.

The CHOICE program provides instruction in the following areas: Career Development and Employment, Academic Enrichment, Campus and Community Engagement, Self-Determination, and independent living. The CHOICE Program staff creates a unique and customized plan for achievement using a person-centered planning approach. Student participants audit traditional courses and complete specialized

CHOICE courses, and participate in job shadowing/internships experiences on and off campus to support career exploration and development of employment skills.

In addition to the academic program, CHOICE participants have access to the Jean Anderson Morgan Student Activities Center, recreation and exercise activities, sporting and entertainment events, and student clubs and organizations. Upon successful completion of the program requirements, participants are eligible for the CHOICE Certificate of Career Development. For more Information please see the following link [http://www.ega.edu/offices/student\\_affairs/choice](http://www.ega.edu/offices/student_affairs/choice).

**The Vision Series**

The Vision Series at East Georgia State College is a privately-funded initiative that brings 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 State 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.

## Admissions

The Office of Admissions is located in the Jean Anderson Morgan Student Activities Center and can be contacted by telephone at (478) 289-2017, by mail at East Georgia State College, Admissions Office, 131 College Circle, Swainsboro, Georgia 30401-2699 or via our URL 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 webpage 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 Application Update 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 State 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.

East Georgia State College will strive to make this process clear by publicizing to all applicants through letter, webpage (check your status) and e-mails to students requesting in-state tuition that they must confirm their Georgia residency status on their applications and provide proof of legal presence in the United States. In some cases, the student must provide more than one document from the list below.

- Student's completed FAFSA for the current financial aid year.
- Student's certified copy of your U.S. Birth Certificate showing that he/she was born in the U.S. or a U.S territory. **A photocopy is not acceptable.**
- Copy of student's current Driver's License issued by the State of Georgia after January 1, 2008. **A limited term license or a license issued for a period of less than two years is not acceptable.**
- Copy of student's current ID issued by the State of Georgia after January 1, 2008.
- Copy of a tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address.
- Copy of student's U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- Copy of student's U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- Copy of student's Permanent Resident Card or Alien Registration Receipt Card (USCIS form I-151 or I-551)
- Present student's current military ID (service member only, not dependent). **A photocopy is not acceptable.**
- Copy of student's current U.S. Passport
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
- A Free and Secure Trade (FAST) card.
- A NEXUS card.
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
- A driver's license issued by a Canadian government authority.
- An Employment Authorization Document that contains a photograph of the bearer.

Applications processed by the Admissions or Records Office will be reviewed with emphasis on those students requesting in-state tuition and their positive responses to Georgia residency questions.

### **Mandatory Orientation**

EGSC requires all new incoming freshman students to participate in our scheduled orientations prior to the beginning of each semester. Register for the date you will attend from the "REGISTER FOR ORIENTATION" link available on the East Georgia State College URL:

<http://www.ega.edu/admissions/orientation>.

### **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 State 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 State 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 State College Office of Admissions.
4. Students graduating from high school before 2012 must have the following HSGPA:
  - Students graduating with a Required High School Curriculum (RHSC) Diploma must have a 2.00 HSGPA calculated on the grades in the 16 required units of the RHSC
  - Students graduating with a Technical/Career Program (TCP) Diploma must have a 2.20 HSGPA calculated on the grades in the 12 academic units of the TCP.
5. Students graduating from high school 2012 or later must have a 2.00 HSGPA calculated on the grades in the required 17 units of the RHSC (Required High School Curriculum).

6. SAT and/or ACT scores are no longer required for admission to EGSC. However, students who score 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 RHSC deficient in English or Math will be exempt from the Compass entrance 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 EGSC 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.

1. Submit the required Certificate of Immunization Form(s). Please refer to the following link for the **Swainsboro or Augusta** locations: <http://www.ega.edu/images/uploads/immunization-form.pdf>

**EGSC – Statesboro students:** EGSC-Statesboro Immunization Forms ([Certificate of Immunization, TB Screening, and Medical Form](#))

Complete seventeen courses of the Required High School Curriculum. Any student who does not have seventeen RHSC 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 RHSC deficiency in English or Math will be required to take the Compass entrance 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.

**Jump Start Summer Academy:** Must meet freshman requirements to gain regular admission. Any student who placed in all three areas of learning support may gain provisional acceptance. If students are provisionally accepted, they must meet minimum scores and exit one area of learning support to gain admission for the proceeding fall semester.

**Maymester:** Attendance in Maymester is only a consideration for those students who are considered to be continuing their attendance at East Georgia State College. This is not an option for students whose graduation date is not prior to the beginning of Maymester. Any student who graduates in May will be able to attend the regular Summer semester that begins in June.

**Baccalaureate Applicants:** 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. Student must have a 2.5 Academic Core GPA and Zero college preparatory deficiencies.
6. Scholastic Aptitude Test (SAT) scores must be 430 Critical Reading/Verbal and 400 Math or American College Testing (ACT) scores must be 17 English or 17 Math
7. Transfers must have 30 hours and a 2.5 GPA.
8. Transient permission letter (if applicable)
9. International applicant documents (if applicable):
  - TOEFL score(s)
  - Financial statement
  - Officially translated and evaluated transcripts
  - Copy of visa or alien resident card
10. Some pre-requisite courses apply.

**Transfer Applicants:** Students who have previously attended another college or university and are enrolling at East Georgia State 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 State 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. Be eligible to continue or return to sending institution.
6. SAT and/or ACT scores are no longer required for admission to EGSC. However, students who score 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 Required High School Curriculum (RHSC) deficiencies in English or Math 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 EGSC 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.*

7. Must submit the required Certificate of Immunization form(s). Please refer to the following link for **Swainsboro or Augusta** locations: <http://www.ega.edu/images/uploads/immunization-form.pdf>  
**EGSC – Statesboro students:** EGSC-Statesboro Immunization Forms [Certificate of Immunization, TB Screening, and Medical Form](#) Learning Support placement at a prior University System of Georgia institution will be honored and must be completed at East Georgia State 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 ENGL 1101 and 1102; MATH 1001, 1111, 1121, 1113, 1540, 2012 or 2013. A grade of 'C' or higher is also required of all students who enroll in EDUC 2110, 2120 or 2130 (see Course Descriptions section of the catalog). Grades below a "C" in these courses will not be accepted to satisfy a degree requirement.

Learning Support courses from out-of-state and private colleges do not transfer to East Georgia State College.

Out-of-State students who have taken Political Science, United States or American History will need to take a proficiency exam to receive 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 State 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 entrance exam prior to being accepted and 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/images/uploads/immunization-form.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 State College. Transient applicants must:

1. Submit a completed East Georgia State College application for Admission.
2. Have the Academic Dean or Student Affairs Director-Records 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/images/uploads/immunization-form.pdf>

Credit earned at East Georgia State 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/forms/records/FormerStudentReadmit\\_NG.pdf](http://www.ega.edu/forms/records/FormerStudentReadmit_NG.pdf)) and satisfactorily complete all transfer requirements. East Georgia State College students desiring to attend another college as transient students must initiate procedures with their advisor at East Georgia State College prior to attending that institution.

**Move On When Ready / Early Admission Students:** SB 132, "The Move on When Ready Act," permits 9th through 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 second semester 9<sup>th</sup> graders through and 12th graders, in addition to other regular dual enrollment programs, residential programs, early college, career academies and charter schools. MOWR program is available to students entering the second semester of 9<sup>th</sup> grade, who have achieved the appropriate GPA requirement and are on track in attendance at a Georgia public high school. *Admission Criteria for MOWR:*

1. Must submit a completed East Georgia State 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 20.
3. Minimum cumulative high school grade point average of 3.00 on a 4.00 scale in Required High School Curriculum courses (RHSC) 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 Required High School Curriculum (RHSC) requirements.
6. Must submit the required Certificate of Immunization Form. Please refer to this link to access the form:

<http://www.ega.edu/images/uploads/immunization-form.pdf>

7. Must submit an MOWR Program application each semester of enrollment (which is obtained from his/her his/her high school counselor or via the GaCollege411 URL).
8. 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.

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

#### Application/Document Deadlines

Summer – June 2

Fall – August 1

Spring – December 15

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 acceptance.

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 State 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 Records Office each semester to implement the waiver.
6. Applicants will be required to take the Compass entrance exam prior to acceptance and 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 <http://www.ega.edu/images/uploads/immunization-form.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 State 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 or coursework 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 State 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 State College expenses in full (at least \$20,000). 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. 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 submit SAT scores (430 Critical Reading /400 Mathematics), ACT (17 English/17 Math) or take the Compass entrance exam in the areas of Writing, Reading, and Mathematics before gaining admission and 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 State 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 State 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 State 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/images/uploads/immunization-form.pdf>

#### International Student Application Deadlines

fall semester	July 1
spring semester	November 15
summer semester	May 2

**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 State 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 Required High School Curriculum (RHSC) 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/images/uploads/immunization-form.pdf>

#### **East Georgia State College Statesboro / East Georgia State College Augusta**

The primary purpose of East Georgia State College Statesboro and Augusta programs is to accommodate students who, due to rising admissions standards throughout the University System of

Georgia, do not meet regular freshman admission requirements for universities. These programs provide this population of students the opportunity to become academically successful and earn a liberal arts degree. It is understood that the majority of the students who attend East Georgia State College Statesboro desire to transfer to Georgia Southern University and East Georgia State College Augusta students desire to transfer to Georgia Regents University. All institutions work closely together to ensure students receive the best in academic and student services support.

Students accepted for East Georgia State College Statesboro or East Georgia State College Augusta are coded according to their location of attendance and during the registration process they are assessed the university and technology fees that are currently being charged all students attending either Georgia Southern University for Statesboro or Georgia Regents University for Augusta. These additional fees result in a higher total cost when compared to students taking courses on the Swainsboro campus. East Georgia State College Statesboro and Augusta students can take coursework on the main campus in Swainsboro or online, and are encouraged to do so in the event that course availability limitations prevent students from attaining a desired course load in Statesboro or Augusta.

Following registration, East Georgia State College Statesboro or Augusta students may present proof of registration to the either the Russell Student Union or the Jaguar Student Union, in order to receive a Student ID Card. This ID card allows access to Student Life activities on the Georgia Southern University or Georgia Regents University campus and is considered to be one of the many benefits of the programs. Students enrolled at East Georgia State College Statesboro or Augusta are a-part of those campus communities, and are therefore subject to the provisions of the Georgia Southern University and Georgia Regents University Student Handbook and Catalog.

To be eligible to transfer into baccalaureate programs, students must have satisfied all Learning Support and Required High School Curriculum (RHSC) requirements and must have earned at least 30 semester hours of degree credit, with a cumulative grade point average of 2.0 or higher (if transferring to Georgia Southern University or Georgia Regents University, grades earned in courses taken at GSU or GRU are not calculated into the transfer GPA). Each semester, an East Georgia State College Statesboro / Augusta –Transfer Meeting is held for students who anticipate transferring the next semester. Specific details concerning these meetings are sent to East Georgia State College Statesboro / Augusta students via the East Georgia State College Cat Mail email system.

### **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 State 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 only before credit for

College Composition I 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 Deans 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 State 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/Records Office for review. Each student will receive confirmation of credit awarded. Listed below are the Advanced Placement tests and the equivalent East Georgia State College course.

AP SUBJECT	EGSC COURSE EQUIVALENT	SEMESTER HOURS
Art	ART 1100	3
Chemistry	CHEM 1211	4
Macroeconomics	ECON 2105	3
Microeconomics	ECON 2106	3
English <i>*(Language &amp; Composition) - add one semester hour with essay administered by the college.</i>	ENGL 1101	3
Computer	CSCI 1301	4
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.edu/forms/ask\\_egsc](http://www.ega.edu/forms/ask_egsc)) 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.

### Required High School Curriculum

Completion of the USG's Required High School Curriculum ("RHSC") requirements and graduation from a high school accredited by a regional accrediting association (such as the Southern Association of Colleges and Schools) or the Georgia Accrediting Commission or from a public school regulated by a school system and state department of education.

Students applying to any institution must present credit for sixteen (16) specified units. Students who graduate from high school in 2012 or later must present credits for seventeen (17) specified units. 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 which 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.

Students graduating from high school within the past five years who have not followed the Required High School 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:

ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
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
SOCI 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 Required High School 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 and they may count toward the completion of the Core Curriculum or other graduation requirements.

**Required High School Curriculum (RHSC) 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 Required High School 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 RHSC 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 Required High School 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 Required High School 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 RHSC deficiency course or courses.

Students may satisfy Required High School 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 Curriculum deficiencies may count toward the completion of the

Core Curriculum or other graduation requirements.

<http://www.ega.edu/policy/04-required-high-school-curriculum-completion-requirements-policy.pdf>

### 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 RHSC deficiency in English and/or Math will not have to take the Compass placement exam in the applicable area.

The Compass Entrance Exam consists of three parts: English, Reading, and Math. These exams are given 8:00am – 3:00 pm, Monday – 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 State 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 an English as a Second Language program at another University System institution.

Below is Learning Support Advisement Information:

Math COMPASS Score Ranges	Course to register student for:
20-24	MATH 0989: Foundations of College Algebra
25-36	MATH 1111 College Algebra <b>with</b> MATH 0999 Support for College Algebra Or MATH 1001 Quantitative Skills and Reasoning <b>with</b> MATH 0997 Support for Quantitative Skills and Reasoning (for non-STEM majors only)
37+	MATH 1111 or MATH 1000 or MATH 1113

English COMPASS Score Ranges	Course to register student for:
32-44(writing) AND 62-67 (reading)	ENGL 0989: Foundations of Composition I
45-59(writing) AND 62-67 (reading)	ENGL 0989: Foundations of Composition I
32-44(writing) AND 68-73 (reading)	ENGL 0989: Foundations of Composition I
60+ (writing) AND 62-67 (reading)	ENGL 0989: Foundations of Composition I
32-44(writing) AND 74+ (reading)	ENGL 0989: Foundations of Composition I
45-59 (writing) AND 68-73 (reading)	ENGL 1101 Composition I with ENGL 0999 Support for Composition I
45-59 (writing) AND 74+ (reading)	ENGL 1101 Composition I with ENGL 0999 Support for Composition I
60+ (writing) AND 68-73 (reading)	ENGL 1101 Composition I with ENGL 0999 Support for Composition I
60+ (writing) AND 74+ (reading)	ENGL 1101

### 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 EGSC – Statesboro must complete the EGSC – Statesboro immunization form. 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 State 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/images/uploads/immunization-form.pdf>

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

East Georgia State 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 State 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 & Waivers are not retroactively apply to past semesters***

**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**

Submit tuition waiver applications two weeks 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 subject to our institution's **Right to Appeal** policy. Waivers must be renewed annually unless otherwise noted. The petition for in-state classification and waiver forms are available on the EGSC Records Office webpage under the link for FORMS. An institution may waive out-of-state tuition for the following waivers if they apply:

**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 Resident waivers (BoR Minutes, October 2008).

**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).

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).

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).

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:

- (a) 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;
- (b) 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
- (c) 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).

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).

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).

**Presidential Waiver:**

Please refer to the institution's policy for Presidential Waivers posted on the President's webpage: <http://www.ega.edu/policy/04-presidential-waiver-policy.pdf>

**Recently Separated Military Service Personnel:** Members of a uniformed military service of the United States, who, within 36 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).

**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.

**University System Employees and Dependents:** Full-time employees of the University System, their spouses, and their dependent children.

**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 EGSC 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 EGSC. 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. Waivers must be renewed annually unless otherwise noted. East Georgia State College will continue to consider and evaluate out-of-state petitions and waivers 45 days from the first day of the semester for the purpose of awarding in the event a student filed late or a petition was temporarily misplaced. All requests after that period will not be considered for the current term. Students may file a petition once a semester. EGSC does not retroactively consider requests for in-state tuition (waivers or petitions) for completed terms.

**Items required as part of the petition:**

1. A certified or notarized copy of your most recently filed state and 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/).

**Remember: Students under the age of 24 are presumed to be claimed as a dependent by their parent(s); therefore students must 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.**

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:** *The 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.*

**Submit five documents from the following list together with your petition form that support you request for in-state tuition (remember – you must provide convincing proof of your eligibility so more documents are better):**

1. Signed statement with specific reason(s) for coming to Georgia on the petition application Section III.
2. 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.
3. 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.
4. Copy of a valid vehicle registration for the State of Georgia.
5. Copy of a valid Georgia Driver's License or state-issued ID. ***A limited term license or a license issued for a period of less than two years is not acceptable.***
6. Receipts from the payment of property taxes.
7. Copies of bills, such as utility bills establishing a 12 consecutive month period.
8. Copies of bank statements establishing a 12 consecutive month period.
9. Copies of any social service benefits, such as food stamps, disability, unemployment, etc. establishing the effective date.
10. Copy of most recent W-2.
11. Copy of voter registration.
12. Copies of homestead exemption documents.
13. Copies of paystubs or Leave Earnings Statements (LES) for the previous year.
14. Copy of birth certificate of guardianship paperwork issued by a United States court.
15. Copy of any business or professional license(s) which may have been obtained in Georgia.
16. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
17. Any other documentation that you may feel is relevant to your status.

*\*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 submit their petition and required supportive documentation to:**

East Georgia State College  
Attn: Student Affairs Director - Records Office  
131 College Circle  
Swainsboro, GA 30401

## Office of Financial Aid

### Mission Statement

Through the financial aid program, East Georgia State 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 State 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 State 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 is 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 actions 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 decision making process.

The Office of Financial Aid staff will maintain a professional relationship with lenders, guarantors, or other third parties to address servicing issues related to a student's financial aid.

### How to Apply for Financial Aid

1. Begin by completing an application for admission to East Georgia State 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 State College, 131 College Circle, Swainsboro, Georgia 30401-2699 or by applying on-line at [Admissions App Online](#).
2. If you have attended another college/university/technical institution, please submit official copies of **ALL** academic transcripts to the Office of Admissions, 131 College Circle, Swainsboro, GA 30401.

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

*"I certify that documentation submitted 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 State 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 State 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 State College has received your FAFSA and/or HOPE Scholarship information as well as any and all other required documentation.
7. Financial aid recipients must re-apply for assistance each year 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 may 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 State College must be filed by the following priority file dates:

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

*Students who are not "officially accepted" and do not have a complete file, including all Student Aid Report Corrections and request for documents 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.*

### Tax Transcript Explanation

Beginning FALL 2012, Students who are selected for financial aid verification and chose not to use the IRS data load or completed their FAFSA without having filed their taxes will no longer be able to submit regular 1040 tax forms. Per new federal regulations, schools may only accept **TAX RETURN TRANSCRIPTS from the IRS** for verification purposes which may take 6 -8 weeks or longer to receive by mail. Again, **EAST GEORGIA STATE COLLEGE CAN NO LONGER ACCEPT 1040 TAX FORMS FOR FINANCIAL AID VERIFICATION.**

### **IRS tax transcripts may be obtained by one of the following:**

1. Pick up at your regional IRS Office - [www.irs.gov/localcontacts](http://www.irs.gov/localcontacts) - address and phone numbers for IRS office in your area
2. IRS Transcript Request Link - <http://www.irs.gov/individuals/article/0,,id=232168,00.html?portlet=105>
3. IRS by phone at **1-800-908-9946**
4. IRS by mail – **form 4506-T** with instructions attached - <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

**\*NOTE: Student may return to [www.fafsa.gov](http://www.fafsa.gov) and link FAFSA with IRS Data Retrieval to avoid submitting tax transcripts.\***

**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 State 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 as well as the next academic year application. Example: summer 2013 is for the 2012-2013 academic year and fall 2013 is during the 2013-2014 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 State College:

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

## AWARD PACKAGES

*This information is provided as a guide and is subject to change without notice to comply with federal, state, and institutional policies.*

Once students have been awarded aid, they will receive an electronics award letter that lists the various types of aid they are eligible to receive during the award year. Awards are based on full-time (12 or more hours) status; some awards may be adjusted if the student does not enroll as a full-time student. However, aid will automatically be prorated at disbursement if the student is not full-time. If it is determined that the student is not eligible for aid after it is awarded, the Financial Aid office is required to adjust the student's award.

