

# Academic Regulations

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# Academic Regulations

The individual student is responsible for being familiar with the academic regulations of North Georgia College & State University. Each student is urged to read the regulations carefully and to seek interpretation from her/his academic advisor or from the Office of the Vice President for Academic Affairs in the event that questions exist.

## Academic Credit

Credits are expressed in terms of semester hours. As a rule, one semester hour is the credit given for the work associated with one hour of class per week throughout one semester. There are exceptions to this rule.

The course numbering system used by NGCSU is such that in general, the first digit of the course corresponds to the level of the class (1-Freshman, 2-Sophomore, 3-Junior, 4-Senior, 5000-8999-Graduate). Undergraduate students may not enroll in courses numbered 5000-8999.

## Uniform Grading System

All institutions of the University System of Georgia shall be on a 4.0 grade point average system. The following grades are approved for use in institutions of the University System and are included in the determination of grade point average:

A	Excellent	4 quality points per semester hour
B	Good	3 quality points per semester hour
C	Satisfactory	2 quality points per semester hour
D	Passing	1 quality points per semester hour
F	Failure	No quality points
WF	Withdraw failing	No quality points

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

I - This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond her/his control, was unable to meet the full requirements of the course. If an I is not satisfactorily removed after one semester, the symbol of I will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the department head and the Vice President for Academic Affairs. All grades of I must be approved by the Office of Academic Affairs prior to issuance.

IP (In Progress) - This symbol is appropriate for thesis hours, project courses, Learning Support courses. It is not appropriate for traditional credit courses. If an IP grade isn't satisfactorily removed after 3 semesters, the symbol of IP will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the dean. However, students who receive a grade of IP in a learning support course will retain this grade due to the nature of the course.

S- This symbol indicates that a student completed the course with satisfactory work.

U- This symbol indicates that a student did not complete the course with

satisfactory work.

W - This symbol indicates that a student was permitted to withdraw without penalty. A grade of W prior to mid-term is contingent on instructor approval. Withdrawals without penalty will not be permitted after the midpoint of the total grading period except in cases of hardship as determined by the appropriate official.

V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. If an audit student withdraws from a course prior to the end of the term, a "W" will be assigned as the grade rather than a grade of "V." An audit student who is dropped by the instructor for excessive absences will be assigned a grade of "W."

K - This symbol indicates that a student was given credit for the course via a credit by examination program.

NR - This symbol indicates that the grade was not reported by the instructor.

### **Overall Grade Point Average and Repeated Courses**

If a student repeats a course, only the grade of the most recent attempt of the course is used for the purpose of calculating the institutional grade point average. This is the case even if the grade in the most recent attempt is lower than in previous attempts. When the grade in the most recent attempt of a course is lower, this grade is used in addressing graduation requirements. For example, if a student earns a grade of D in a course and, upon repeating it, earns a grade of F, then the previous credit and the grade of D are not applicable toward meeting graduation requirements.

### **Auditors**

Regularly enrolled NGCSU students may register for courses as auditors. No academic or degree credit shall be awarded to auditors. Fees assessed for audited courses are the same as fees of courses taken for credit. If an audit student withdraws from a course prior to the end of the term, a grade of "W" will be assigned as the grade rather than a "V." An audit student who is dropped for excessive absences will be assigned a grade of "W."

### **Changes in Grades**

All grade changes must be approved by the department head and dean of the appropriate school before they can be recorded by the registrar.

### **Grade Reports**

Progress reports for 1000 - 2000 level courses will be available at mid-semester through Banner. Certain laboratory, activity, studio, internship and online courses are excluded from this requirement.

Progress report grades are not official grades and are to be used only as an indicator of current performance. Progress report grades will not appear as part of the student's Banner transcript or official transcript.

At the close of each term, students can obtain their final official grade reports through Banner. Students may request a grade report by contacting the Office of the Registrar.

## **Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights to access and amend incorrect educational records. It also controls the disclosure of record information to outside parties. Dependent students who are at least eighteen years old must give written permission to release academic records to anyone not associated with the university, including parents. According to the U.S. Department of Education, "[u]nder FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is dependent for tax purposes under IRS rules." North Georgia College and State University believes that students in attendance at NGCSU who have reached their eighteenth birthday are deemed to be emancipated, and thus parents will not have the authority to inspect and review, or to be informed about, the educational records of the student without his/her written consent.

For additional information, students should review the Registrar's Office web site from NGCSU home page at [www.ngcsu.edu](http://www.ngcsu.edu), or the FERPA web site at [www.ed.gov/offices/om/fpco/index.html](http://www.ed.gov/offices/om/fpco/index.html).