Students will automatically be reviewed for Federal PELL Grants and FSEOG because they are considered gift aid and do not have to be repaid. Students also will be reviewed for Federal Work-Study at the student's request. HOPE Scholarships are automatically reviewed for freshmen students who have met the HOPE requirements from high school. Continuing students currently receiving HOPE are automatically reviewed. Transfer students must complete the online HOPE/ZELL Request form.

Students may be awarded grant funds up to the cost of college attendance. If they still have unmet financial needs, students may apply for loans under the Federal Stafford Loan and/or the Federal Unsubsidized Stafford Loan programs. **These loan programs require a separate loan request form in addition to the FAFSA.** These online loan request forms can be completed on the financial aid website. [Online Financial Aid Forms](#)

Students who apply by the priority processing due date will be considered for all available funds. Some funds are limited and are awarded to eligible students based on greatest need and meeting the deadline. **Loans are NOT automatically awarded.**

## Verification Process

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The federally mandated verification process uses documentation to confirm that the information provided on the FAFSA is correct. Verification ensures that eligible students receive all the federal financial aid to which they are entitled. Below are answers to commonly asked questions about the verification process.

### ***How will I know if I am selected for verification?***

If you are selected for verification by the federal processor, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). You will also be informed of having been selected for verification in the SAR Acknowledgement letter.

If you are selected for verification by the EGSC Office of Financial Aid, you will be notified of any additional documentation that is required. If you have a Federal Pell Grant estimated in your financial aid award, you will be selected for verification.

### ***Why was I selected for verification?***

Reasons vary; it may be that your FAFSA was incomplete or contains estimated or inconsistent information. You may have also been chosen randomly. Verification is a federal regulation. Students selected for verification are not being punished; rather verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all the aid for which they qualify.

***How will I know what additional documentation is required for verification, and where and when to send it?***

If your SAR indicates you were selected for verification or if the EGSC Office of Financial Aid determines that your application needs to be verified, you and your parent(s) will be required to provide supporting documents to the EGSC Office of Financial Aid.

The Department of Education has changed the verification process. As a result, depending on certain financial indicators, the category of verification you were selected for and the specific documentation required will vary. You will receive an electronic letter from the EGSC Student Affairs Office of Financial Aid outlining your requirements. Below is a breakdown of each verification category.

**Category: Standard Verification or V1****What is required?**

- For tax filers, successfully utilize the IRS's Data Retrieval Tool on the FAFSA (preferred option). Step-by-step instructions for using this tool are [available](#) or provide a copy of your **federal tax return transcript** from <http://www.irs.gov/Individuals/Get-Transcript>
- For non-tax filers, provide a copy of W-2 statement(s).
- If anyone in your household received SNAP benefits at any time during the past two years provide a signed statement indicating receipt of such benefits.
- If anyone in your household paid child support to another household at any time during the tax year in question, provide a signed statement indicating the amount of child support paid, to whom it was paid and for whom it was paid.

**Category: Child Support Paid Verification or V3****What is required?**

- If anyone in your household paid child support to another household at any time during the tax year in question, provide a signed statement indicating the amount of child support paid, to whom it was paid and for whom it was paid. (V3 Verification Worksheet)

**Category: Custom Verification or V4****What is required?**

- You must appear in person at one of the Student Affairs campus locations, present a valid government-issued photo ID and a signed statement of educational purpose (to be submitted in person upon your arrival on campus).
- If anyone in your household received SNAP benefits during the past two year, provide a signed statement indicating receipt of such benefits.
- If anyone in your household paid child support to another household during the tax year in question, provide a signed statement indicating the amount of child support paid, to whom it was paid and for whom it was paid.

**Category: Aggregate Verification or V5****What is required?**

- You must appear in person at one of the EGSC Student Affairs campus locations, present a valid government-issued photo ID and a signed statement of educational purpose.
- For tax filers, successfully utilize the IRS's Data Retrieval Tool on the FAFSA (preferred option). Step-by-step instructions for using this tool are [available](#) or provide a copy of the tax filer's federal [tax](#)

return transcript.

- For non-tax filers, provide a copy of W-2 statement(s) and non-tax filer statement from the IRS (if other than a dependent student).
- If anyone in your household received SNAP benefits at any time during the past two years, provide a signed statement indicating receipt of such benefits.
- If anyone in your household paid child support to another household at any time during the tax year in question, provide a signed statement indicating the amount of child support paid, to whom it was paid and for whom it was paid.

**Category: Aggregate Verification or V6**

**What is required?**

- For tax filers, successfully utilize the IRS's Data Retrieval Tool on the FAFSA (preferred option), step-by-step instructions for using this tool are [available](#) or provide a copy of the tax filer's federal [tax return transcript](#).
- Verification of all resources.
- For non-tax filers, provide a copy of W-2 statement(s).
- If anyone in your household received SNAP benefits during the past two years, provide a signed statement indicating receipt of such benefits.
- If anyone in your household paid child support to another household at any time during the tax year in question, provide a signed statement indicating the amount of child support paid, to whom it was paid and for whom it was paid.

To avoid delays, all verification documents should be submitted immediately.

If the federal processor selects your application for verification, you do not have to wait for the Office of Financial Aid to request additional documentation from you. It is your responsibility to review your SAR, which will list the specific verification category you were selected for, to determine if you are selected and submit additional documentation to the Office of Financial Aid by the suggested priority deadline for the semester you are entering for that academic year.

If the EGSC Office of Financial Aid selects your application for verification, you will be informed that you have been selected and that additional documentation is required. Be sure to provide documentation by the deadline to avoid delays in crediting your financial aid to your student account.

***If I am selected for verification, am I required to submit additional documentation?***

Yes. Participation in the verification process is not optional. If a student who is selected does not submit the required documentation by the established deadline, he or she will not be eligible to receive federal financial aid as a EGSC student.

Should the verified financial information differ significantly from the original information provided on the FAFSA, your aid may be adjusted, in which case you will be notified.

**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 Institution's [Return to Title IV Official and Unofficial Withdrawal Policy](#) in the East Georgia State Catalog located on page 37.

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 State 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 Records Office has posted grades to the student's academic history
- Students are considered to be making SAP during their first term at EGSC, 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 State 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 the 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.

- Have a minimum term GPA of 2.0
- Cannot withdraw from more than one 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: Academic Center for Excellence (A.C.E.), 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, EGSC Cat Mail 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 placed on Suspension are ineligible to receive any additional financial aid until they can meet the minimum standards (cumulative 2.00 GPA and 67% completion rate) if their appeals to be placed on probation have been denied or they failed to meet the conditions of the Academic Plan.

### **Appeal Process**

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 Academic and Financial Aid Appeal Committee by submitting the Letter of Appeal form to the Records Office 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 Records Office by the published deadline for the term the student wishes to receive financial aid.
- Appeals will be reviewed by the Academic and Financial Aid Appeal Committee. Students will be notified of the Committee's decision by EGSC Email

### **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 ratio 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 EGSC Records Office.
- *Late Posted Grades or Grade Changes:* May have an effect on your current SAP standing. EGSC Records 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 or later and 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 met 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

***Beginning with the 2010-2011 academic year, East Georgia State College began 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 State 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 webpage for additional details at [http://www.ega.edu/offices/student\\_affairs/financial\\_aid](http://www.ega.edu/offices/student_affairs/financial_aid).

### **Veterans Administration (VA) Benefits**

East Georgia State 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 State College and complete the admission process. Certification of the enrollment must be made to the Department of Veterans Affairs by the Student Affairs Assistant Director – Records/Data Processing 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.

### **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.

### **Return to Title IV Official and Unofficial Withdrawal Policy**

This policy is applicable to all East Georgia State College (EGSC) students, regardless of their location in attending classes, who receive Federal Student Aid (FSA) at EGSC.

If a student who is an eligible recipient of FSA Title IV grant or loan funds withdraws from academic study after beginning attendance in scheduled credits, EGSC is required to determine the amount of Title IV grant or loan assistance earned by the student. If the amount disbursed to the student is greater than the amount the student earned, the amount of unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. If a student does not receive all of the FSA Title IV funds during their attendance period, the student may be due a post-withdrawal disbursement. EGSC must get permission before disbursement can be made if the disbursement is from any of the eligible Federal Direct Loan program fund sources. The student has the right to decline part of or all of the loan funds to keep from incurring additional debt. EGSC may use all or a portion of the student's post withdrawal disbursement of grant funds to pay for tuition, fees, and room and board.

In compliance with Federal Regulations relating to Student Assistance General Provision [34 CFR 668.22], EGSC must determine whether a return of Title IV federal funds is necessary when a student fails to attend or ceases to attend class and does not withdraw. This situation is referred to as an "unofficial withdrawal." Please note that if a student never actually began attendance for the payment period or period of enrollment, the student is not eligible for Title IV funds, and adjustments to awards must be made.

#### Official Withdrawal Policy

When a student chooses to officially withdraw from EGSC, prior to the end of an academic term, they must first complete a "Withdrawal" form. The student should obtain this form from the Records Office or from the Records Office Webpage. This form must be completed and returned to the Records Office no later than the Last Day to Withdraw without Academic Penalty, which is noted on the academic calendar.

#### Unofficial Withdrawal Policy

When a student stops attending classes and did not complete the official withdrawal process or provide notification of his or her intent to withdraw or leave the school, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student stop attending classes. In most of these cases students will receive all F's at the end of the semester. The last date of attendance will be provided by faculty for courses the student failed to complete. In instances

where there are multiple withdrawal dates, some before and some after the 60% point, it is the policy of EGSC to base the Title IV calculation on the maximum last date of attendance.

**Return of Title IV (R2T4)**

If a student withdraws from EGSC, then the school, or the student, or both may be required to return some or all of the Title IV grant or loans funds awarded to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the semester. EGSC is required to complete a federal R2T4 calculation to determine if an adjustment should be made to a student's Title IV aid if that student ceases enrollment after beginning attendance in at least one class. If completion of the semester can be confirmed for at least one class a R2T4 calculation is not required and the student is deemed to have "earned" all funding for which they are eligible. This is called a Return of Funds calculation or R2T4. As a part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to federal financial assistance if a student completely withdraws from school in any term. The policy governs all federal grant and loan programs including the Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Subsidized and Unsubsidized Stafford Loan, The Federal PLUS Loan and any new programs introduced in the future. The Return of Title IV Policy does not affect the Federal Work-Study Program.

In general, the law assumes that a student "earns" federal financial aid awards directly in proportion to the number of days of the term the student attends. A student "earns" financial aid in proportion to the time s/he is enrolled up to the 60% point. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester when the withdrawal takes place divided by the total number of calendar days in the semester. If a student was enrolled for 20% of the semester before completely withdrawing, 80% of federal financial aid must be returned to the aid programs. If a student stays through 50% of the semester, 50% of federal financial aid must be returned. The portion of federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before the student withdrew or stopped attending. For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

### **The Academic Year**

The academic year is divided into three standard terms of instruction which includes two semesters of approximately 15 weeks each and a shorter summer semester. Academic calendars for each semester are available on the College's main webpage. Students may enter East Georgia State College at the beginning of any semester; including the \*summer semester.

*\*summer maymester enrollment is only a consideration for those students who are considered to be continuing their attendance at East Georgia State College. This is not an option for students whose high school graduation date is not prior to the beginning of Maymester. Any student who graduates in May will be able to attend the regular summer semester that begins in June.*

### **Student Email Account**

EGSC assigns each attending college student an email account (Cat Mail) which will be used as our official form of communication between the institution and the student. Students are expected to use their Cat Mail Account on a daily basis to stay informed about important messages from the various departments on campus including but not limited to the Business Office, Records Office, Admissions Office and Financial Aid Office.

### **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:

Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 – or more of earned credit

### **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 submitted 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 Student Affairs Director - Records.

*\*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 State College requires 64-65 hours! Excluding summer semester, those 6 semesters will require 3 years to complete!*

### **Academic advisement**

Academic advisement is required at East Georgia State College. An academic advisor is assigned to each student upon admission or readmission to East Georgia State 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, ultimately 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 (DegreeWorks) with assistance from their advisors and maintain record of each course taken and the grade earned. Students should consult with their advisors for advice on course sequences and develop a long term 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 for 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 State College for Fall Semester 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. East Georgia State College will strive to make this process clear by publicizing to all applicants through letter, webpage (check your status) and e-mails to students requesting in-state tuition that they must confirm their Georgia residency status on their applications and provide proof of legal presence in the United States. In some cases, the student must provide more than one document. The list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are used for identification purposes, and documents on the list found in the Admissions section of this catalog may not necessarily be indicative of residency or immigration status.

If you do not provide any of the required documentation, you will be classified as an out-of-state student, and required to pay out-of-state tuition and fees.

### **Registration Procedures**

Continuing enrolled or returning former students may create their class schedule for upcoming semesters during one of the many multiple registration events prior to the start of a semester. Since Academic advisement is required at East Georgia State College, work with your faculty advisor to develop your current and long range academic plan toward graduation. Registration dates are published at least a year in advance and can be found on the Academic Calendar posted on the college's webpage

*Former students* returning to EGSC after an absence of two or more semesters must re-apply for admission online via **GaCollege411** and be prepared to file a FAFSA for the current academic year. Applicants seeking Financial Aid will need to complete the **Free Application for Federal Student Aid listing (FAFSA)** listing East Georgia State College on the application (Federal School Code -- 010997) by the financial aid deadline for the anticipated term of enrollment. If returning students have attended other institutions during their absence from EGSC, they must provide an official college transcript(s) from each college, university or technical school attended. Applicants must be eligible to return to the institution they last attended and applicants must be in good academic standing.

*New students* to EGSC refer to the Admissions Office website for the admission process at [http://www.ega.edu/admissions/admissions\\_start\\_here](http://www.ega.edu/admissions/admissions_start_here)

*NOTE: All forms for the Records Office can be found on the department's webpage under FORMS. Students may submit an electronic version of the form and email it to us at [documents@ega.edu](mailto:documents@ega.edu) or fax it to (478) 289-2353.*

### **Transient Student Permission**

Please refer to the institution's policy for final course grade appeal posted on the President's webpage: <http://www.ega.edu/policy/04-transient-student-permission-policy.pdf>

**Class Attendance**

Courses at East Georgia State College are provided for the intellectual growth and development of students. To attain maximum success, students should begin by attending the first day of class and attend 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 State 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.

**Cancellation of Registration**

Students who wish to cancel their registration for all courses for a given semester prior to the first day of classes, must complete and submit the *Voluntary Cancellation Form* prior to the first day of class (see *Student Affairs – Record's webpage for FORMS*). Cancellation of your classes in a timely manner will prevent being invoiced by the Business Office for class hours and will release students from monetary obligation for those courses.

**Drop/Add (Schedule Adjustment)**

Students may make changes to their class schedules during the announced dates, which are published each semester on the Academic Calendar. Students who register for classes during Drop/Add after the first scheduled meeting of a course are responsible for making up assignments missed. Course access to D2L may take 24-48 hours depending on the hour you registered for the class. Days missed during the drop/add period may be counted as days absent by the instructor. Classes dropped during this period will be deleted from the student's schedule. Students will not be held academically or financially responsible for dropped courses.

**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.'

**Declaration: Change of EGSC-Location (Swainsboro, Statesboro or Augusta)**

At the time students apply to East Georgia State College, they will indicate on the Admission Application the location they plan to attend (Swainsboro, Statesboro or Augusta). The location along with the number of credit hours students enroll in will determine their cost of tuition and fees for any semester. Fees assessed to Statesboro or Augusta students remain higher over students attending in Swainsboro due to additional fees assessed by Georgia Southern University and Georgia Regents University. If students wish to change from their original or latest assigned location, they must complete and return the "Declaration: Change Location" form for processing at [documents@ega.edu](mailto:documents@ega.edu). Approval is required by the Financial Aid and Records Office and must be received two-weeks prior to the start of the semester or two weeks prior to the five-week registration event for an upcoming semester in which the student wishes to execute the change. A declaration form is usually reviewed once during an academic aid year, which runs from fall semester through summer semester. The Financial Aid Office will access the student's request; determine if there is sufficient aid to accommodate the change; and notify them if it will present a

problem. Students deciding to request another change at the start of the next academic aid year, you must complete a new request a new form.

### 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:

Letter Grade	Grade Description	Equals	Quality Points
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. 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 a withdrawal without penalty. Grades of 'W' are posted to the course if the student officially withdraws **on or before the Last Day to Withdraw without Academic Penalty**. 'W' grades do not count as an attempt in a Learning Support course. 'W's do however count in attempted hour calculations for the purposes of Financial Aid.
- WF Indicates a withdrawal with penalty. Total withdrawals received **after the Last Day to Withdraw Without Academic Penalty** are posted to the course with a grade of 'WF' (withdraw failing) and are calculated in the GPA as 'F' grades. Withdrawal requests received after the Last Day to Withdraw related a hardship will be considered by the Vice President of Academic Affairs Office, if there is adequate supportive documentation for extenuating circumstances.
- 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 State 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.

### Grade Point Average

The grade point average (GPA) is the numerical average computed by dividing total quality 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). Semester and cumulative GPAs are not rounded up. See example below:

*\*NOTE: Learning Support courses are not computed in the GPA.*

### Academic Progress

A following 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 (AW).
- If, after attempting more than seventeen credit hours, the student's cumulative GPA falls below 2.0, the student is placed on Academic Probation (P1).
- 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 (AQ).
- **Upon** return, the student's readmission status is Continued Probation until the student achieves a cumulative GPA of 2.0 or greater (P2).
- 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 (AY).

### Withdraw Policy and Procedures

Informing your instructor that you will not return to his/her course, does not constitute as a withdrawing from the instructor's course. The approved withdrawal procedure is outlined in this section of the catalog. Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned by the instructor.

- Withdraw from a Portion of your Classes

Withdrawing from a course after the last day of registration (Drop/Add) can be done by submitting The "Course Change Form" **on or before The Last Day to Withdraw without Academic Penalty** from the current term:

1. Complete a 'Course Change Card' form available on the college myEGSC portal Online Form tab.
2. A student must arrange to meet with their instructor to sign-off on the form indicating their approval of the withdrawal (this does not apply to web courses).
3. Student must submit the form to the Student Affairs - Records Office by midnight the Last Day to Withdraw without Academic Penalty date to [documents@ega.edu](mailto:documents@ega.edu) for processing (*this date is published on the College's Academic Calendar each semester*).
4. Before withdrawing from a class, it is important students consult with their academic advisor and Student Affairs Counselor to discuss the impact of a 'W' grade on their record and understand the consequences of how a final grade of 'W' may impact their financial aid.
5. Withdrawing from a course does not constitute a refund for partial reduction of hours.
6. Withdrawing from a Learning Support course does not count as one of the allowed attempts

- *Total Withdraw From All Classes for the Semester*  
Withdrawing from all classes in a specific semester following registration and after drop/add must complete the *Total Withdrawal Form* and email to [documents@ega.edu](mailto:documents@ega.edu) or fax to 478-289-2353. 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.
- *Withdraw prior to the first day of class*, the student completes the *Voluntary Cancellation Form* indicating that they do not wish to attend the upcoming semester. Please include signature. All courses will be deleted for the semester and a 100% refund.
- *Withdraw as of the first day of class*, any student wishing to withdraw from all their classes must submit a completed *Total Withdrawal Form* before or by the last day of Schedule Adjustment (Add/Drop). All courses will be deleted for the semester and a 100% refund.
- *Withdraw due to extenuating circumstances*  
Under extenuating circumstances after midterm, a student may be granted a withdrawal without academic penalty. Typically, this involves hardships relating to 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 and are requesting special consideration must:
  1. Make their request by completing a Total Withdrawal Form explaining the situation and attaches supportive documentation.
  2. This documentation and form must be submitted and received by the Student Affairs - Records Office before the last day of classes for the requested semester.
  3. If the extenuating circumstances pertain to medically related information, your documentation and form must be received by the Director for Counseling and Disabilities Office before the last day of classes for the requested semester.
  4. The information will be reviewed by the Vice President for Academic Affairs and a grade of 'W' or 'WF' will be assigned by the Vice President of Academic Affairs.

### **Grade Reporting**

*Midterm Grades:* Faculty will report student academic grade progress in Banner Web prior to the mid-point of a semester. Instructor notification is an important time for students to evaluate their chances for success if they remain enrolled in a course and allows them ample time to formally withdraw from it, if necessary, by completing the appropriate course and submit it to Student Affairs Data Processing ([documents@ega.edu](mailto:documents@ega.edu)). These forms are date-stamped with the date received and they will be processed, provided they are received by the Last day to Withdraw without Academic Penalty as noted on the College's Academic Calendar. The Records Office will send a message to all enrolled students' Catmail Accounts informing them when their grades will be available to view through their Banner Web Account. Any student earning less than a grade of 'C' will receive a Catmail letter from the Vice President for Academic Affairs urging them to take steps to improve their performance by making use of all available resources provided by East Georgia State College. Low grades have a damaging and lasting effect on a student's grade point average and can possibly lead to academic exclusion.

*Final Grades:* Faculty will report student final grades by the end of the final exams week to the Student Affairs - Records Office. Grade information including their academic standing is available to students at the end of each semester. Students are expected to actively use their Banner Web Account to access their grades through their myEGSC portal log-in information. New and returning students were e-mailed their log-in to their Catmail account at the start of the students' first semester.

### **Dean's List**

1. 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.
2. 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.

3. 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.

### **Learning Support Policies and Procedures**

Effective fall 2015, USG access institutions must offer a learning support program which will include foundations and/or co-requisite options in learning support English and Mathematics. In addition, the maximum number of attempts in the foundation courses before a one-year exclusion from learning support was changed to two attempts in both English and Mathematics learning support. Since East Georgia State College instituted the new policies in fall 2014, all current and returning EGSC students are subject to the new learning support policies.

1. Students entering EGSC must meet the following minimum COMPASS scores in order to be admitted into any college in the University System of Georgia.
  - 62 for Reading
  - 32 for English (writing)
  - 20 for Mathematics
2. In addition, students who test into all three areas of learning support (reading, English (writing), and mathematics) will not be admitted.
3. Students with high enough SAT or ACT scores and who do not have a Required High School Curriculum (RHSC) deficiency in English and/or Math will be exempted from taking the COMPASS and will, thus, be admitted without COMPASS testing. A SAT of 430 on the Critical Reading (17 on the English ACT) will exempt both the reading and English COMPASS Test and a 400 on the Math portion of the SAT (17 on the Math ACT) will exempt the Math COMPASS Test.
4. East Georgia State College has a limited number of Presidential Exceptions available to students who show high potential of completing learning support classes. These exceptions will be reserved for those students who show significant improvement upon COMPASS retesting. The exceptions will also be used for those students who take advantage of special programs designed to improve COMPASS scores and who show significant improvement in retesting scores.
5. Based upon their COMPASS scores, students will be placed in the foundations learning support class in English and/or mathematics, be given the pre-requisite option in English and/or mathematics, or be exempted from any learning support requirements.
6. Once admitted, student placed in the learning support foundations course will have only two attempts to complete foundations learning support English and two attempts to complete foundations learning support mathematics. Students not completing the area in the allowed number of attempts will be placed on learning support exclusion for one year, with no appeal. Learning support exclusion is also suspension from the college. Learning support attempts are cumulative across University System institutions. Students placed in the co-requisite learning support option will not be limited in the number of attempts and will not be subject to learning support exclusion.
7. A student placed in the co-requisite option in English and/or math or who exits the foundations courses in English and/or math and become eligible for the co-requisite option will take ENGL 1101 and its accompanying co-requisite, ENGL 0999, and/or MATH 1111 and its accompanying co-requisite, MATH 0999, or MATH 1001 and its accompanying co-requisite MATH 0997.
8. Students who place in the foundations learning support courses will proceed to the co-requisite option after completing the foundations course and must successfully complete the co-requisite option before exiting learning support. Students placing in the co-requisite option must successfully complete the option before exiting learning support.
9. The student may qualify for readmission before the end of one year of the suspension if the student can provide evidence that he/she has taken measures to improve his or her skills. It is expected that the student take advantage of programs to improve their skills in the learning support area.

- 10 Upon returning from exclusion, student will be allowed to retake the appropriate COMPASS test to attempt to exempt learning support in that area. If the COMPASS score is not high enough, the student will take the learning support course again to attempt to exit.
- 11 As before, if the student is placed in the foundations learning support course, the student will have two attempts to complete the course or will be placed on learning support dismissal for one year, with no appeal.
- 12 In the case where students are taking college-credit with their learning support courses, the students should complete all of their learning support courses before accumulating 30 hours of college credit.
- 13 Returning and readmitted students who have learning support requirements are subject to the fall new policy. Students returning from academic suspension will follow the new learning support policy.

Registration and Learning Support Coursework:

All students must exit or exempt Learning Support English, and/or Learning Support Mathematics to take credit courses for which learning support classes are pre-requisites. In order to exit learning support, the student must complete or exempt both the foundations and pre-requisite option in the appropriate area of learning support. The East Georgia State College courses open to learning support students are listed below::

**TABLE 1**

<b>Courses Open to All Learning Support Students</b>		
Course	Course Description	Credit Hours
All ART Classes	(see catalog for descriptions)	3
COMM 1010	Intercultural Communication	3
COMM 1110	Public Speaking	3
EGAC 1010	Basic Computer Skills	1
EGAC 1100	Student Success	1
ENGL 0989	Learning Support Foundations English (min. required compass score: 32)	3 ( <i>institutional only</i> )
ENGL 0999	Composition I Support (minimum required compass score:45)	1 ( <i>institutional only</i> )
FREN 1001	Elementary French (satisfies Foreign Lang. H.S. deficiency)	3
HLTH 2181	First Aid	1
MATH 0989	Learning Support Foundations Math (min. required compass score: 20)	3 ( <i>institutional only</i> )
MATH 0997	Quantitative Reasoning Support (min. required compass score: 25)	1 ( <i>institutional only</i> )
MATH 0999	College Algebra Support I (minimum required compass score: 25)	1 ( <i>institutional only</i> )
MUSC 1100	Music Appreciation	3
All PHED Classes	Physical Education Activity Courses	1
SPAN 1001	Elementary Spanish I (satisfies Foreign Lang. H.S. deficiency)	3
THEA 1100	Theatre Appreciation	3

**TABLE 2**

<b>Students placed in Foundations Learning Support Mathematics: Students are eligible for All Courses <u>Except</u> those listed on the table below:</b>		
Course	Course Description	Credit Hours
All BIOL courses	Anatomy & Physiology I, Microbiology, Introductory Biology or Principles of Biology I	4
Geology	Physical Geology	4
Chemistry	General Chemistry I	4
Physics	General Physics I	4
Mathematics	College Algebra, Qualitative Reasoning, Pre-Calculus or Calculus I	3-4
Integrated Science	Integrated Science	4

**TABLE 3**

<b>Students placed in Co-Requisite Learning Support Mathematics – Student are eligible for all Courses <u>Except</u> those listed on the table below:</b>		
Course	Course Description	Credit Hours
BIOL courses	Anatomy & Physiology I, Microbiology, or Principles of Biology I	4
Geology	Physical Geology	4
Chemistry	General Chemistry	4
Physics	General Physics I	4
Mathematics	Pre-Calculus or Calculus I	3-4

**TABLE 4**

<b>Students placed in the foundations learning support English – Students are allowed to take any course listed on Table 1 and all Math Courses</b>
<b>Students placed in the co-requisite learning support English – Students are allowed to take any course listed on Table 1, HLTH 2501 (Health) and all Math or Science Courses</b>

**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 one year 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.

Students who successfully complete the co-requisite option with a grade of 'C' or better are eligible to exit Learning Support.

**Learning Support Grading:**

ENGL 0989: Grades of A, B, or C indicate that a student successfully completed requirements for the course. The student can now proceed to the co-requisite option (ENGL 1101 combined with ENGL 0999). Students who do not successfully complete the requirements for the course receive a grade of IP and will remain in the 0989 level course.

ENGL 0999: Grades of A, B, or C in ENGL 1101 indicate that a student successfully completed requirements for this course. Students who do not successfully complete the requirements for ENGL1101, by make a D or an F will receive a grade of IP for ENGL 0999 and must re-enroll in ENGL 0999 and ENGL 1101 the following semester.

MATH 0989: Grades of A, B, or C indicate that a student successfully completed requirements for the course. The student can now proceed to the co-requisite option (MATH 1111 combined with MATH 0999 or MATH 1001 combined with MATH 0997). Students who do not successfully complete the requirements for the course receive a grade of IP and will remain in MATH 0989.

MATH 0997: Grades of A, B, or C in MATH 1001 indicate that a student successfully completed requirements for this course. Student who do not successfully complete the requirements for MATH 1001, by make a D or an F will receive a grade of IP for MATH 0997 and must re-enroll in MATH 0997 and MATH 1001 the following semester.

MATH 0999: Grades of A, B, or C in MATH 1111 indicate that a student successfully completed requirements for this course. Students who do not successfully complete the requirements for MATH 1111, by making a D or an F will receive a grade of IP for MATH 0999 and must re-enroll in MATH 0999 and MATH 1111 the following semester.

MLCS 0099: Grades of A, B, or C indicate that a student successfully completed requirements for the course. Although a MLCS 0099 student would not be required to have a scale score of 37 on the Math Compass Entrance Test in order to pass the course, they would be eligible to take MATH 1111 if their Math Compass Entrance 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: No longer taught effective Spring 2015.

*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 WILL NOT count in the cumulative GPA. It does, however, count in the Financial Aid calculation of the HOPE GPA.*

### **Regents' Skills Mandatory Remediation**

#### Requirements

1. Students must satisfy the Regents' Reading and Writing Skills requirements in order to graduate.
2. Students who earn an "A" or "B" in Composition I and II have satisfied the Regents' Skills requirement.
3. Students who earn a "C" in Composition I or II require additional remediation.
4. The Vice President for Academic Affairs will inform the Records Office when students have satisfied the Regents' Skills requirements through the remediation plan, based on a recommendation from the Dean of Humanities.

#### Mandatory remediation

Students unsuccessful in ENGL 1101, earning the grade of "C" or lower, are remediated in the following fashion:

During the third week of the semester following the student's unsuccessful grade in ENGL 1101 each student is contacted by email and required to schedule an appointment in the ACE at their home campus to write an extemporaneous essay on an approved Regents' topic. For students who are currently repeating ENGL 1101, the students' current professors will be informed as well. These essays are collected at the ACE and transferred to the School of Humanities.

1. Each essay is evaluated by at least two, and possibly three, depending upon the degree of agreement, English faculty members using the departmental guidelines and essay evaluation rubric.
2. Students are sent an evaluation of their essay as an email attachment. This assessment will prescribe a number of possible recommendations for the student. Professors are encouraged to discuss these recommendations with their students in order to establish plans for improvement. In cases where writing deficiencies are identified, students are asked to return to the ACE on their home campus to complete a series of remediation exercises targeted to their specific deficiencies. When students complete their required exercises, their professors will be informed.

Students unsuccessful in ENGL 1102, earning the grade of "C" or lower, are remediated in the following fashion:

1. During the third week of the semester following the student's unsuccessful attempt in ENGL 1102, each student is contacted by email and required to schedule an appointment in the ACE at their home campus to read a selected passage and to write an extemporaneous essay on a literature-based topic. For students who are currently repeating ENGL 1102, the students' current professors will be informed as well. These essays are collected at the ACE and transferred to the School of Humanities.
2. Each essay is evaluated by at least two, and possibly three, depending upon the degree of agreement, English faculty members using the departmental guidelines and essay evaluation rubric.

3. Students are sent an evaluation of their essay as an email attachment. This assessment will prescribe a number of possible recommendations for the student. Professors are encouraged to discuss these recommendations with their students in order to establish plans for improvement. In cases where writing deficiencies are identified, students are asked to return to the ACE on their home campus to complete a series of remediation exercises targeted to their specific deficiencies. When students complete their required exercises, their professors will be informed.

### Student Academic Exclusion - Appeals Process

#### A. Academic Exclusions

A student may challenge his or her academic exclusion and loss of financial aid on the grounds stated below, by filing a *Letter of Appeal* using the form available on the EGSC Office of the Student Affairs Director of Records (SADR) and Financial Aid Office. An appeal may be filed on the following grounds and within the prescribed time periods as follows:

- (1) **Request to Modify the Exclusion Period Due to Changed Circumstances:** The student may appeal the imposed exclusion period and allege that due to the student's changed circumstances, the imposed exclusion period should be shortened. This request must include a description of the changed circumstances since the exclusion. The appeal is made to the **Academic and Financial Aid Appeals Committee**.
- (2) **Error in GPA:** The student may appeal the exclusion on the grounds that the exclusion is invalid because it is based on a computational or clerical error in the student's GPA. This appeal request is made to the SADR.

Procedure for Appeal to SADR: A student appeal to the SADR under this policy must be made within three business days of the date the Records Office makes grades available via Banner Web. The SADR's review is a review of the student's record and re-calculation of the student's GPA and credit hours. After the review, the SADR will communicate his or her decision in writing to the student. The student may appeal this decision to the President within three business days of receipt of the SADR's decision. The student may appeal to the President by submitting a letter of appeal addressed to the President but mailed to the SADR for transmittal to the President. The President's review of the appeal is a review of the record only. The President's decision is the final institutional decision and may be appealed to the Board of Regents within the timelines as set forth in paragraph 2 below.

Procedure for Appeal to Academic and Financial Aid Appeals Committee: This appeal request is made to the Academic and Financial Aid Appeals Committee. Students must submit the *Letter of Appeal Form* to the Office of the SADR two business days prior to the scheduled Academic & Financial Aid Appeal meetings (see Academic Calendar). The appeal form must include the reason for the appeal and attached supporting documentation. If the student's academic appeal request is granted he/she 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 face dismissal again.

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.

Procedure for Appeal to the President: The Committee's decision concerning academic appeals may be appealed to the President. The appeal to the President must be submitted by 5pm three business days following the Academic and Financial Aid Appeal Committee's written notification decision. The student's appeal request to the President must be submitted to the SADR and should contain a cover letter to the President

requesting the appeal, this appeal form and the same supporting documentation submitted to the appeals committee. The appeal to the President is a review of the record and is not a hearing. The President will not overturn a decision of the Committee unless the Committee's decision was arbitrary and capricious. The President's decision is the final institutional decision.

Procedure for Appeal to the Board of Regents of the University System of Georgia: The student has (20) twenty days after the President's decision to appeal to the Board of Regents. The Chair of the Board's Committee on Organization and Law, in consultation with the Board's chief legal officer, determines if the matter should be presented to the Board.

- B. **Financial Aid Appeals:** A student may appeal the loss of financial aid using the *Letter of Appeal Form*. This appeal is made to the Academic and Financial Aid Appeals Committee. The final decision concerning financial aid appeals rests with the Committee.

### **Challenging Grades**

Please refer to the institution's policy for final course grade appeal posted on the President's webpage: <http://www.ega.edu/policy/final-course-grade-appeal-policy-and-procedure.pdf>

### **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 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. Consult with Financial Aid section of the catalog concerning aid eligibility for repeated courses.

### **Minimum Grade Compliance Policy**

#### English Courses Minimum Grades

Grades of 'C' or higher 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 higher prior to enrolling in ENGL 2111/2112 (World Literature I or II) or ENGL 2120/2130 (British or American Literature).

#### Math Courses Minimum Grades

Grades of 'C' or higher are required of all students in MATH 1001 (Quantitative Skills and Reasoning) and MATH 1111 (College Algebra), before progressing to MATH 1121 (Introduction to Statistics). Students must also complete MATH 1111 with a 'C' or higher before enrolling in MATH 1113 (Pre-Calculus) and grades of 'C' or higher are required in MATH 1113, MATH 1540 (Calculus I), MATH 2012 (Calculus II) and MATH 2013 (Calculus III).

#### Teacher Education Courses Minimum Grades

Grades of 'C' or higher 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).

- **Special Note for Teacher Education Students:** Each of the teacher education courses requires the EGSC 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 State College to better advise students of the difficulties they face in obtaining future internships, student teaching, and licensure.

### **Criminal Background Investigation Procedures**

East Georgia State 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, EGSC students applying for employment as a Post-Secondary Readiness Enrichment (PREP) tutor, EGSC tutor, EGSC 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.

### **Procedure for Obtaining Criminal Background Investigation Report**

Applicants/students must:

1. Complete a Criminal Background Investigation Consent Form which is available at the following link: [http://www.ega.edu/images/uploads/CBI\\_Consent\\_Form.pdf](http://www.ega.edu/images/uploads/CBI_Consent_Form.pdf)
2. Return completed Criminal Background Investigation Consent Form to the Director of Admissions.
3. If requesting the report for any reason other than on-campus housing, submit \$25 processing fee to: East Georgia State College, Business Office, 131College Circle, Swainsboro, GA 30401. Indicate that your fee is for "CBI". *\*Refer to Student Handbook for more information about the criminal background process.*

### **Graduation – How to Apply**

Students planning 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 Student Affairs - Records Office. 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. A student may receive their diploma at the end of any semester in which all degree requirements are fulfilled. The diploma award date will be posted with the current or near future semester graduation date. In the event a student submits their application past the semester deadline when their requirements were satisfied, the diploma award date will not be posted retroactively. Students are assessed a \$35 graduation fee.

### **Graduation Requirements - Associate of Arts**

Only one diploma will be awarded per student who has met all requirements for a two-year degree regardless of the number of programs of study a student has completed. All completed programs of study will be represented on the student's academic transcript. A two-year degree will be awarded to students who meet the following requirements:

1. A candidate must complete English 1101 and 1102 course requirements for Area A1 of the core curriculum with a minimum grade of C or higher or must demonstrate proficiency on the CLEP test for ENGL 1101.
2. A candidate must complete Mathematic course requirement for Area A2 of the core curriculum with a minimum grade of C or higher.
3. Satisfy core curriculum Areas A-E and Area F of the Program of Study (60 semester hours).
4. 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 (range: 4-5 semester hours).

5. 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.
6. Must satisfy Regents' Reading and Writing Skills Requirements with a grade of A or B in ENGL 1101 & ENGL 1102. A grade of C requires mandatory remediation through the School of Humanities. Read about remediation requirements in this section of the catalog.
7. Must meet the residency requirement by earning a minimum of 25 semester hours at East Georgia State College.
8. Must demonstrate proficiency in oral communication by completing COMM 1100 (*Public Speaking*) or COMM 1010 (*Interpersonal Communication*), in Area B of the core curriculum.
9. Must have a minimum 2.0 graduation GPA.
10. The formal approval of faculty.