## **Student E-mail:**

Upon admission to North Georgia College & State University, each student is provided with a student e-mail account. Student e-mail is the official channel of communication between the University and its students. It is the responsibility of the student to periodically monitor his/her student e-mail account and be aware of the information sent by the University. Lack of knowledge that results from failure to monitor University e-mail communications will not excuse students from complying with University policies, procedures and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures and deadlines.

## **Communication with Faculty Advisor**

The academic advising process is a responsibility shared by the advisor and the student. It is the student's responsibility to consult with the advisor concerning contemplated changes in class schedule, program of study, or career plans.

## **Pre-Registration**

Students can register for no more than sixteen credit hours during the first week of pre-registration. Registration for additional credit hours will be allowed for the remainder of the pre-registration period for fall and spring semesters.

## **Course Loads**

A student who is registered for 12 semester hours or more is classified as a full-time student.

Fall and Spring Semesters: A normal load for a full-time student is 15 to 18 semester hours. A first-year student whose high school record and entrance test scores indicate inadequate preparation may be advised to carry a reduced load while adjusting to university-level work. A student who wishes to carry more than 20 semester hours per term must have a recommendation from her/his academic advisor and must have written permission of the Associate Vice President for Academic Affairs. A student whose overall grade point average is below a 2.0

and wishes to carry more than 17 semester hours must have a recommendation from her/his academic advisor and must have the written permission of the Associate Vice President for Academic Affairs.

Summer Session: A student may take a maximum of 16 semester hours cumulative through all summer sessions.

### **Sixty-Hour Core Curriculum Rule**

By the time a student has earned 60 semester hours of credit, he or she is required to have successfully completed all Area A core curriculum courses (English 1101, English 1102, and the Area A mathematics requirement.) Students failing to complete these courses by the 60-hour limit will be required to enroll in these courses until such time as all are completed. Students are encouraged also to complete at least one laboratory science course and at least one course of any foreign language requirement, during the first sixty hours of course work.

### **Baccalaureate Plan of Study**

Students pursuing a baccalaureate degree must have an approved plan of study (POS) on file in the Office of the Registrar prior to earning 90 hours.

Students seeking an associates degree must have an approved plan of study on file prior to earning 40 hours.

The POS is changed only upon written authorization of the faculty advisor and the head of the department concerned. Degree programs are subject to change. Adjustments may be made to the requirements for the degree regardless of which Undergraduate Bulletin under which the student entered.

### **Second Baccalaureate Degree**

Students who received a baccalaureate degree from NGCSU and wish to pursue a second baccalaureate degree must complete a minimum of 30 additional hours in residence and fulfill requirements for the second major and degree.

### **Class Schedule Changes**

Class schedule changes are allowed during the first five class days of fall and spring semesters. The number of days allowed for changing a schedule will vary during summer sessions. Students should consult the university calendar for this information. Schedule changes should be made only after careful consultation with the academic advisor. If a student drops classes, he/she may not be eligible for financial aid the student may have already received. In this case, the student is responsible for returning funds to the Business Office. Unauthorized changes in a schedule may result in loss of credit. After the initial period for adjusting class schedules, a withdrawal from a class will result in the assignment of a grade of W (withdraw without penalty) or WF (withdraw failing) as determined by the instructor and University System policy. Instructors may request that the Office of Academic Affairs approve a grade of W after midterm in cases of extenuating circumstances.

### **Classification of Students**

Students who have earned less than 30 semester hours are classified as freshmen. Students who have earned between 30 and less than 60 semester hours are classified as sophomores. Students who have earned between 60 and less than

90 semester hours are classified as juniors. Students who have earned 90 or more semester hours are classified as seniors.

### **CPC (College Preparatory Curriculum) Deficiencies**

Students admitted to the institution with CPC deficiencies will have two semesters plus a summer term to remove these deficiencies. Failure to remove deficiencies in this time frame will result in suspension until such time that the deficiencies are removed. Students with CPC deficiencies in social science, natural sciences, or foreign language must satisfy these deficiencies by completing the specified courses with a grade of "C" or better. Courses taken to remove CPC deficiencies do not count towards meeting degree requirements.

### **Academic Standing Policy**

After grades are processed at the end of the end of a term, the academic standing for each student is calculated, including the student's academic grade point average (GPA).

The GPA level to maintain good academic standing shall be 2.0 for all undergraduate students. Students whose GPA level falls below a 2.0 who have completed less than 30 hours will be placed on academic warning. Students placed on academic warning will be provided information about academic resources available for assistance.