*NOTE: Courses used to satisfy required high school curriculum (RHSC) requirements may be used to satisfy graduation requirements.*

### **Graduation Requirements - Baccalaureate Degree Requirements – Bachelor of Science in Biology**

The following requirements must be satisfied by all students seeking the baccalaureate degree. To be accepted in to the degree program a student must meet the following qualifications:

1. All candidates must have a minimum graduation GPA of 2.50.
2. A candidate must satisfy all pre-requisite coursework prior to admission to the program: BIOL 1107; BIOL 1108; CHEM 1211; CHEM 1212; CHEM 2411; CHEM 2412; MATH 1540; PHYS 2211; PHYS 2212.
3. Degree candidates may earn credit by correspondence, or through transient credit, but not more than ten hours in the major discipline and not more than thirty total hours of credit earned in this manner will count toward degree requirements.
4. A candidate must complete English 1101 with a grade of C or higher or must demonstrate proficiency on the CLEP test. A baccalaureate degree candidate must earn a grade of C or higher in English 1102.
5. Must satisfy Regents' Reading and Writing Skills Requirements with a grade of A or B in ENGL 1101 & ENGL 1102. A grade of C requires mandatory remediation through the School of Humanities. Read about remediation requirements in this section of the catalog.
6. A minimum grade of 'C' is required in all science and math courses.
7. Official transcripts from prior colleges must be on file.
8. Must complete 125 semester hours.
9. To remain in the program and to progress, a student will maintain a 2.0 overall GPA on all coursework.
10. Meet the residency requirement by earning a minimum of 30 semester hours at East Georgia State College.

**Graduation Requirements - Baccalaureate Degree Requirements – Bachelor of Arts in Fire and Emergency Services Administration (FESA)**

The following requirements must be satisfied by all students seeking the baccalaureate degree in FESA. To be accepted in to the degree program a student must meet the following qualifications:

1. All candidates must have a minimum graduation GPA of 2.00.
2. Degree candidates may earn credit by correspondence, or through transient credit, but not more than ten hours in the major discipline and not more than thirty total hours of credit earned in this manner will count toward degree requirements.
3. A candidate must complete English 1101 with a grade of C or higher or must demonstrate proficiency on the CLEP test. A baccalaureate degree candidate must earn a grade of C or higher in English 1102.
4. Must satisfy Regents' Reading and Writing Skills Requirements with a grade of A or B in ENGL 1101 & ENGL 1102. A grade of C requires mandatory remediation through the School of Humanities. Read about remediation requirements in this section of the catalog.
5. Official transcripts from prior colleges must be on file.
6. Must complete 125 semester hours.
7. To remain in the program and to progress, a student will maintain a 2.0 overall GPA on all coursework.
8. Meet the residency requirement by earning a minimum of 30 semester hours at East Georgia State College.

**Graduation Exercises**

Degrees are conferred formally at the close of the fall semester (December) and spring semester (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 is scheduled one day prior to the commencement ceremony.

**Requirements for a Second Degree**

A graduate of any program may earn an additional diploma in any other degree-level program by satisfactorily completing all additional course requirements and any other degree requirements as listed in the Catalog. We primarily award the two-year Associate of Arts degree which includes twenty-one different programs of study. Students pursuing more than one two-year program at the time of graduation will not receive an additional diploma by satisfying the requirements for another program of study. The Student Affairs - Records Office will, however, record the completion of that program of study in the student's academic history which will be reflected on their permanent academic transcript. After being granted status as a four-year institution, the College began teaching as of fall 2012 coursework leading to the Bachelors of Science in Biology.

**Graduation with Honors**

A student eligible for graduation who has taken a minimum of 25 semester hours at East Georgia State 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.

**Posthumous Degree Policy**

In appropriate circumstances, East Georgia State College may honor an undergraduate student by granting a degree posthumously. This status will be reserved for those students who have made substantial progress toward completion of degree requirements as indicated below. The process for

granting the posthumous degree will begin with the Student Affairs – Records Office upon notification and confirmation the student's death. If, at the time of death:

1. The student is within 15 credit hours of completing their degree requirements.
2. Student has earned a minimum of 25 earned hours completed with EGSC.
3. The student's EGSC (cumulative) grade point average was at least 2.0.
4. Upon notification from the student's family, the Student Affairs Director of Records will formally notify the College President, Vice President for Academic Affairs and Vice President for Student Affairs and provide academic information concerning the student.
5. If permission is granted by the College President to award the degree, the Student Affairs – Records Office will ensure that the student's name is included in the next commencement exercises or the ceremony of the family's choosing.
6. The President will notify the student's family of the granting of the degree and invited to attend the next upcoming ceremony (confirmation by the family is necessary). If the family is unable to attend due to the close proximity of the ceremony and the date of the student's death, the family will be invited to the next available graduation ceremony.
7. The President's Office will notify the Student Affairs – Records Office of the family's decision.
8. In cases where the family chooses not to attend the commencement exercise, the diploma will be mailed to the deceased student's last permanent address.

A certificate of attendance shall be issued to the families of deceased students who have attended EGSC but do not meet the qualifications for a posthumous degree.

On the transcript the degree name and program appears with "Awarded Posthumously" but will not appear on the diploma.

### **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 State College. Please contact the Dean of the School of Social Science for more details.

### **Academic Renewal**

Please refer to the institution's policy for final course grade appeal posted on the President's webpage: <http://www.ega.edu/policy/04-academic-renewal-policy.pdf>

### **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, required high school curriculum (RHSC) evaluation form, GED certification, transcripts from other post-secondary institutions, transcript evaluation form, SAT or ACT scores, and miscellaneous documentation retained, by the Records Office, concerning student's academic stay at East Georgia State 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 State College.*

### **Notification of Student Rights under FERPA**

Please refer to the institution's policy for FERPA posted on the President's webpage: <http://www.ega.edu/policy/04-ferpa-notification-of-student-rights-policy.pdf>

### **Record Retention, Storage, and Disposal**

The Records Office 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 Records Office 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 Records Office 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 Records Office 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 Records Office.
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 Records Office 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 on the Course Change Form (add-drop or withdrawals) 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 State 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 two weeks. 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 State 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 (including housing and meal plan expenses). Actual costs are determined when a student registers for classes each semester and are based on residency, campus code, credit hours, miscellaneous course fees, housing and meal plans. All tuition and fees are due and payable at the time of registration (no partial payments) and registration is not complete until all tuition and fees have been paid.

The Board of Regents set the full-time tuition rate at 15 credit hours. Fall 2015 students will pay tuition per-credit hour up to 15 hours. All students will pay a mandatory special institutional fee to help off-set budget reductions. For tuition and fees for EGSC, please access online:

[http://www.ega.edu/admissions/tuition\\_and\\_fees](http://www.ega.edu/admissions/tuition_and_fees).

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

Any Swainsboro student taking 4 or more semester credit hours will pay a student service fee and athletic fee. Students taking 1-4 hours will pay one-half of the EGSC Institutional fee; however, students taking 5 or more hours will pay the full EGSC Institutional fee. Regardless of hours enrolled, students are required to pay the mandatory EGSC Access Card Fee, Health Fee, Technology Fee and Parking Fee.

Any Statesboro student taking 4 or more semester credit hours will pay the GSU university fee and EGSC athletic fee. Students taking 1-4 hours will pay one-half of the EGSC institutional fee; however, students taking 5 or more hours will pay the full EGSC Institutional fee. Regardless of hours enrolled, students are required to pay the mandatory GSU Technology Fee, EGSC Access Card Fee and EGSC Technology Fee.

Any Augusta student taking 4 or more semester credit hours will pay EGSC athletic fee. Students taking 1-4 hours will pay one-half of the EGSC Institutional fee; however, students taking 5 or more hours will pay the full EGSC Institutional fee. Regardless of hours enrolled, students are required to pay the mandatory GRU Summerville Fees, EGSC Access Card Fee and EGSC Technology Fee.

### **Payment of Tuition and Fees**

All tuition and fees are due in full (no partial payments) at time of registration. Registration and final fee payment deadline dates are published each semester on the Academic Calendar. *Registration is not complete until all tuition and 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 will be incurred and any bank charges due to the return check will be passed on to the student. After two checks have been returned by any student's bank without payment, check payment privileges will be suspended.

Paying for the rising costs of a college education is a concern for nearly every student and family. To help you meet your educational expenses, East Georgia State College is pleased to offer Nelnet Business Solutions (NBS) as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges, and there is no credit check. Enrollment in this plan is easy and available online. Students must be enrolled in classes before the Nelnet Payment Plan "Target Dates to Enroll By" deadline. These dates will be different each semester. For more information, please visit the Business Services section of the East Georgia State College webpage.

### **Tuition/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 Records Office 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 tuition or fee charge. 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.

**When considering withdrawal** from EGSC, students should consult with their instructors and advisors to determine if this is the best course of action. Withdrawals could impact student accounts, financial aid, tuition assistance and Veteran Benefits status, thus, students are encouraged to consult with their financial aid administrator prior to withdrawal. Students need to be aware that the withdrawal date is: the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period of enrollment for a student who leaves without notifying the institution; or the student's last date of attendance at a documented academically-related activity. Ceasing to attend class does not constitute an official withdrawal. Please see the financial aid section of this catalog for the Return to Title IV Official and Unofficial Withdrawal Policy.

### **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.

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.

### **Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans**

#### Eligibility

Eligible participants must be Georgia residents who are active members of the U.S. Military Reserve and/or the Georgia National Guard and were deployed overseas for active service in a location of locations designated by the U.S. Department of Defense as combat zones on or after September 11, 2001 and served for a consecutive period of one-hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the applicable USG institution and be accepted for admission.

#### Benefits

Eligible participants shall receive a waiver of all mandatory fees charged by USG institutions including but not limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;

3. Parking and transportation fees, where such fees are mandated for all students;
4. Technology fees;
5. Student activity fees;
6. Fees designated to support leases on facilities such as recreation centers, parking decks, student centers, and similar facilities; and
7. Any other such mandatory fees for which all students are required to make a payment.

Students receiving this waiver shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees or other user fees and changes (e.g. application fees).

### **Tuition Waivers**

A complete list of out-of-state waivers is available on the Records Office's webpage.

### **Books**

Books and supplies may be purchased at the East Georgia State 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:**

A list of Miscellaneous/Special Fees is located at [http://www.ega.edu/admissions/tuition\\_and\\_fees](http://www.ega.edu/admissions/tuition_and_fees). An explanation of those fees is listed below.

#### Application Fee

An application fee is charged for the EGSC 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 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 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 investigation, but the cost is covered by their application fee for housing.

#### Graduation Fee

A non-refundable 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 Records Office to have graduation requirements verified.

#### Higher One Replacement Card Fee

A 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 late penalty fee will be assessed. This fee also applies if you are dropped from your class(es) for non-attendance or non-payment and then added back.

#### 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 State 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 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 fee is charged for replacements and must be paid at the time of re-issue.

#### Orientation Fee

All incoming freshman will be assessed a non-refundable Orientation fee to cover the cost of materials and administration.

#### Proctored Exam Fee

Students who need Proctored Exams from other college or institutions will be charged a fee per exam and must be paid at the Business Office with cash, check, VISA, Master Card or money order at the time of testing.

#### Remote Compass Testing Fee

Students who are testing for another institution are charged a non-refundable fee to cover EGSC administration costs. The fee must be paid at the Business Office with cash, VISA, Master Card, or money order at the time of testing.

#### Return Check Fee

If any check is not paid on presentation to the bank on which it is drawn, a service charge will be incurred.

#### Transportation Fee - Statesboro

Students enrolled at East Georgia State College Statesboro may operate motor vehicles and use designated parking areas on the campus. **Motor vehicles will not be permitted on campus without parking permits.** The parking permit is a hang tag which may be obtained at the front office. The decal will hang from the rear view mirror. This fee is also used to ride the bus that runs between East Georgia State College – Statesboro and GSU.

#### Vehicle Registration - Swainsboro

Students enrolled at East Georgia State 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 hang tag which may be obtained in the Business Office. The decal will hang from the rear view mirror.

Parking Fines: See list at [http://www.ega.edu/admissions/tuition\\_and\\_fees](http://www.ega.edu/admissions/tuition_and_fees) for all parking fine amounts

No or Expired Decal

Unauthorized Handicapped

Unauthorized (excluding Handicapped

Moving Violations

#### Other Fees

Certain courses are offered by the College that requires students to pay an additional non-refundable class fee. See list at [http://www.ega.edu/admissions/tuition\\_and\\_fees](http://www.ega.edu/admissions/tuition_and_fees) for all Other Fees amounts.

Art 3D Design Fee

Archery Equipment Fee  
Disc Golf Equipment Fee  
Lab Kit Fee (Integrated Science – Web Class Only)  
Student Success Book Fee  
Bowling  
East Georgia State College – Statesboro students enrolled in Georgia Southern University PE and Healthful Living classes will be assessed the following non-refundable class fee(s):

GSU PE Class Fee (per class)  
GSU Healthful Living \$55 (per class)

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

*All financial obligations to the College must be paid promptly. East Georgia State 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 State 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. Petitions for re-classification or waivers are not retro-active to prior terms. They will only be considered for the term listed on the form.

### **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 or 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.

## Student Services

Student services at East Georgia State 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 in Jean A. Morgan student services building in room 113D. Services are also available at our East Georgia State College Statesboro and East Georgia State College Augusta locations. Testing is available to determine interests and aptitude. Academic advisors are assigned to students to assist in planning individual college programs.

### Scholastic Aptitude Test

The East Georgia State 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 State College use the above code when completing the SAT application. Inquiries regarding the SAT should be made to the Vice President for Student Affairs.

### Orientation

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

### Minority Advising Program

The Minority Advising Program at East Georgia State 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, club activities, etc. 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

This campus organization governs student activities and represents 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.

### Student Email Accounts:

- a. New students email accounts are created without the request of the student at the time they are accepted for admission to East Georgia State College and before orientation/registration.
- b. Readmitted students' email account will not be reactivated until after they have been registered for the returning semester.

c. Student email accounts names are system generated and can only be changed as a result of an official name change. The student must first request an official name change in the Registrar's Office. Once the name change has been processed, the Information Technology Department will create the new email and GA View D2L accounts and transfer any existing "inbox" email messages to the new email account. A ".forward" will temporarily be put on the student's old email account for two weeks so that any email going to the old email account will go to the new email account.

Notification that the new accounts are active will be sent to the "old" email account. It will be the responsibility of the student to transfer any email messages from their sent or other personal folders, including filters and other webmail settings. It is also recommended that the student inform their instructors and other individuals who routinely send them email of their new email account information.

d. Student email passwords are derived from information known by the student. Do not share your password with anyone. Students who believe their password has been compromised may request a password change by either sending a request to [cswork@ega.edu](mailto:cswork@ega.edu) using their EGSC email account or in person with proper picture identification to an EGSC Information Technology staff member at the main campus or at EGSC – Statesboro. If you sent the password change request by email, it is recommended that the student delete the sent email from their sent folder to prevent persons you suspect of having your email password from being able to view the sent message that contains your newly requested password. Email Password reset requests will not be taken over the phone or from non EGSC email accounts.

e. It is highly recommended the student preserve their EGSC email account for academic work only. All important college correspondence is sent only to the EGSC email account. This correspondence includes account balance notifications, Mid-Term grades, drop notices, registration notices and pin numbers and test registration information. It is the responsibility of the student to ensure their email inbox has the available space to receive official correspondence. It is recommended that students obtain other free email accounts (hotmail, yahoo, gmail) for the purpose of subscribing to various mailing lists available on the internet.

f. A student's Email account will be closed and all Email messages deleted for any student who has not attended classes at East Georgia State College for over one year period of time. This time period begins when the student was last enrolled and taking classes at East Georgia State College.

g. Student's email storage is limited to 30MB of disk space on the email server. Once the disk quota has been reached, the email client will not receive any new mail until the student increases available disk quota by deleting unneeded email messages. It is the responsibility of the student to manage their email storage. Students should do the following to help manage their email storage space.

i. Check for new mail often

ii. Delete any unwanted email

iii. Empty the Trash email folder in the EGSC CatMail system. To empty the Trash email folder, click on the "Empty" option when in the Webmail system. Email is not deleted from the server until the Trash email folder is emptied. Email in the Trash folder will still consume part of the disk quota until the folder is emptied.

h. Additionally, due to disk storage limitations, it may be necessary, WITHOUT NOTICE, for the East Georgia State College Information Technology department to:

- i. Delete email messages that are old (i.e., email messages that are several months in age from date of receipt) from currently enrolled students email accounts
- ii. Delete email containing large attachments.
- iii. Delete email with specific subject line which may have been classified as SPAM that made it through spam filters. 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.

NOTE: Email that has been moved from the inbox folder into a personal folder in webmail will not be removed. It is recommended that the student move important email out of the "inbox" into a personal folder to ensure it is not deleted.

### **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 State 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.

*Performing Arts 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 State College's cultural climate, especially as it affects children and families in our community.

*Bobcat Spirit (Cheer) Club* – To promote school spirit and enthusiasm through cheerleading and dance.

*Cachecats (Bobcat Geocachers)* – Advance the sport of geocaching in east central Georgia. This is the new and upcoming outdoor recreation. It is real world, outdoor treasure hunting game. Players try to locate hidden containers, called geocachers, using GPS-enabled devices and then share their experience online.

*Chess Club* – The fun way to exercise your brain.

*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 State 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.

Creative Writing Club – This club's purpose is meant to give aspiring novelists, poets, playwrights and other writers a venue in which to congregate and show their interests. Club will serve the basic function of a writer's workshop: making resources (publication information, references, technique advice) readily available to members while simultaneously allowing them to participate in and receive composition reviewing and critiquing so they may grow and hone their craft. Encourage members to submit more material to the campus magazine.

Criminal Justice – This club's purpose is comprised mostly of criminal justice majors and those interested in the justice system. They are interested in the fairness and validity of the justice system and how people are treated and the decisions that are made.

EGSC Book Club – The purpose of the club is to broaden the reading experience of EGSC 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.

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

Recreation and Sports 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 webpage is 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 EGSC representatives throughout the area increases.

FBLA-Phi Beta Lambda – FBLA-PBL is the largest business career student organization in the world. Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a nonprofit 501(c)(3) education association, preparing students for careers in business and business-related.

*Student Government Association (SGA)* – The campus organization governing student activities and representing the students in college affairs. SGA sponsors the annual talent show and several American Red Cross Blood Drives.

*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.

### **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**

East Georgia State College, through contract with a third party medical provider, provides basic health services for its students in the Student Health Services Clinic located in the lower level of the Academic Building. The clinic provides basic medical screening and treatment, for non-life threatening diseases, or referral, health education and disease prevention information. Basic health services in the clinic are free to students and are covered by the East Georgia State College Student Health services fee of \$30 per semester. The clinic is open Monday – Thursday. Clinic hours will be established each semester according to class scheduling to meet the needs of the student population.

### **Student Handbook**

A student handbook is published each year by the Office of Student Life. It is the responsibility of the student to familiarize themselves with its contents, including the Student Code of Conduct.

### **Alumni Association**

Membership in the East Georgia State 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 External Affairs, was formed after the college's first graduation.

### **Services for Students with Disabilities**

East Georgia State College is committed to assisting students in attaining 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 Business 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. (BoR Minutes, 1968-69, pp. 166-169; 1970-71, p. 98.)

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

In compliance with the Drug Free Schools and Communities Act of 1989, (PL 101-226), East Georgia State College policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the properties of East Georgia State College or as any part of the institution's activities. East Georgia State 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 State College will impose sanctions on students and employees which are consistent with local, state, and federal law. The East Georgia State 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 State College is committed to an alcohol-and-drug free campus environment and has a comprehensive program to educate and counsel students.

**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 Office of Student Conduct 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 State 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 of 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 60 hours:

Area A	9 hours in Basic Skills (English and Mathematics)
Area B	4 hours of Institutional Option courses
Area C	6 hours Humanities and Fine Arts
Area D	11-12 hours Science, Mathematics and Technology
Area E	12 hours Social Sciences
Area F	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 of Arts degree at East Georgia State 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 of students to exempt the Student Success course requirement.

### Programs of Study - Associate of Arts

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

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

East Georgia State College, in cooperation with other institutions of the University System of Georgia (USG) has adopted a core curriculum to allow the transfer of credit from one USG institution to another without penalty to the student. The Core Curriculum is subdivided into five areas: A – E as outlined below. Areas A, B, C, D, and E totaling 42 credit hours are composed of general education courses. Students successfully completing an Area A – E course at one USG institution will receive full credit, even if the area has not been completed, as long as the course is within the area hour limitations of either the sending or the receiving institution and the student does not change from a non-science to a science major.

Students new to the University System of Georgia who matriculate beginning fall 2012 must also complete learning goals in US Perspectives (POLS 1101 and either HIST 2111 or HIST 2112); Global Perspectives (ENGI 2111 or ENGL 2112), and Critical Thinking (CRIT 1101 and ENGL 1101 or HIST 2111 or HIST 2112 or POLS 1101 or MATH 1111 or MATH 1001) as part of his or her core requirements listed below. The US Perspectives (US) and Global Perspectives (GL) are overlaid onto course in Areas A – E, and a student fulfills these requirements by taking courses in A – E that have also been approved to meet these learning goals. The Critical Thinking (CT) overlay is met through an institutional plan that demonstrates how students who complete Areas A – E will have acquired foundational critical thinking skills. Students who transfer to EGSC after Fall 2012 and after completing Areas A – E but without having completed the US, GL, and/or CT requirements must complete any remaining requirements at East Georgia State College.

Only students who matriculate at East Georgia State College as first-time freshman in the fall 2012 or later semesters will complete this core curriculum. Students who matriculated at East Georgia State College prior to fall 2012 will complete their core, major and other degree requirements using the catalog to which they were assigned when they were admitted to East Georgia State College. Students who transferred to East Georgia State College in fall 2012 will use the 2012 – 2013 academic catalog to fulfill their core, major, and other degree requirements.

### Core Curriculum - Associate of Arts

Area A 1	Communication Skills	6 hours
Learning Outcome: A1 students will be able to write effectively for a variety of audiences to demonstrate collegiate-level writing.		
Effective fall 2011, students who have earned 45 hours for freshman entering the USG System but have not completed Area A1 must enroll in the next course necessary to make progress toward completing this Area in every semester in which they take classes. <b>Effective fall 2012</b> , the hour limit is lowered to 30 hours for freshman entering the USG System & thereafter. For student with Learning Support (LS) requirements in reading or writing, taking the required LS course(s) counts as making progress toward completing Area A1.		

*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.*

Area A2	Quantitative Skills	3 hours*
Learning Outcome: A2 Quantitative - students should be able to analyze and apply mathematical concepts in various forms in order to solve a variety of quantitative problems.		
Effective fall 2011, students who have earned 45 hours for freshman entering the USG System but have not completed Area A2 must enroll in the next course necessary to make progress toward completing this Area in every semester in which they take classes. <b>Effective fall 2012</b> , the hour limit is lowered to 30 hours for freshman entering the USG System & thereafter. For student with Learning Support (LS) requirements in math taking the required LS course counts as making progress toward completing Area A2.		

(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. Minimum passing grade is 'C' or higher.*

<b>Area B Institutional Options</b>		<b>4 hours*</b>
Learning Outcome: Students will demonstrate the ability to speak and listen with the competence necessary to succeed in higher education and students will demonstrate the ability to (a) gather, (b) analyze, and (c) evaluate information to make effective decisions		

(Choose one)		3
COMM 1110	Public Speaking	3
COMM 1010	Intercultural Communication	3
(Required)		1
CRIT 1101	Introduction to Critical Thinking	

<b>Area C Humanities/Fine Arts</b>		<b>6 hours</b>
Learning Outcome: Students will demonstrate the ability to analyze effectively works of literature, art, or music and students will demonstrate the ability to analyze human behavior from a variety of perspectives		

(Choose one)		3
ENGL 2111/2112	World Literature I, II	3 each
(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 each
ENGL 2120	British Literature	3
ENGL 2130	American Literature	3
FILM 1100	Introduction to Film	3
FREN 1002	Elementary French II	3
FREN 2001/2002	Intermediate French I, II	3 each
MUSC 1100	Music Appreciation	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001/2002	Intermediate Spanish I, II	3 each
THEA 1100	Theatre Appreciation	3

<b>Area D Science, Mathematics and Technology</b>		<b>11-12 hours</b>
Learning Outcome: Students will demonstrate effective use of the scientific method and students will demonstrate the ability to solve problems (a) algebraically, (b) numerically, and (c) graphically at the level necessary to succeed in higher education		

(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 State 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 combinations of BIOL 1103 and 1107 or BIOL 1104 and 1108.

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

NOTE: CSCI and 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 including the Forestry program.

<b>Area E</b>		<b>Social Science</b>	<b>12 hours</b>	
Learning Outcome: Students will demonstrate the ability to analyze human behavior from a variety of perspectives				
	POLS 1101	American Government	3	3
(Choose one)				3
	HIST 2111	U.S. History to 1865	3	
	HIST 2112	U.S. History since 1865	3	
(Choose two)				
	ECON 2105	Principles of Macroeconomics	3	6
	ECON 2106	Principles of Microeconomics	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	
	HIST 2300	History of Science	3	
	POLS 2301	Comparative Politics	3	
	POLS 2401	Global Issues	3	
	PSYC 1101	General Psychology	3	
	SOCI 1101	Introduction to Sociology	3	

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

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

- The header for each program contains the School for each Academic discipline 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 School: 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

*\*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>ART</b>			Total - 18 hours
Advising School: 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 1080	Smart Phone Photography	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>			Total - 18 hours
Advising School: 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.*

Students planning to complete the B.S. degree in Biology should refer to the area F requirements for the B.S. degree in Biology on page 87.

**BUSINESS ADMINISTRATION AND ECONOMICS**

Advising School: 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

**BUSINESS EDUCATION**

Advising School: 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 2110	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3

**CHEMISTRY**

Advising School: 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
CSCI 1301	Programming Principles I	4
CSCI 1302	Programming Principles 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

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>COMMUNICATION ARTS</b>			
Advising School: Humanities		Total - 18 hours	
Required:			
(Choose one)			6 hours
COMM 1110	Public Speaking	3	
COMM 1010	Intercultural Communications	3	
(Choose 3 Required Semester Hours of the Following)			
COMM 1112	Communication Production (Print Media)	1	
1113	Communication Production (Print Media)	1	
1114	Communication Production (Print Media)	1	
COMM 1115	Communication Production (Theatre)	1	
1116	Communication Production (Theatre)	1	
1117	Communication Production (Theatre)	1	
Guided Electives (Choose 4 from the following):			12 hours
ART 2030	Art History I	3	
ART 2031	Art History II	3	
ART 1020	2D Design	3	
ART 1080	Smart Phone Photography	3	
ENGL 2200	Creative Writing	3	
ENGL 2201	Special Topics in Literature	3	
FILM 1100	Introduction to Film	3	
THEA 1100	Theatre Appreciation	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	

<b>COMPUTER SCIENCE</b>			
Advising School: Mathematics and Science		Total - 18 hours	
Required:			
			18 hours
CSCI 1301	Programming Principles I	4	
CSCI 1302	Programming Principles II	4	4
MATH 2012	Calculus II	4	
PHYS 2211	Physics I: Classical Mechanics	4	
SCIE 1101	Science in Society	1	
Carryover from Area D*:		1 hour	

*\*NOTE: To carryover an hour from Area D, students 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>CRIMINAL JUSTICE</b>		
Advising School: 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
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	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 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

*\*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.*

<b>ENGLISH</b>		
Advising School: 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 1100	Introduction to Art	3
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
ENGL 2999	Special Topics in Literature	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
THEA 1100	Theatre Appreciation	3

<b>EXERCISE AND HEALTH SCIENCES</b>		
Advising School: 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 or higher	3
PHYS 2211	Physics I: Classical Mechanics	4

Note: The Exercise and Health Science major is not designed for Health and Physical Education majors who plan on teaching in the public or private school systems.

<b>FOREIGN LANGUAGE</b>		
Advising School: 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
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
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
LACS 1100	Latin American Culture	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 School: 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	3-4 hours
Possible 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.*

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

<b>GENERAL STUDIES</b>	
Advising School: All Schools	Total - 18 hours

Required: 18 hours

Any Course approved for Areas B – F at the institution that has not been counted elsewhere.

*\*NOTE: The decision about which courses to take to complete this 18 hours should be made in consultation with the advisor and be dependent on the requirements of the institution to which the student plans to transfer. Although not required, these course selections should be introduce the student to a major field of study for pursuit of baccalaureate degree.*

<b>GEOLOGY</b>	
Advising School: 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>			Total - 18 hours
Advising School: 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
ECON 2105	Principles of Macroeconomics	3	
ECON 2106	Principles of Microeconomics	3	
HIST 2111	U.S. History to 1865	3	
HIST 2112	U.S. History since 1865	3	
HIST 2200	Black History	3	
HIST 2300	History of Science	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>MATHEMATICS</b>			Total - 18 hours
Advising School: Mathematics and Science			Total - 18 hours
Required:			9 hours
MATH 2012	Calculus II	4	
MATH 2013	Calculus III	4	
SCIE 1101	Science in Society	1	
Guided Electives (Choose 2 of the following courses)			8
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	
CSCI 1301	Programming Principles I	4	
CSCI 1302	Programming Principles II	4	
PHYS 2211	Physics I: Classical Mechanics	4	
PHYS 2212	Physics 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>NURSING</b>			
Advising School: 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	

<b>POLITICAL SCIENCE</b>			
Advising School: Social Science			Total - 18 hours
Guided Electives (Choose from the following)*:			9-18 hours
ECON 2105	Principles of Macroeconomics	3	
ECON 2106	Principles of Microeconomics	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 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	

<b>PSYCHOLOGY</b>		
Advising School: 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
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
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

<b>SOCIOLOGY/SOCIAL WORK</b>		
Advising School: 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
CRJU 2501	Introduction to Criminal Justice	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	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 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

**TEACHER EDUCATION**

Advising School: Social Science

Total - 18 hours

*\*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
*SOC 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.

## Bachelor of Science in Biology

Effective fall 2012, EGSC has been approved by the Board of Regents to begin offering courses that lead to the B.S. in Biology. Courses will be based on the Swainsboro Campus and will deliver in a traditional face-to-face format with some online opportunities. The student may enter the program at any point in which they have all pre-requisites for courses in the program. The degree can be earned by the completion of different courses, all centered on common core courses. The Core Curriculum is followed by the core courses in Biology, and includes required courses in chemistry, mathematics, and physics. Electives within the department allow for training to focus on specific career objectives.

### Core Curriculum – Bachelors of Science in Biology

A degree candidate must satisfy all of the following pre-requisite coursework prior to admission to the program: BIOL 1107, BIOL 1108, CHEM 1211, CHEM 1212, CHEM 2411, CHEM 2412, MATH 1540, PHYS 2211, and PHYS 2212

<b>General Requirements: Core Areas *A, B, C, D, and E (above)</b>	<b>42 hours</b>
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*\*Note: Biology majors are required to take MATH 1113 in core area A and MATH 1540 in core area D*

<b>Area F</b>		<b>18hours</b>
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
CHEM 2411	Organic Chemistry I	4
CHEM 2412	Organic Chemistry II	4
SCIE 1101	Science in Society	1
MATH 1540	Calculus I (1 credit hour carryover from Area D)	1

<b>Institution Requirements</b>	<b>4- 5 hours</b>
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EGAC 1100	*Student Success	1
HLTH 2051	Health	2

*\*Note: students with 12 or more transferrable hours or have taken a comparable courses at a prior institution may exempt this course.*

(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.

<b>Required Biology Courses</b>	<b>22 hours</b>
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BIOL 3500	Ecology	4
BCHM 3100	Biochemistry	4
BIOL 3200	Genetics	4
BIOL 3400	Cell Biology	4
BIOL 4700	Interdisciplinary Applications of Biology	3

(Choose one from the following)

BIOL 4500	Undergraduate Research Project	3
BIOL 4800	Internship	3

<b>Other Required Courses</b>	<b>11 hours</b>
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PHYS 2211	Physics I: Classical Mechanics	4
PHYS 2212	Physics II: Electricity and Magnetism, Optics	4
MATH 1121	Statistics	3

<b>General Biology Electives</b>	<b>8 hours</b>
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(Choose two from the following)

BIOL 3300	Advanced Microbiology	4
BIOL 3600	Zoology	4
BIOL 3650	Terrestrial Ecology	4
BIOL 4410	Industrial Microbiology	4

<b>Additional Electives</b>	<b>19 hours</b>
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One elective must have a BIOL or BCHM prefix  
9 hours must be 3000-4000 level total 39 hours

Student may take a maximum of 6 credit hours for BIOL 4500 (Undergraduate Research Project) and a maximum of 3 credit hours for BIOL 4800 (Internship)

### Typical B.S. in Biology Schedule

(Note: Required courses are identified with an asterisk.)

#### FRESHMAN YEAR (Core Curriculum Areas A-F)

FIRST SEMESTER	Cr.		SECOND SEMESTER	Cr.
ENGL 1101 English Composition I (A)	3		*ENGL 1102 English Composition II (A)	3
*MATH 1113 Pre-Calculus (A)	4		*MATH 1540 Calculus I (F)	4
*BIOL 1107 Biology Principles I (F)	4		*BIOL 1108 Biology Principles II (F)	4
Core Curriculum Elective (B-E)	3		Health requirement	2
EGAC 1100 Student Success	1		Core Curriculum Elective (B-E)	3
<b>TOTAL HOURS</b>	<b>15</b>		<b>TOTAL HOURS</b>	<b>16</b>

#### SOPHOMORE YEAR (Core Curriculum Areas A-F)

FIRST SEMESTER	Cr.		SECOND SEMESTER	Cr.
CHEM 1211 Chemistry Principles I (D)	4		*CHEM 1212 Chemistry Principles II (D)	4
Core Curriculum Elective (B-E)	3		Core Curriculum Elective (B-E)	3
Core Curriculum Elective (B-E)	3		Core Curriculum Elective (B-E)	3
*PHYS 2211 Introductory Physics I	4		*PHYS 2212 Introductory Physics II	4
Core Curriculum Elective (B)	1		Physical Education Requirement	1
<b>TOTAL HOURS</b>	<b>16</b>		<b>TOTAL HOURS</b>	<b>15</b>

**Typical B.S. in Biology Schedule (Concluded)**  
(Note: Required courses are identified with an asterisk.)

**JUNIOR YEAR**

<b>FIRST SEMESTER</b>	<b>Cr.</b>		<b>SECOND SEMESTER</b>	<b>Cr.</b>
*CHEM 2411 Organic Chemistry I	4		*CHEM 2412 Organic Chemistry II	4
Core Curriculum Elective (B-E)	3		*BIOL 3200 – Genetics	4
*BIOL3400 Cell Biology	3		General Elective (3000+)	3-4
General Elective (3000+)	3-4		Biology Elective	4
*Math 1121 Statistics	3		Physical Education Requirement	1
<b>TOTAL HOURS</b>	<b>16-17</b>		<b>TOTAL HOURS</b>	<b>16-17</b>

**SENIOR YEAR**

<b>FIRST SEMESTER</b>	<b>Cr.</b>		<b>SECOND SEMESTER</b>	<b>Cr.</b>
General Elective (3000+)	3-4		General Elective (3000+)	3-4
BIOL 4700 Interdisciplinary Applications of Biology	3		*BIOL 4500 Undergraduate Research Project	3
*BIOL 3500 Ecology	4		*BIOL 4800 Internship	3
*BCHM 3100 Biochemistry	4		Biology Elective	4
BIOL 4901 Seminar	1		General Elective (3000+)	3
<b>TOTAL HOURS</b>	<b>15-16</b>		<b>TOTAL HOURS</b>	<b>16-17</b>

## Bachelor of Arts in Fire and Emergency Services Administration

Effective Spring 2016, EGSC has been approved by the Board of Regents to begin offering courses that lead to a B.A. in Fire and Emergency Services Administration (FESA). While the courses will be based out of the Swainsboro Campus, the program will be delivered in an online format to meet the complex scheduling demands of fire and emergency services personnel. This program meets the recognition requirements of the National Fire Academy Fire and Emergency Services Higher Education (FESHE) model curriculum. The student may enter the program at any point in which they have completed an associate's degree in fire science or a related field from an accredited institution. Courses taken will be in three areas: Required FESA courses, Required Elective Courses in the FESA field, and Guided Electives. Electives allow for training to focus on specific career objectives.

### Core Curriculum

#### Bachelors of Arts in Fire and Emergency Services Administration

<b>General Requirements: Core Areas *A, B, C, D, and E (above)</b>		<b>42 hours</b>
<b>Area F</b>		<b>18 hours</b>
<b>Institution Requirements</b>		<b>4-5 hours</b>
EGAC 1100	*Student Success	1
HLTH 2051	Health	2
<i>*Note: students with 12 or more transferrable hours or have taken a comparable courses at a prior institution may exempt this course.</i>		
(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.		

<b>Required FESA Courses</b>		<b>36 hours</b>
FESA 3101	Fire and Emergency Services Administration	3
FESA 3102:	Fire Prevention Organization and Management	3
FESA 3103:	Ethics in Public Service	3
FESA 3104:	Community Risk Reduction	3
FESA 3105:	Emergency and Disaster Planning	3
FESA 3106:	Fire Analysis and Investigation	3
FESA 3107:	Adv. Principles in Fire & Emergency Services Safety and Survival	3
FESA 4101:	Political and Legal Foundations of Fire Protection	3
FESA 4102:	Applications of Fire Research	3
POLS 4890:	Public Personnel Management	3
POLS 4300:	Public Budgeting and Decision Making	3
FESA 4203:	Capstone in Fire and Emergency Services	3
<b>Required Electives</b>		<b>12 hours</b>
FESA 3108	Managerial Issues in Hazardous Materials	3
FESA 3109	Advanced Strategies and Tactics for FES	3
FESA 3110	Natural Disaster Management	3
FESA 4201	Seminar in Fire and Emergency Services	3
FESA 4202	Practicum	3

<b>Additional Guided Electives</b>		<b>12-13 hours</b>
*CHEM 1221	Chemistry I	4
BUSA 2105	Business Communications	3
BUSA 2106	Environment of Business	3
COMM 1010	Intercultural Communications	3
CRJU 2501	Intro to Criminal Justice	3
CRJU 2601	Criminology	3
CRJU 2701	Courts & Basic Criminal Procedures	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Abnormal Psychology	3
*Cannot be duplicated from previous course work.		

### Typical B.A. in Fire and Emergency Services Administration Schedule

(Note: Required courses are identified with an asterisk.)