Students whose GPA level falls below a 2.0 who have completed 30 hours or more will be placed on academic probation for one semester. Students placed on academic probation will receive a copy of the dismissal policy so that they fully understand their responsibilities and the consequences of their actions. The notification of academic probation will contain the locations for the posting on the NGCSU website of the dates of the Academic Review Committee meetings.

Following the semester of probation, students whose GPA continues to be below 2.0 will be academically dismissed. Students who are dismissed in Fall semester are eligible to return the following fall semester. Students who are dismissed in spring or summer semesters are eligible to return the following Spring semester.

When a student is dismissed from the University, the student shall have the right to appeal.

### **Appeal Procedure**

Should there be extenuating circumstances that contributed to the student's poor academic performance; the student may write a letter of appeal to the Office of the Vice President for Academic Affairs prior to the next Academic Review meeting. The Academic Review committee will meet to consider the appeal and make a recommendation to the VPAA, who shall notify the student in writing of the disposition of the appeal within a week of the committee meeting.

### **Probation and Academic Dismissal**

No credit earned at another school during a term of dismissal will be accepted by NGCSU. If a student repeats at another institution a course previously taken at NGCSU, the course will be considered for possible transfer credit if and only if the student's absence from NGCSU covers at least four consecutive terms. If a dismissed student takes non-repeated coursework at another institution after the

term of suspension, NGCSU will consider the coursework for transfer purposes upon the student's return. If a student who has been placed on probation at NGCSU takes non-repeated coursework at another institution, NGCSU will consider the coursework for transfer purposes upon the student's return.

### **Administrative Medical Withdrawal**

A student may be administratively withdrawn from the university when, in the judgment of the Vice President for Student Affairs and the university physician and after consultation with the student's parents and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) causes the student to be unable to meet institutional requirements for admission and continued enrollment, (b) causes the student to interfere with the rights of other members of the university community or its personnel, or (c) poses a significant danger or threat of physical harm to the student or to the person or property of others. Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning continued enrollment at NGCSU.

### **Disciplinary Withdrawal**

A student required to withdraw from the university for disciplinary reasons will receive grades of W or WF. Grades of W after midterm require the approval of the Associate Vice President for Academic Affairs and are approved only in cases of acceptable extenuating circumstances.

### **Class Attendance**

The University expects students to attend all regularly scheduled classes for instruction and examination. When a student is compelled for any reason to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments. The decision to permit students to make up work that is required in any missed class resides with the instructor. The unexcused absence or "cut" is not regarded as a student privilege.

If a student's total number of absences exceeds 14% of the scheduled classes, it shall become the prerogative of the instructor to drop the student from the class roll with a W or WF or to continue the student in class. Individual instructors or departments may have attendance policies stricter than that of the university, as long as the policies are stated in the class syllabus.

Instructors must refrain from giving students a WF when excessive absences result solely from extenuating circumstances such as participation in university-sponsored activities that are approved by the Vice President for Academic Affairs or the Vice President for Student Affairs (See below), hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances.

Students who are absent because of university-sponsored activities that are approved by the Vice President for Academic Affairs or the Vice President for Student Affairs will be permitted to make up any work missed during the absence. "University sponsored activities" include activities related to NGCSU performance

groups, athletic teams, the Corps of Cadets, the Student Government Association, field trips related to academic courses, as well as any other university-sponsored activities approved by the Vice President for Academic Affairs or the Vice President for Student Affairs. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member or university official sponsoring the activity.

Any absence problems which cannot be resolved between the instructor and the student are referred immediately to the appropriate department head and, if necessary, to the dean of the appropriate school. The dean of the appropriate school is the final arbiter in all absence disputes.

Discontinuance of class attendance without officially withdrawing from a course is sufficient cause for receiving a failing grade in the course. In such instances, it is the prerogative of the instructor to award a grade of W or WF prior to the midpoint of the term, or a WF after the midpoint of the term, according to the Board of Regents' policy.

### **Academic Review Day Policy**

Academic Review Day is held between the last day of class and the first day of final exams fall and spring semesters. The purpose of Academic Review Day is to afford students the opportunity to review and study for final exams or to complete final projects due in courses that have such projects in lieu of final exams. (Those courses must have received approval to use a project instead of a final exam.)

Faculty may choose to hold optional in-class reviews with students or may allow students to review on their own. Faculty may not hold regular classes, give tests, administer final exams, or require project presentations on Academic Review Day.