#### JUNIOR YEAR

<b>FIRST SEMESTER</b>	<b>Cr.</b>		<b>SECOND SEMESTER</b>	<b>Cr.</b>
*FESA 3101 Administration	3		*FESA 3106 Fire Analysis	3
*FESA 3102 FP Org and Mgmt.	3		*FESA 3107 Adv. Safety and Survival	3
*FESA 3103 Ethics	3		FESA 3110 Nat. Disaster Mgmt	3
*FESA 3104 Risk Reduction	3		*FESA 4102 App of Fire Research	3
FESA 3109 Strategies and Tactics	3		Elective	3
<b>TOTAL HOURS</b>	<b>15</b>		<b>TOTAL HOURS</b>	<b>15</b>

#### SENIOR YEAR

<b>FIRST SEMESTER</b>	<b>Cr.</b>		<b>SECOND SEMESTER</b>	<b>Cr.</b>
*FESA 3105 Emergency Disaster Planning	3		FESA 4201 Seminar or FESA 4202 Practicum	3
FESA 3108 Haz Mat	3		*POLS 4890 Personnel Management	3
*FESA 4101 Pol. Legal Fnds	3		*FESA 4203 Capstone	3
*FESA 4300 Budgeting.	3			
Elective	3		Elective	3
<b>TOTAL HOURS</b>	<b>15</b>		<b>TOTAL HOURS</b>	<b>12</b>

## 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.
- 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 1080**       **Smart Phone Photography**  
1-4-3             An introductory course exploring the use of the smart phone as an image making devise. This course will explore various aspects of smart phone photography including (but not limited to): technique, manipulation, social media, ethics, photo journalism, fine art photography, visual aesthetics and printing. Students must have a smart phone with a data plan (or will access) to use during the course.
- 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 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: C or higher in ART 1088*  
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**  
1-4-3      **Pottery**  
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.
- BCHM 3100**  
3-3-4      **Biochemistry**  
*Prerequisite: C or higher in BIOL 3400 and CHEM 2412*  
A study of the structure and function of biological molecules, enzymology, metabolism and bioenergetics. Upon completion of this course, students will: (1) describe the three dimensional structural and functional relationship of proteins; (2) trace intermediary metabolism from macromolecules to carbon dioxide including both anabolic and catabolic reactions of glucose; (3) explain enzymatic catalysis with regard to mechanism and kinetics; (4) explain the structure and function of major classes of macromolecules; (5) use technological resources to investigate biochemical problems; (6) apply the scientific method to address hypothetical problems.
- BCHM 4100**  
3-3-4      **Advanced Biochemistry**  
*Prerequisite: C or higher in BIOL 3100*  
Continued study of the structure and function of biological molecules, enzymology, metabolism, and bioenergetics. Upon completion of this course students will: (1) describe nucleic acid processes at the molecular level; (2) trace metabolic pathways of lipids and amino acids; (3) explain energetic and mechanisms of photosynthesis; (4) describe integrated metabolism; (5) communicate clearly and effectively; (6) use technological resources at the appropriate level; (7) apply the scientific method to address hypothetical problems; (8) demonstrate competence in the use of biochemical techniques and laboratory analysis.
- BIOL 1000**  
3-0-3      **Environmental Biology**  
*Prerequisite: Exit or Exemption from English 0989 and Math 0989*  
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: Exit or Exemption from English 0989 and Math 0989*  
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**      **Principles of Biology I**  
3-2-4      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**      **Principles of Biology II**  
3-2-4      *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**      **Anatomy and Physiology I**  
3-2-4      *Prerequisite: C or high in BIOL 1107*  
Covers the chemical basis of life, cells, metabolism, tissues, the integumentary system, skeletal system, and muscular system.
- BIOL 2512**      **Anatomy and Physiology II**  
3-2-4      *Prerequisite: BIOL 2511*  
Covers the nervous, endocrine, respiratory, urinary, and reproductive systems.
- BIOL 2611**      **Microbiology**  
3-2-4      *Prerequisite: C or high in BIOL 1107*  
Detailed study of microorganisms both procaryotic and eucaryotic including the foundation of microbiology, bacteria, bacterial diseases, viruses, fungi, protozoa, and control of microorganisms.
- BIOL 3000**      **Evolution**  
3-0-3      *Prerequisite: C or higher in BIOL 1107, BIOL 1108 and CHEM 1211*  
An introduction to the theory evolution from classical studies to recent discoveries. Upon completion of this course, students will: (1) explain Darwin's basic principles of the theory of evolution; (2) compare and contrast basic principles of modern evolutionary theory with classical Darwinian evolution; (3) explain basic micro and macro evolutionary concepts; (4) describe the role of evolution in the formation of new species.
- BIOL 3101**      **Human Anatomy, Physiology, and Histology**  
3-3-5      *Prerequisite: C or higher in BIOL 3400*  
A study of the structure and functions of the human body for Biology Majors. Upon completion of this course, students will: (1) differentiate and demonstrate knowledge of human structure and function of body systems; (2) discuss the structure function relationships at all levels of organization in the human body; (3) demonstrate knowledge of tissue structure and function and the organization of tissues into organs and organ systems; (4) explain how homeostatic mechanisms regulate all body systems; (5) collect, present and analyze scientific data gathered in the laboratory.
- BIOL 3200**      **Genetics**  
3-3-4      *Prerequisite: C or higher in BIOL 1107 and BIOL 1108*  
*Co-Prerequisite: CHEM 1211*  
A study of inheritance from Mendel's classic studies to modern molecular genetics. Upon completion of this course, students will: (1) describe a gene and explain genotype and phenotype; (2) demonstrate knowledge of the process of gene expression and regulation; (3) describe basic inheritance patterns and the chromosomal basis of heredity; (4) define the structure of an organism's DNA genome; (5) explain mutation as a source of genetic variability; (6) describe a historical perspective of genetics, identifying breakthroughs in discovery; (7) develop skills in analysis, problem-solving, communication and ethical perspectives as they apply to genetics.

- BIOL 3300**      **Advanced Microbiology**  
3-3-4            *Prerequisite: C or higher in BIOL 3400*  
Upon completion of this course, students will: (1) demonstrate knowledge of microbial genetics including inheritance of information, causes, consequences and uses of mutations, exchange and acquisition of genetic information; (2) compare and contrast prokaryotic and eukaryotic cells as they apply to clinical diagnostics, antimicrobial therapy and antibiotic resistance; (3) explain the interactions and impact of microorganisms and hosts to include the pathology and epidemiology; (4) trace microbial evolution and diversity and discuss the role of microorganisms in the environment; (5) demonstrate proficiency in basic lab skills and communicate the results of experiments effectively.
- BIOL 3400**      **Cell Biology**  
3-3-4            *Prerequisite: C or higher in BIOL 1107, BIOL 1108 and CHEM 1211*  
A study of cell structure and function at the cellular, sub cellular and molecular levels. Upon completion of this course students will: (1) explain the structure and function of macromolecules; (2) describe cellular structures and their functions; (3) compare and contrast methods of membrane transport and ways in which proteins are sorted within the intracellular compartments; (4) explain mechanisms of cellular communication; (5) explain the mechanisms of gene expression; (6) demonstrate knowledge of cell cycle and its regulation; (7) critically assess and utilize scientific information as applied to real world problems.
- BIOL 3440**      **Natural History**  
3-0-3            *Prerequisite: C or higher in BIOL 1107*  
Lecture series, field trips, and local walking tours utilizing East Georgia State College's walking trail. The course is designed to provide students with an overview of the natural history of five main topics - birds, reptiles and amphibians, mammals, arthropods and the woody plants of southeastern Georgia. Lectures encompass field biology techniques, habitat, descriptions, and identification of specimens. This course is designed for biology majors seeking a general understanding of nature of Georgia and sharing environmental concerns.
- BIOL 3450**      **Conservation Biology**  
3-0-3            *Co-Prerequisite: BIOL 3500*  
A course dealing with topical issues that highlight the roles of ecology, economics, history, sociology, philosophy and politics in the conservation and management of wild living resources. Upon completion of this course, students will be able to: (1) explain the ecological principles upon which conservation is based; (2) describe the major approaches to conservation, including the differences and common threads; (3) demonstrate how ecological principles are currently applied to the conservation; (4) demonstrate an understanding of basic conservation biology issues.
- BIOL 3460**      **Plant Biology**  
3-0-4            *Co-Prerequisite: C or higher in BIOL 1107 and BIOL 1108*  
Lecture series, and labs. The course is designed to provide students with an overview of the biology of vascular plants, including physiology, anatomy and morphology development, genetics, evolution and diversity, ecology and applied botany. This course is designed for biology majors seeking a general understanding of plant biology.
- BIOL 3500**      **Ecology**  
3-3-4            *Prerequisite: C or higher in BIOL 3400*  
Upon completion of this course, students will be able to: (1) describe interactions within a population, community, and ecosystem; (2) explain movement of energy and biogeochemicals within and through individuals, populations, communities, and ecosystems; (3) discuss current and future impacts on biodiversity from habitat loss, introduced invader species, overexploitation, habitat degradation, and global climate

change; (4) analyze data using statistical methods and communicate scientific information gathered in the lab.

**BIOL 3550****Entomology**

3-3-4

*Prerequisite: C or higher in BIOL 1108*

An introduction to the biology of insects, including introductory treatment of insect anatomy and morphology, insect physiology, insect life history, insect behavior, insect ecology, and the taxonomy of major insect families. The laboratory portion of this course includes a strong focus on field studies of insect biodiversity, insect collection and curation, with the identification of local species emphasized. Field trips are required.

**BIOL 3600****Zoology**

3-3-4

*Prerequisite: C or higher in BIOL 1107 and BIOL 1108*

A survey of animal biology including laboratory experience. Upon completion of this course, students will be able to: (1) explain the classification, organization, and diversity of the Animal Kingdom; (2) explain environmental issues and impact on animal species; (3) effectively use technology to research and present biological topics; (4) communicate effectively regarding biological subjects in oral and written form using appropriate scientific terminology; (5) use the scientific process of hypothesis testing through laboratory experiments.

**BIOL 3650****Terrestrial Ecology**

3-3-4

*Prerequisite: C or higher in BIOL 3500*

Upon completion of this course, students will be able to: (1) explain the interactions within populations, communities, and ecosystems in terrestrial environments; (2) describe the properties of soils and explain their influence on primary production; (3) describe the flux of energy and biogeochemicals within and through individuals, populations, communities, and ecosystems in terrestrial environments; (4) predict current and future impacts on biodiversity in terrestrial systems from habitat loss, introduced invader species, overexploitation, habitat degradation, and global climate change; (5) design experiments and surveys for terrestrial systems that incorporate appropriate statistical methodology.

**BIOL 3900****Biotechnology**

3-0-3

*Prerequisite: C or higher in BIOL 3200 and BIOL 3400*

A study of current topics and issues in biotechnology. Upon completion of this course, students will be able to: (1) explain commonly used biotechnology techniques and their application; (2) explain the major types of biotechnology including forensic, medical, microbial, agricultural and animal biotechnology; (3) discuss the ethical issues related to applications of biotechnology.

**BIOL 4010****Principles of Virology**

(3-0-3)

*Prerequisite: C or higher in BIOL 3400 or permission of instructor*

The basic thesis of the course is that all viruses adopt a common strategy for survival: 1) viral genomes are protected by enclosure in a protein particle; 2) viral genomes encode gene products that promote an infectious cycle; 3) infection patterns can overcome or co-exist with host defenses. The course will emphasize the common reactions that must be completed by all viruses for successful reproduction. The mechanism by which a small chemically defined infectious particle (a virus) is able to take over the genetic expression of the infected cell and exploit it for its own propagation remains a subject of intense research worldwide. Virtually all life forms serve as virus hosts. Therefore, study of the commonalities as well as the variances among virus-host relationships offers a fascinating and fertile area of study for biology students. Introduction methods will include lectures by the instructor, selected videos that illustrate complex concepts, and a term paper and presentation by students.

- BIOL 4200**      **Bioinformatics**  
3-0-3            *Prerequisite: C or higher in BIOL 3200 and BIOL 3900*  
A study of computational resources for biology applications. Upon completion of this course, students will be able to: (1) review biological databases and to use them proficiently; (2) explain the complexities of the genome and the annotation process; (3) demonstrate computer skills for retrieving and organizing biological information.
- BIOL 4300**      **Biotechnology Laboratory**  
0-3-2            *Prerequisite: C or higher in BIOL 3900 and BIOL 3300*  
A stand-alone laboratory course that concentrates on the fundamental laboratory techniques used in biotechnology. Upon completion of this course, students will: (1) master biotechnology laboratory skills through participation in a multi-week project; (2) explain the theories and design of experiments for the project applying those technologies; (3) develop skills in associated computer technologies appropriate to the project; (4) establish a detailed and accurate laboratory notebook.
- BIOL 4400**      **Medical Entomology**  
3-3-4            *Prerequisite: C or higher in BIOL 3550*  
Upon completion of this course, students will: (1) understand the global health impact of insect transmitted diseases; (2) describe the diversity of human pathogens and their insect vectors; (3) identify the major types of insects that transmit diseases to people and animals; (4) describe the biology of specific vector-pathogen interactions and disease in humans; (5) describe the methods used to control the vectors and diseases and list the barriers to effective control of many insect-transmitted diseases.
- BIOL 4410**      **Industrial Microbiology**  
3-3-4            *Prerequisite: C or higher in BIOL 3300*  
Upon completion of this course, students will: (1) demonstrate knowledge of cultivation and utilization in bioprocesses engineering including fermentation systems and downstream processing; (2) explain methods for the production and application of bioengineered enzymes; (3) describe the processes involved in biomufacturing of fuels, industrial chemicals, pharmaceuticals, food additives and food products; (4) demonstrate knowledge of environmental biotechnology, including waste water treatment, bioremediation and biomining.
- BIOL 4500**      **Undergraduate Research Project**  
3-0-3            *Prerequisite: Permission of faculty research supervisor*  
Students may conduct research with professors in the Department of Biology. Through this research project, students will: (1) gather accurate information about a possible career path; (2) effectively use the steps of the scientific method; (3) communicate in-depth scientific information effectively in oral and written form using appropriate terminology and charts/graphs; (4) collect and analyze data and present results in appropriate formats including chart, graph and oral/written form.
- BIOL 4700**      **Interdisciplinary Applications of Biology**  
3-0-3            *Prerequisite: Consent of Instructor*  
Capstone problem-solving course required for all biology majors. Upon completion of this course, students will: (1) use library and internet resources to gather, organize, and understand information; (2) apply biological principles and information to real world issues; (3) analyze real world issues from a scientific, political, economic and social perspective; (4) effectively and clearly communicate scientific information in written and oral form.
- BIOL 4750**      **Environmental Toxicology**  
3-0-3            *Prerequisite: C or higher in BCHM 3100 or BIOL 3500*  
The foundations of environmental pollutants and biological health. Upon completion of

this course, students will: (1) describe dose-response relationships; (2) describe absorption, distribution, storage, biotransformation, and elimination of toxicants; (3) describe the chemodynamics of contaminants in the environment including fate and transport; (4) perform risk assessment; (5) describe methods to test and regulate hazardous substances.

**BIOL 4800****Internship**

3-0-3

*Prerequisite: Permission of Internship Coordinator*

An internship or research project is required of all biology majors. Internships need to be approved 3-6 months prior to registration in the course. Upon completion of this internship, students will: (1) gather accurate information about a possible career path; (2) effectively use methodology associated with the profession such as the scientific method, problem solving in the work environment, or assuming responsible tasks of the profession; (3) communicate in-depth scientific information effectively in oral and written form using appropriate terminology and media; (4) collect and analyze data and interpret results in chart/graph and oral/written form.

**BUSA 1105****Introduction to Business**

3-0-3

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 permission from the instructor*

The fundamental principles, concepts, and theories, of chemistry are presented including nomenclature, chemical symbols, formulas, equations, stoichiometry, This course will examine atomic structure, periodic law, chemical bonding, molecular structure and polarity, as well as basic chemical reactions such as oxidation-reduction reactions and acid-base reactions. Thermochemical concepts, as well as the properties of solids, liquids, and gases will be discussed. The laboratory will introduce students to chemical safety the use of basic equipment, and methods of data collection, as well as the synthesis, Isolation, and analysis of chemical compounds.

**CHEM 1212****Principles of Chemistry II**

3-2-4

*Prerequisite: C or higher in CHEM 1211*

A continuation of CHEM 1211, with emphasis on solution processes, chemical equilibrium, kinetics, acid-base chemistry, thermochemistry and electrochemistry. The laboratory will emphasis methods of analysis related to each of these chemical concepts.

**CHEM 2411****Organic Chemistry I**

3-2-4

*Prerequisite: C or higher in CHEM 1212*

An overview of the fundamental principles, theories and concepts of organic chemistry. The course will introduce the major organic functional groups, with an emphasis on the structure, nomenclature, and reactions of alkanes, alkenes, alkynes, aromatic compounds, and alcohols. The concepts of isomerism, stereochemistry, and reaction mechanisms will be discussed. The laboratory activities will familiarize students with the

techniques used to produce, isolate, and characterize organic compounds, as well as maintain a formal laboratory notebook.

**CHEM 2412****Organic Chemistry II**

3-2-4

*Prerequisite: C or higher in CHEM 2411*

This course will continue with the concepts introduced in CHEM 2411, by discussing the structure, nomenclature, and reactions of ethers, aldehydes, ketones, carboxylic acids, esters, and amines, as well as derivatives of these functional groups. In addition, students will be exposed to methods used for analyzing and determining molecular structure, including mass spectroscopy, NMR, IR, UV, and visible spectroscopy techniques. The laboratory will introduce students to the methods for the synthesis, purification, and analysis of organic compounds.

**CHOI 1001****21<sup>st</sup> Century Skills I**

3-0-3

Communication Skills: Social, Leisure and Self-Advocacy

This course is designed to be an introductory course to 21st Century Skills necessary for personal growth and career development. The course will provide a student with the opportunity to gain effective interpersonal and intrapersonal communication techniques for success in college, career, and life. Well-developed social interaction skills are critical for developing positive self-esteem, building relationships, and ultimately for acceptance into society. Students are exposed to experiences that are designed to further develop their ability to communicate effectively with others, establish friendships, and develop positive social relationships. Students will also begin the process of developing their Person-Centered Plan. Students will receive guidance from CHOICE Staff and family members to develop a "toolbox" of methods and resources that enable the student to choose their own pathways to success.

**CHOI 1002****Learning and Technology**

2-1-3

This course emphasizes learning and innovation skills, information, media and technology skills and life and career skills. This interactive learning course provides opportunities for learners to explore and build skills for college work and develop a foundation of behaviors, habits and skills that will enable students to succeed and thrive in the working world.

**CHOI 1003****Workplace Readiness**

3-0-3

The course is designed to introduce students to the process of career decision-making, educational planning, and job searching. Students will evaluate their personal career interests, values, skills and aptitudes. Students will understand the importance of matching career options to their personal preferences and how those preferences may change over time due to maturity and experiences. Job Shadowing is also a component of this course. Classroom exercises conducted prior to and following the job shadow are designed to help students connect their experiences to their course work and relate the visits directly to career pathways, related skills requirements, all aspects of an industry and post-secondary education options. This is a very interactive course and students will frequently use online tools and applications including multi-media programs, career assessments and research. Students will develop a job search portfolio and participate in a mock job interview.

**CHOI 1004****21<sup>st</sup> Century Skills II: Career Exploration and Planning**

3-0-3

The course is designed to introduce students to the process of career decision-making, educational planning, and job searching. Students will evaluate their personal career interests, values, skills and aptitudes. Students will understand the importance of matching career options to their personal preferences and how those preferences may change over time due to maturity and experiences. This is a very interactive course and students will frequently use online search tools and applications include multi-media

programs, career assessments and research. Student will develop a job search portfolio and participate in mock job interview.

- 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 1010**    **Intercultural Communication**  
3-0-3            This course examines the basic elements of interpersonal communication and culture as the two relate to one another. An introduction to principles and skills of effective communication between individuals, students will study a variety of topics, including verbal and non-verbal channels, cultural identity, conflict resolution, listening and communication barriers.
- 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.
- COMM 1112/1113/1114**  
0-2-1            **Communications Production (Print Media)**  
Practical application of principles of writing, editing, art, layout and design through desktop publishing of literary and art magazine or other College publication.
- COMM 1115/1116/1117**  
0-2-1            **Communications Production (Theatre)**  
Credit awarded to students who have been designated by the director of a theatrical production of the College as members of the cast, crew, or production team.
- COSP 1101**    **Correll Scholars Program Seminar**  
1-0-1            The Introductory course in the Correll Scholars Program that is premised upon introducing first year scholars to the value and importance to the local community and the State of Georgia, as well as surveying the many facets of the Wiregrass/Pine Barrens region of the State of Georgia.
- CRIT 1101**    **Introduction to Critical Thinking**  
1-0-1            *Prerequisite: Exit from all 0999 level Learning Support Requirements*  
Introduction to Critical Thinking prepares student to think critically across the curriculum, preparing them to be wary of fallacies, unfounded assumption, stereotyping, bias, and propaganda. Students will be evaluated through short essays, quizzes, journal assignments, examinations, and presentations.
- 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.
- CSCI 1301**      **Programming Principles I**  
3-2-4            *Prerequisite: C or higher in MATH 1111*  
Provides a fundamental understanding of computer programming with emphasis on “object-oriented”, structured, top-down development and testing. Concepts include the following: an overview of computer system design and JAVA programming, problem solving and algorithm development using simple data types and control structures, arithmetic and logical operators, selection structures, repetition structures; text files, arrays (one- and two- dimensional), implementation and testing of programmed problem solutions, modular programming including subprograms or equivalent.
- CSCI 1302**      **Programming Principles II**  
3-2-4            *Prerequisite: C or higher in CSCI 1301*  
Software development techniques in an object oriented computer language, a continuation of CSCI 1301. Emphasis is on advanced programming techniques such as system methods, recursion, data driven and event-driven design and implementation, GUI, algorithm efficiency and file processing techniques.
- 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: C or higher in ENGL 1101*  
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: C or higher in ENGL 1101*  
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: C or higher in ENGL 1101*  
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**  
1-0-1            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 0989**      **Foundations for College English**  
3-0-3            *Institutional Credit Only*  
Foundations for College English prepares students for college-level reading and writing. Using paired reading and writing assignments that help students work with concepts in context, students will build competency in recognizing, comprehending and using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs and essays.
- ENGL 0999**      **Composition I Support**  
1-0-1            *Institutional Credit Only*  
A course designed to support students who enroll in Composition I. Topics will include competencies required for effective writing in a variety of contexts with an emphasis on exposition, analysis, and argumentative, including an introduction to a variety of research skills. Supplementary reading may include essays or a novel.
- ENGL 1101**      **Composition I**  
3-0-3            *Prerequisite: Exit English 0989 and eligible to enroll in English 0999 as a co-requisite or exited all English Learning Support requirements*  
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 2140**      **Survey of Children's Literature**  
3-0-3              *prerequisite: C or higher in ENGL 1102*  
Survey of Children's Literature prepares students to demonstrate an understanding of the traditions and chief characteristics of literature written for and read by children and young adults, and to become familiar with some of the noted authors, illustrators, and scholars of the genre. Students will study genre distinctions, gender politics, and both philosophical and theoretical approaches to understanding the world that children's literature engages, and they will demonstrate skills in critical thinking, analytical reading, discussion supported by textual evidence, and writing about children's and young adult literature. Students will be evaluated through essays and formal letters, journal/blog assignments, examinations, and a website presentation project.
- ENGL 2200**      **Creative Writing**  
3-0-3              *Prerequisite: exited all English Learning Support requirements*  
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.
- ENGL 2999**      **Special Topics in Literature**  
3-0-3              *prerequisite: C or higher in ENGL 1102*  
This course focuses on a specific theme, culture, or genre of literature. Topics will be announced when the course is offered.
- ENGL 3000**      **Environmental Literature of the United States**  
3-0-3              *prerequisite: C or higher in ENGL 1102*  
A survey of American writers who explore the physical and spiritual relationship between humanity and the natural world, with emphasis on the symbiotic nature of that relationship.
- FESA 3101**      **Fire and Emergency Services Administration**  
3-0-3              This course is designed to be a progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills, necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: Persuasion and influence, accountable budgeting, anticipation of challenges and the need for change, and using specific management tools for analyzing and solving problems. A central part of the course focuses on how the leadership of a fire and emergency services department develops internal and external cooperation to create a coordinated approach to achieving the department's mission.

- FESA 3102**      **Fire Prevention Organization and Management**  
3-0-3            This course examines the factors that shape fire risk and the tools for fire prevention, including risk reduction education, codes and standards, inspection and plans review, fire investigation, research, master planning, various types of influences, and strategies
- FESA 3103**      **Ethics in Public Service**  
3-0-3            This course increases student proficiency in making ethical decisions in the provision of emergency service. No other government services are granted the same degree of public trust, so ethics can be challenging and complex. Students will discover how to consider problems in terms of their ethical implications. Students will also learn a model for making ethical decisions.
- FESA 3104**      **Community Risk Reduction**  
3-0-3            This course provides a theoretical framework for the understanding of the ethical, sociological, organizational, political, and legal components of community risk reduction, and a methodology for the development of a comprehensive community risk reduction plan.
- FESA 3105**      **Emergency and Disaster Planning**  
3-0-3            This course examines concepts and principles of community risk assessment, planning, and response to fires and natural and human-caused disasters, including National Incident Management System--Incident Command Systems (NIMS ICS), mutual aid and automatic response, training and preparedness, communications, civil disturbances, terrorist threats/incidents, hazardous materials planning, mass casualty incidents, earthquake preparedness, and disaster mitigation and recovery.
- FESA 3106**      **Fire Analysis and Investigation**  
3-0-3            This course examines the technical, investigative, legal, and social aspects of arson, including principles of incendiary fire analysis and detection, environmental and psychological factors of arson, legal considerations, intervention, and mitigation strategies.
- FESA 3107**      **Advanced Principles in Fire and Emergency Services Safety and Survival**  
3-0-3            This course broadens the scope of the national firefighter life safety initiatives, and emphasizes their importance at the supervisory and managerial levels. This course also focuses on the need for cultural and behavioral change throughout the emergency services field, and the role of the supervisor and/or chief officer in this process. This course examines each of the 16 Life Safety Initiatives and the role of leadership and management in their implementation.
- FESA 3108**      **Managerial Issues in Hazardous Materials**  
3-0-3            This course presents current issues in management of a department-wide hazardous materials program. It includes issues that are pertinent to officers and managers in public safety departments, including regulations and requirements for hazardous materials (hazmat) preparedness, response, storage, transportation, handling and use, and the emergency response to terrorism threat/incident. Subjects covered include State, local and Federal emergency response planning, personnel and training, and operational considerations such as determining strategic goals and tactical objectives.
- FESA 3109**      **Strategies and Tactics for Fire and Emergency Services**  
3-0-3            This course is designed for the Fire Officer who is responsible for commanding a fire or emergency scene involving multiple companies. Subject areas include principles and tactics of fire service ground control, including fireground factors and management, command operations and functions, life safety, personnel, equipment, and extinguishing agents.

- FESA 3110**      **Natural Disaster Management**  
3-0-3            This course covers basic principles of natural disaster management. This course highlights several hazard types as topical investigations, as well as the processes and considerations of management options for preparedness, response, recovery, and mitigation. This will include but not be limited to understanding basic natural hazard mechanisms, the range of physical and human impacts, linkages to demographic and environmental transitions, and both structural and non-structural mitigation techniques. All management techniques are framed within existing U.S. Federal guidelines.
- FESA 4101**      **Political and Legal Foundations of Fire Protection**  
3-0-3            This course examines the legal aspects of the fire service and the political and social impacts of legal issues. This course includes a review of the American legal system and in-depth coverage of legal and political issues involving employment and personnel matters, administrative and operational matters, planning and code enforcement, and legislative and political processes with regard to the fire service.
- FESA 4102**      **Applications of Fire Research**  
3-0-3            This course examines the basic principles of research and methodology for analyzing current fire-related research. The course also provides a framework for conducting and evaluating independent research in the following areas: fire dynamics, fire test standards and codes, fire safety, fire modeling, structural fire safety, life-safety, firefighter health and safety, automatic detection and suppression, transportation fire hazards, risk analysis and loss control, fire service applied research and new trends in fire-related research.
- FESA 4201**      **Seminar in Fire and Emergency Services**  
3-0-3            This course is designed for advanced students and presents a series of topics only occasionally encountered. Much of the material is supplemental to previous course work. Students are expected to present a research project to the class.
- FESA 4202**      **Practicum**  
3-0-3            The Practicum is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences can occur in a variety of locations appropriate to the nature and level of experience. This course provides the student with structured and individualized experiential learning opportunities in the emergency services. Students will work with a coordinator or faculty member from the College. The student's experience will be related to academic studies and must contribute significantly to professional development. Arrangements must be made prior to registration, including acceptance of initial proposal and assignment. A written final report must be submitted. May be repeated for a maximum of six credit hours.
- FESA 4203**      **Capstone in Fire and Emergency Services**  
3-0-3            This capstone course allows students to analyze specific program related issues and problems using the knowledge and understanding gained by completing the required courses in the program and a significant number of the major courses. This is a capstone course to be taken after all other Fire Science courses have been satisfactorily completed.
- FILM 1100**      **Introduction to Film**  
3-0-3            This course will introduce students to the academic study of film. After taking this course, students will have a better understanding of and appreciation for film as an art form and a business. Students will learn film history, including its major filmmakers, narrative and non-narrative modes of filmmaking, stylistic components, and the language of film style.
- 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. Course usage is intended for students who must satisfy a high school deficiency in the area of foreign language

**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.

**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: Exit or Exemption from English 0989 and Math 0989*

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****American History to 1865**

3-0-3

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**      **American History since 1865**  
3-0-3      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**      **Black History**  
3-0-3      *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.
- HIST 2300**      **History of Science**  
*Prerequisite: C of higher in ENGL 1101*  
This subject introduces the history of science from antiquity to the present. Students develop a definition of what has come to be called "science" in the Western tradition, through exploration of pre-scientific concepts such as alchemy and astrology to the work of pre-day scientists. The course also provides an overview of founders and theories in astronomy. Finally, students will discuss the impact of technology and its influences, positive and negative, on globalization.
- HLTH 2051**      **Health**  
2-0-2      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**      **First Aid**  
0-2-1      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**      **Introduction to Nutrition, Fitness and Sport**  
3-0-3      *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**      **Introduction to Information Technology**  
3-0-3      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**      **Foundations of System Analysis**  
3-0-3      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**      **Foundations of Project Management**  
3-0-3      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 webpages. 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: Exit or Exemption from Math 0989*  
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.
- LACS 1100**      **Latin American Culture**  
3-0-3      An introduction to Latin American culture and society, with an emphasis on literary, social, and historical topics, themes, and processes that have shaped, and continue to shape the region.
- MATH 0989**      **Foundations for College Algebra**  
3-0-3      *Institutional Credit Only*  
This course provides additional instruction for students who are deficient in basic mathematics. It will include a review of arithmetic, basic geometry, an introduction to algebra, signed numbers and introduction to polynomial expressions.
- MATH 0997**      **Quantitative Skills and Reasoning Support**  
1-0-1      *Institutional Credit Only*  
This course provides additional instruction for students who are deficient in basic mathematics and enrolled in MATH 1001. This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined.
- MATH 0999**      **College Algebra Support**  
1-0-1      *Institutional Credit Only*  
A course designed to support students who enroll in college algebra. Topics will include factoring, radical expressions, solutions of linear equations with applications and equations involving rational expressions, graphing linear equations and quadratic equations with applications, 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 1001**      **Quantitative Skills and Reasoning**  
3-0-3              *Prerequisite: Exit Math 0997 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: Exit MATH 0989 and eligible to enroll in MATH 0999 as a co-requisite or exited all MATH Learning Support requirements*  
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: C or higher in 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: C or higher in 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 1540**      **Calculus I**  
4-0-4              *Prerequisite: C or higher in 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: 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: C or higher in 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: C or higher in 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              *Institutional Credit Only*  
This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from

a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined.

**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 1231 Beginning Bowling**  
0-2-1 The course teaches students the fundamentals and proper techniques of bowling; approach, the swing, and the follow-through of the life-time activity. In addition, the student will learn the fundamentals of individual competition as well as team competition. Finally, the students will develop a thorough knowledge of all aspects of the life-time activity.

- 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 2301**      **Comparative Politics**  
3-0-3              *Prerequisite: POLS 1101*  
Comparative Politics introduces students to important theoretical approaches to comparing different political systems, and then helps students employ empirical analysis to address such questions as: Why does democracy flourish in some environments and not others? How does the nature of political institutions influence public policy? How are interests aggregated and represented in different political systems? By addressing these kinds of questions in the context of past and present political systems, student develop a broader understanding of the variety of ways that people can organize a political system and a deeper understanding of human political diversity. Students also familiarize themselves with the theoretical approach specific to comparative politics and with the methods used by social scientists generally.

- 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.
- POLS 4300**      **Public Budgeting and Decision Making**  
3-0-3      This course introduces students to the theory and practice of public budgeting and strategic decision-making. It emphasizes budgeting in local government because of its historical role as an incubator for fiscal innovations and its accessibility to citizens. This course equips students with basic competence in technical terminology, institutional environment, management systems, and technological aspects in budgeting and finance.
- POLS 4890**      **Public Personnel Management**  
3-0-3      The purpose of this course is to familiarize students with key functions of government personnel systems, discuss various theoretical approaches and techniques, and understand the major legal requirements of public personnel management. The course examines the structure, role, and evolution of the Civil Service, State of Georgia personnel practices, current personnel policies, and personnel management tasks such as examination, recruitment, position classification, and collective bargaining.
- 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.

**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. Course usage is intended for students who must satisfy a high school deficiency in the area of foreign language

**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.

**THEA 1110      Fundamentals of Acting**

3-0-3

*Prerequisite: COMM 1110*

An introduction and exploration will focus on the principles of the art of acting and explore the methods, styles and techniques. Instruction includes class lectures, exercises, and scene study. No prior acting experience required. This course will examine acting methods, styles and techniques helping students learn life skills such as: developing an informed perception, articulating a vision, developing self-confidence and self-discipline, problem solving and decision making. Studying acting will enhance the student's imagination, critical thinking and will refine cognitive and creative skills.

*\*NOTE: East Georgia State 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.*

## East Georgia State College Personnel

### EGSC Executive Staff

Dr. Bob Boehmer                      President  
B.A., J.D., University of Oregon

Donald D. Avery                      Vice President for Student Affairs  
A.A., Brewton Parker College; B.B.A., M.B.A., Ph.D., Georgia Southern University

Cliff Gay                              Vice President for Business Affairs  
A.A., East Georgia College; B.S., M.A.C.C., Georgia Southern University

Wiley Gammon, Jr                      Chief of Police, Director of Public Safety  
B.A., Georgia State University; M.S. Columbus State University

Tim Goodman                        Vice President for Academic Affairs  
B.S., Tennessee Wesleyan College; Ph.D., University Tennessee-Knoxville

Michael P. Rountree                      Vice President for Information Technology  
A.S., East Georgia College; B.B.A., M.B.A., Georgia Southern University

Mary Claffey Smith                      Chief of Staff/Legal Affairs  
B.A., Augusta State College; M.C.J., University of South Carolina; J.D., Mercer University

### EGSC Faculty

David Altamirano                      Instructor  
B.S., M.A., Georgia Southern University

Da'Mon Andrews                      Instructor  
B.S., Georgia Institute of Technology; M.Ed, Georgia Southern University

Keith J. Barrs                        Assistant Professor of Mathematics  
B.S., Armstrong Atlantic State University; M.S., Georgia Southern University

John T. Blackburn                      Assistant Professor of Mathematics  
B.S., Presbyterian College; M.S., Clemson University

Linden Blount                        Instructor of English  
B.A., B.S. Augusta State University; M.A., University of Georgia

Armond Boudreaux                      Assistant Professor of English  
B.S., University of West Alabama; M.A., Ph.D., University of Southern Mississippi

James Brady                         Assistant Professor of Communications  
B.A., M.A., University of Pittsburgh

Larry Braddy                         Assistant Professor of Psychology  
B.S., Mercer University; B.A., M.Ed., University of Georgia

Alan Brasher                         Associate Professor of English  
B.A., University of Montevallo; M.A., Ph.D., University of South Carolina

Robert J. Brown, Jr.                      Dean of the School of Mathematics/Science and Professor of  
Mathematics and Computer Science  
B.S., M.S., Ph.D., Georgia Institute of Technology

Thomas Caiazzo                        Associate Professor of Political Science  
A.A., Miami-Dade Community College; B.A., M.A., University of Central Florida; Ph.D. Clark  
Atlanta University

Kim S. Carr                            Assistant Professor of Math  
B.S., M.ED., Georgia College & State University; Post Graduate, Georgia Regents University

Randy Carter                         Assistant Professor of Political Science  
B.A., Mississippi University of Women; M.P.P.A., Mississippi State University

Paul Cerpovicz                        Associate Professor of Chemistry  
B.S., Westfield State College; Ph.D., Kansas State University

Howard L. Cheek                      Dean of the School of Social Sciences and Professor of Political Science  
B.A., M.P.A., Western Carolina University; M. Div., Duke University; Ph.D., The Catholic  
University of America

David Chevalier                        Assistant Professor of Biology  
B.S., University of Tours, France; M.S., University of Montpellier, France; Ph.D., University of  
Zurich, Switzerland

Brittany L. Current                      Instructor of Criminal Justice  
B.A., University of Toledo; M.S., Troy University; M.S., Saint Leo University

Valerie Czerny                            Assistant Professor of English  
B.A., Eckerd College; M.A., University of Arizona; Ph.D., Florida Atlantic University

Jeniba Dart                                Assistant Professor of Spanish  
B.A., Armstrong Atlantic State University; M.A., Universidad de Salamanca

Gina Denton                                Assistant Professor of English  
B.A., University of Tennessee; M.A., M.F.A., Ph.D., University of Memphis

John Derden                                Director of the Vision Series and Heritage Center  
A.A. Reinhardt College; B.S., M.A., Ph.D., University of Georgia

Reid S. Derr                                Associate Professor of History  
B.A., Franklin and Marshall College; M. Div., Covenant Theological Seminary;  
M.S. and Ph.D., University of Southern Mississippi.

Joseph S. Devaney                        Assistant Professor of Political Science  
B.S., University of Scanton; M.A., Ph.D., J.D., The Catholic University of America

Darlene Dickens                          Assistant Professor of Biology  
A.A., East Georgia College; B.S., Georgia College; M.Ed., Georgia and State University

Antre' M. Drummer                        Instructor of Mathematics  
B.S., M.S., Georgia Southern University

Johnna Eaton                              Instructor of Physical Education  
B.S., M.S., Georgia Southern University

Ronald Ellison                              Assistant Professor of Speech  
B.S.Ed., Tennessee Temple University; M.A., University of Georgia

Paul Fox                                      Assistant Professor of English  
B.A., M.A., Jesus College, UK; M.A., Ph.D., University of Georgia

Natasha Goss                              Instructor of Accounting and Business  
A.A., East Georgia College; B.B.A., M.A., Georgia Southern University

Raymond L. Hayes                        Instructor of Economics  
B.S., Tennessee Technological University; M.B.A., University of Northern Colorado; M.A., Central  
Michigan University; M.S., Troy States University

Kenneth Homer                            Assistant Professor of English and Reading  
B.A., California State University; M.A., Fresno Pacific College, Fort Hays State University

Patricia Homer                            Instructor of English  
B.A., Augusta State University; M.A., Georgia Southern University

Mark Hovind                                Assistant Professor of Speech  
B.A., Ohio State University; M.A., University of South Carolina; Ph.D., University of Oklahoma

Jeffery Howell                            Instructor of History  
B.A., University of Mississippi; M.Div., Mid America Baptist Theological Seminary; M.A.,  
Mississippi State University

Courtney Joiner                          Assistant Professor of History  
B.A., M.A., Georgia Southern University

Julie B. Jones                              Instructor of English  
B.A., Augusta State University; M.A., Georgia Southern University

Tori Kearns                                Associate Professor of Psychology and Counselor  
B.A., Swarthmore College; M.A., Ph.D., University of South Carolina

Jing Kersey                                Instructor of Mathematics  
B.S., Hubai University; M.S., Georgia Southern University

Steve Lavender                            Instructor of English  
B.A., Kennesaw State; M.F.A., Georgia College

Deborah Lee                                Instructor of Psychology  
B.S., University of South Alabama; M.S., Georgia Southern University

Candace Lynn                              Instructor of Mathematics  
B.S., M.S., Georgia Southern University

Daniel K. Mancill                        Instructor of Political Science  
B.A., M.A., Mississippi State University

Robert Marsh Assistant Professor of Math  
B.S.N.E., M.S.N.E., Georgia Institute of Technology; B.B.A., M.B.A., Georgia Southern University

Walter C. Mason Associate Professor of Physical Education  
B.S., Berry College; M.S., Ph.D., Vanderbilt University

Deena McKinney Interim Chair of Social Sciences/Associate Professor of History  
B.A., University of North Carolina; M.A., Ph.D., University of Georgia

Jordyn Nail Director of EGSC-Augusta  
B.A., Georgia Southern University

Dana Nevil Associate Professor of English  
A.B., M.A., University of Georgia; Ph.D., Georgia State University

Carmine Palumbo Dean of the School of Humanities and Associate Professor of English  
B.A., Greensboro College; M.A., Virginia Polytechnic Institute and State University;  
Ph.D., University of Louisiana

Jessica Palumbo Instructor of English  
B.A., University of Georgia; M.A., Georgia Southern University

Joseph R. Pittman Assistant Professor of Biology  
B.S., Shorter College; M.S., University of West Georgia; ABD., Mississippi State University

Desmal Purcell Assistant Professor of Art  
B.A., Armstrong Atlantic State University; M.A., Georgia Southern University

J. Edward Schneider Assistant Professor of Biology  
B.S., Bethany Nazarene College; M.P.H., Ph.D. University of Oklahoma

Martiana Segal Assistant Professor of Biology  
B.S., University of Bucharest; M.S., Ph.D., Purdue University

Sandra Sharman Associate Professor of Reading  
B.S., University of Mississippi; M.A.T. and M.Ed., East Tennessee State University; Ph.D.,  
University of Georgia

Amelia J. Simmons Instructor of English  
B.S., M.S., Georgia Southern University

Breana Simmons Assistant Professor of Biology  
B.A., Olivet College; M.A., Michigan State University; Ph.D., University of Georgia

James H. Smoyer, III Instructor of Biology  
A.A., East Georgia College; B.S., M.S., Georgia Southern University

David Strickland Associate Professor of Sociology  
B.A., Southeastern College; M.A., Georgia Southern University

Catina Strowbridge Instructor of Sociology  
A.A., East Georgia College; B.A., M.A., Georgia Southern University

Jessica Todd Assistant Professor of English and Spanish  
B.A., M.A., Georgia Southern University

Thomas A. Upchurch Associate Professor of History  
B.S., M.S., Delta State University; Ph.D., Mississippi State University

Sebastian V. Verdis, Jr. Assistant Professor of Speech  
B.A., Towson State University; M.A., Emporia State University

Harry L. Vogel Associate Professor of Sociology  
B.S., James Madison University; M.A., Western Kentucky University; Ph.D., Kansas State  
University

Linda VonBergen Assistant Professor of English  
B.S.Ed., Armstrong Atlantic State University; M.Ed., M.A., Georgia Southern University

Mina Vora Assistant Professor of Mathematics  
B.S., Gujarat University; M.S. Georgia Southern University

Marry A. Waalkes Associate Professor of History  
B.S., M.A., Ph.D., University of Colorado

Beverly E. Walker Director of the Fire and Emergency Ser., Assistant Professor of Fire and  
Emergency Ser.  
B.S., M.S., Georgia State University; M.S., Columbus State University; Graduate, Executive Fire  
Officer Program, National Fire Academy

Gale Watson Assistant Professor of Mathematics  
B.A., West Liberty State College; M.A., Ph.D., Ohio States University; M.S., University of Oregon

Jimmy Wedincamp Associate Professor of Biology  
A.A., East Georgia College; B.S., M.S., Georgia Southern University;  
Ph.D. Louisiana State University

Mary Kathleen Whitaker Assistant Professor of English  
B.A., Armstrong State College; M.A., Georgia Southern University

Yelena White Assistant Professor of Physics  
B.S. Kazahh St. National University; M.S., Ph.D., Vanderbilt University

Connie Young-Johnson Assistant Professor of Speech  
B.S., California State University; M.A., University of Southern California

Shawna Williams Instructor of Spanish  
B.S., M.A., Georgia Southern University

Eric Wruck Assistant Professor of Psychology  
B.A., M.S., California State University; M.S., Ph.D., Texas A&M

Fang "Christine" Xie Assistant Professor of Mathematics  
B.E., University of Petroleum-China, Beijing; M.T., M.S., Georgia Southern University

### **EGSC Administrative Staff**

Wendell Bell Assistant Chief of Public Safety

Missie Crawford Director of Housing  
A.A., Middle Georgia College; B.S., M.S.A., Georgia Southern University

Georgia Edmond Student Affairs Director - Admissions  
A.A.S., A.A., East Georgia College; B.A., M.A., Ashford University

Rebecca S. Foskey Director of Accounting Services  
A.A., East Georgia College; B.B.A., Georgia Southern University

Elizabeth W. Gilmer Director of External Affairs  
B.S. University of South Carolina; M.B.A., Georgia Southern University

Michelle Miller Goff Director of Business Operations  
A.A., East Georgia College

David Gribbin Director of Institutional Research, EGSC Accreditation Liaison, EGSC  
Chief Data Officer  
A.A., Valley Community College; B.S., M.S., Illinois State University; M.Acc., Georgia Southern  
University

Sherri Helms Director of Student Conduct  
B.A., LaGrange College; M.S., Fort Valley University

Karen L. Jones Associate Vice President for Enrollment Services & Student Affairs Director -  
Financial Aid  
A.A., East Georgia College; B.S. Troy University; M.A. Ashford University

Caroline Joyner Director of East Georgia State College – Statesboro  
A.A., Coastal Georgia Community College; B.B.A., M.B.A., Georgia Southern University

Norma Sumner Kennedy Director of Marketing and Community Relations  
A.A., East Georgia College; B.S., Georgia Southern University

Deborah Kittrell-Mikell Director of Academic Advisement and AAMI  
B.S., M.S., M.S., Ed.S., Georgia Southern University

Amanda McKenzie Library Director  
B.A., Baylor University; M.S., University of North Texas

Jean Schwabe Director of Community Learning Center  
B.S.Ed., Georgia Southern University; Masters – Reading, School Counseling,  
Edu. Leadership, Georgia Southern University

Vicki B. Sherrod Director of Student Life  
A.A., East Georgia College; B.B.A., Georgia Southern University

David Steptoe Director of Plant Operations

Janet Stracher Student Affairs Director - Records  
B.A. International Studies, University of Washington, Seattle

Ruth M. Underwood                      Director of Auxiliary Services  
A.A., Brewton-Parker College  
Rebecca A. Vincent                      Director of Internal Audits  
B.A., Johnson & Wales University; M.B.A., Strayer University  
Charles A. Wimberly, Jr.                      Athletic Director  
A.A., East Georgia College; B.S., Georgia Southern University; M.S., Troy State University  
Tracy M. Woods                              Director of Human Resources  
A.A., East Georgia College; B.B.A., American InterContinental University

**EGSC Professional Staff**

Pamela Herrington Adams                      Accountant I  
A.A., East Georgia College, B.A., Georgia Southern University  
Joseph D. Bell                              Interim Academic Center for Excellence Coordinator  
B.A., Augusta State University  
Wilder Coleman                              IT Database Professional II  
A.S., East Georgia College; B.S., Georgia Southern College  
Allison Crowe                              Student Affairs Counselor I – Records  
B.S., Georgia Southern University  
Chassity Cruz                              Student Affairs Counselor I – Financial Aid  
A.A., East Georgia College  
Karen F. Curl                              Facilities Coordinator  
A.A., East Georgia College  
Taylor Edenfield                              Assistant Director of Student Life  
B.F.A., Valdosta State University  
John Egan                                      Assistant Director of Student Affairs – Recruiter  
Ed.D., Georgia Southern University; M.S.; A.B.J.: B.S.Ed, The University of Georgia  
Walter “Ty” Fagler                              Manager of Infrastructure Services  
A.A., East Georgia College  
Donna Freeman                              Human Resource Coordinator I  
A.A., East Georgia College  
Jennifer Fields                              Student Affairs Assistant Director – Admissions/Processing  
A.A., East Georgia College; B.B.A., Georgia Southern University  
LaCrystal Fulgeon                              Instructional Resources Coordinator  
B.S., Georgia Southern University  
Ebony Guidry                              Housing Coordinator  
B.A., Fort Valley State University  
James B. Johnson                              Institutional Services Coordinator  
B.S., Georgia Southern University  
Michael A. Johnson                              Student Affairs Counselor I, Financial Aid  
B.S., Georgia Southern University  
Treva Johnson                              Information Technology Applications Analyst  
B.B.A., Brewton-Parker College  
Leroy Jordan                              Head Men’s Basketball Coach/Lecture  
B.S., Stillman College; M.Ed., Georgia College; M.Ed. Georgia Southern University; Ed.S.  
Cambridge College  
Aaron Keith                                      Admissions Recruiter  
A.A., East Georgia State College; B.A., M.A., Georgia Southern University  
Nicholas Kelch                              Assistant Director Student Affairs ~ Augusta  
B.A., University of South Carolina; M.A. Victory Christian College  
Stacey King                                      Director of Physical Education Complex and Director of Military  
Resource Center  
B.S., M.Ed., Georgia Southern University  
Jillian Kirkland                              Director of Academic Center for Excellence  
B.A., Georgia Southern University

Leontine Leader AIR Center Coordinator/Tutor  
A.A., East Georgia College

David McFarren IT Systems Support Professional II  
A.A., East Georgia College; B.B.A., Georgia Southern University

Michael Moran Student Affairs -Admissions Recruiter  
M.S., Georgia Southern University

Sheila Mosley Accountant  
B.B.A., Georgia Southern University; M.Acc., University of Phoenix

Karen Murphree Assistant Director Academic Advisement  
B.A., Centenary College of Louisiana; M.A., Northwestern State University

Brandy Murphy Student Affairs Counselor I - Admissions  
A.A., East Georgia College

Melvin Nunn Energy/Project Manager

Teresa S. Oglesby IT Systems Support Professional  
A.A., East Georgia College; B.B.A., Georgia Southern University  
A.A., East Georgia College

Christian Pace Head Women's Basketball Coach  
A.A., Chipola College; B.A. University of South Carolina; M.A., Southern New Hampshire University

Matthew Passauer Head Men's Baseball Coach  
B.S., Lee University

Anna Marie Reich Counselor  
B.S.W., Georgia State University; M.S., Thomas University

Tabithia Ross Academic Center for Excellence Coordinator  
A.A., East Georgia College

T. Ryan Sconyers Human Resources Coordinator II  
B.A.HR., South University

Katharine Shepard Librarian  
B.A., The University of Alabama

Cheryl Tatum Accountant III  
B.B.A., M.B.A., Georgia Southern University

Rebecca Warren Student Affairs Processor III – Financial Aid  
A.A., East Georgia State College

Kristin Ott Waters ACE Coordinator  
A.A. East Georgia College; B.A., Brewton-Parker College

Pauline Whitaker Student Affairs Counselor I – Financial Aid/HOPE  
B.S., Brewton Parker College

Angelia Williams Event Planner  
B.F.A., University of Georgia

### **EGSC Clerical and Secretarial Staff**

Kellie Armstrong Terminal Agency Coordinator/Clerk  
Police Officer, TAC Clerk, GCIC

Charlene Blankenship Administrative Assistant ~ Augusta  
Certificate of Barr Business School

Sheila A. Bramlett Administrative Assistant to the VP Student Affairs and Athletics

Shayla Brown Student Affairs Processor II – Financial Aid  
A.A., East Georgia College

Tiffany L. Brown Accounting Technician  
Technical Certificate, Swainsboro Technical College

Beitha T. Butler-Griffin Student Affairs In-Take Specialist II - Financial Aid  
A.A., Southeastern Technical College

Natasha Campbell Accounting Technician  
B.A., Georgia Southern University

Lisa Cassidy Administrative Assistant, Humanities

Cameron R. Clements	Academic Advisement Specialist B.S., M.S., Georgia Southern University
Brenda Crews	Accounting Services Assistant
Denise Daniels	Student Affairs Communication Specialist I – Admissions B.A., Concordia University
Tarina N. DeLoach	Administrative Assistant A.A., Ogeechee Technical College
Tammy Durden	Administrative Assistant A.A., Santa Fee College
Dana Gibson	Student Affairs Processor I - Admissions
Susan S. Gray	Executive Assistant to the President
Christi L. Hutchings	Senior Secretary, Plant Operations A.A., East Georgia State College
Melva M. Kirkland	Accounting Technican
Sonya Kirkland	Senior Secretary, School of Mathematics/Science
Luke Martin	Academic Advisement Specialist B.S., M.S., Georgia Southern University
Marsha D. Moore	Administrative Assistant to the President B.S., South University
Tia Morris	Library Assistant B.B.A., B.B.A., Georgia Southern University
Eva Nordine	P.T. Student Affairs In-Take Specialist B.S., University of Georgia
Chelsea Price	Accounting Technician A.A., East Georgia College; B.B.A., Georgia Southern University
Tonya Smith	Human Resources Technician Technical College Certification, Community College of the Air Force
Astraea J. Thigpen	Academic Advisement Specialist B.A., M.A., Georgia Southern University
Amanda Williams	Executive Assistant to the Vice President of Academic Affairs A.A., East Georgia College; B.B.A., Georgia Southwestern State University
Germain Williams	Student Affairs Communication Specialist II – Financial Aid A.A., Ogeechee Technical College
Dana P. Wright	Student Affairs In-Take Specialist I - Records

#### **EGSC Technical/Paraprofessional Staff**

Joe Canady	Technology and Network Specialist
Steven Clark, Jr.	Information Technology Specialist A.A., Ogeechee Technology College
Jody Dellinger	Technology and Network Specialist B.S., Georgia Southern University
Victor Poole	Web Services Specialist Diploma, Southeastern Technical College
Constance Wade	Library Associate A.A., East Georgia College; B.S., M.S., Walden University
Ashley Woods	Technology Support Specialist Information Technology Diploma, Swainsboro Technical College

#### **EGSC Service/Maintenance Staff**

##### **Security Services**

Judson Arledge	Security Officer
Debra Beasley	Security Officer (PT)
Joe Cephus	Police Officer
Michael Drucker	Security Officer
Jason Kohler	Police Officer

Virginia McAllister	Security Officer (PT)
Daniel McCoy	Police Officer
Brian Moore	Police Officer (PT)
O'Bryant Williams	Security Officer (PT)

**Custodial Services**

Willie Freeman	Custodian I
Amber Hirschy	Custodian I
Thomas Parillo	Custodian I
Jacqueline Perkins	Custodian I (PT)
Anna Roberts	Custodian I (PT)
Phyllis C. Shore	Custodian I
B.J. Scott	Custodian I
Ryan Stemple	Custodial Supervisor
Sharon Vickers	Custodian I

**Landscaping and Grounds**

Mark Ellison	Groundskeeper III
Teresa Wiggins	Supervisor, Landscape and Grounds

**EGSC Skilled Crafts Staff**

Randy Canady	Skilled Trades Worker
Jerry Jones	Skilled Trades Worker (PT)
Felix Loya, Jr.	Skilled Trades Worker
Keith Murphree	Skilled Trades Worker (PT)
John Rincon	Skilled Trades Worker

**Café and Common Grounds**

Jennifer Fowler	Common Grounds Attendant Trainer
Linda D. Howlett	Food Service Worker II
Gracie Mae Richards	Food Service Worker II
Ivonne Rodriguez	Location Supervisor
Clair Wright	Coffee Shop Clerk/Barista

## 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 of 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.

**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 Records Office.

**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).

**RHSC** – The required high school curriculum is the course of study students should follow in high school to prepare for college and applies to those graduating from high school 2012 or thereafter. This requirement was formerly known as college preparatory curriculum (CPC).

**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 1 research institute, 4 research universities, 2 regional universities, 12 state universities, 13 state colleges and Georgia Public Libraries.

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**FACILITIES**

- |  |  |
|--|--|
| A George L. Smith Building                   | J Luck F. Gambrell Building                            |
| B Student Services                           | K Student Housing                                      |
| C Academic Building                          | L Tennis Courts  |
| D EGC Gym                                    | M Baseball & Softball Fields                           |
| E Plant Operations                           | N Shot and Jean Strange Learning and Recreation Center |
| F Art Studios                                |  |
| I Sudie A. Fulford Community Learning Center |  |

**PARKING**

- |   |   |
|---|---|
|  Handicapped |  Faculty, Staff and Visitors |
|  Students    |   |



### Institutions of the University System of Georgia

<u>Research Universities:</u>	<u>Location</u>	<u>Zip</u>	<u>Web Site</u>
Georgia Institute of Technology	Atlanta	30332	<a href="http://www.gatech.edu">www.gatech.edu</a>
Georgia Regents University	Augusta	30912	<a href="http://www.gru.edu">www.gru.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 State University	Savannah	31419	<a href="http://www.armstrong.edu">www.armstrong.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.columbusstate.edu">www.columbusstate.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>
Savannah State University	Savannah	31404	<a href="http://www.savannahstate.edu">www.savannahstate.edu</a>
University of North Georgia	Dahlonega	30597	<a href="http://www.ung.edu">www.ung.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 State College	Atlanta	30310	<a href="http://www.atlm.edu">www.atlm.edu</a>
Bainbridge State College	Bainbridge	39818	<a href="http://www.bainbridge.edu">www.bainbridge.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 State College	Albany	31707	<a href="http://www.darton.edu">www.darton.edu</a>
East Georgia State College	Swainsboro	30401	<a href="http://www.ega.edu">www.ega.edu</a>
Georgia Gwinnett College	Lawrenceville	30043	<a href="http://www.ggc.edu">www.ggc.edu</a>
Georgia Highlands College	Rome	30161	<a href="http://www.highlands.edu">www.highlands.edu</a>
Gordon State College	Barnesville	30204	<a href="http://www.gordonstate.edu">www.gordonstate.edu</a>
Middle Georgia State College	Macon	31206	<a href="http://www.mga.edu">www.mga.edu</a>
South Georgia State College	Douglas	31533	<a href="http://www.sgsc.edu">www.sgsc.edu</a>
 <u>Research Institute:</u>			
Skidaway Institute of Oceanography	Savannah	31411	<a href="http://www.skio.usg.edu">www.skio.usg.edu</a>