### **Eligibility of Varsity Athletes**

#### **NCAA Academic and General Requirements (BYLAW, ARTICLE 14)**

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain progress toward a baccalaureate or equivalent degree as defined by the institution, **which for purposes of this bylaw and its subsections shall not be less than 12-semester hours, regardless of the institution's definition of a minimum full-time program of studies.** Also, a student-athlete may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

Regarding eligibility for competition, student-athletes must satisfactorily earn six-semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution. A student-athlete must earn at least 75 percent of the minimum number of semester hours required for progress toward degree during the regular academic year. The student-athlete shall earn no more than 25 percent of the minimum number of semester hours required for progress toward a degree during the summer or through correspondence courses taken during the 1993-94 academic year

and thereafter.

A student-athlete shall meet the "satisfactory completion" provision of this requirement by maintaining a grade point average that places the individual in good academic standing, as established by the institution for all students who are at an equivalent stage of progress toward a degree. To fulfill the "satisfactory completion" provision of this requirement, a student-athlete who first enters a Division II institution after the 1988-89 academic year must achieve the following cumulative minimum grade point average (based on a 4.000) at the beginning of the fall term or at the beginning of any other regular term of that academic year, based on the student-athlete earning:

- (a) 24 - semester hours: 1.800;
- (b) 48 - semester hours: 1.900;
- (c) 72 - semester hours: 2.000;
- (d) 96 - semester hours: 2.000.

Regarding freshman academic requirements, a student-athlete who enrolls in a Division II institution as an entering freshman with no previous full-time college attendance shall meet the following academic requirements, as certified by the NCAA Eligibility Center approved by the Executive Committee, and any applicable institutional and conference regulations, to be considered a qualifier and thus be eligible for financial aid, practice and competition during the first academic year in residence.

- a minimum cumulative grade-point average of 2.000 (based on a maximum 4.000) in a successfully completed core curriculum of at least 16 academic courses per Bylaw 14.3.1.2.
- a minimum combined score on the SAT verbal and math sections of 820 or a minimum sum score of 68 on the ACT. The SAT or ACT score must be achieved under national testing conditions on a national testing date.

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the Association and all rules and regulations of the institution and the conference(s), if any, of which the institution is a member. Specific attention is called to legislation affecting eligibility in the following areas: Amateurism, Awards, Benefits, and Expenses, Ethical Conduct, Financial Aid and Recruitment.

### **Student Disability Resources**

North Georgia College & State University is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of NGCSU reasonably ensure that a person with a disability has equal access to academic programs and co-curricular activities.

The policies for access by individuals with disabilities at NGCSU are designed to ensure full compliance with all pertinent federal and state legislation, specifically to include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

## **Procedures for Requesting Accommodations**

A student seeking accommodations has the legal responsibility to request accommodations in a timely manner and to provide the institution with appropriate, current documentation of the disabling condition. Sufficient advanced notice of a request for accommodations is required in order to give the Office of Student Disability Resources a reasonable period of time to evaluate the request and documentation. A student may submit a request and documentation any time during his/her enrollment at NGCSU, but no action based on the request and documentation is retroactive.

To receive disability accommodations at NGCSU, a student must comply with the procedures listed below:

- Be officially admitted to NGCSU
- Register with the Office of Student Disability Resources
- Submit current, written documentation from appropriate professional personnel, which is subject to verification by NGCSU

Approval of reasonable accommodations will be made on a case-by-case basis on the justification contained in the written documentation provided by the student.

Students who believe they have experienced discrimination on the basis of a disability can seek resolution through grievance procedures established by North Georgia College & State University. These procedures are clearly outlined in the publication *Academic Program Access for Students with Disabilities*, which is posted on the NGCSU home page under Services provided by the Office of Student Disability Resources and is available in all departments. For more information, call 706-867-2782.

## **Credit by Examination**

“Credit by Examination is essentially the awarding of credit for theoretical knowledge outside of the traditional classroom situation” (Credit By Examination, Proceedings from Workshop in the West, 1971).

NGCSU offers Credit by Examination upon approval of the academic department concerned and the Vice President for Academic Affairs when scores on nationally standardized examinations (CLEP, etc.) or other academic experience strongly indicates that the student has acquired the information or skills related to given courses of instruction offered by the university.

Credit awarded by examination can be given only for courses officially approved for academic credit by the university. The institution’s web page contains a listing of courses for which a student may earn credit by examination ([www.ngcsu.edu/VPAA/credit\\_ex](http://www.ngcsu.edu/VPAA/credit_ex)). The credit carries no academic grade and is not computed into the grade point average. The university limits the number of hours of Credit of Examination to 30 semester hours and no more than 24 hours of IB credit. A student who is currently enrolled in the course or has earned a grade other than a W in the course may not earn CLEP or DANTES credit for the course. Students should be aware that medical, dental and other professional schools may not recognize course credit by examination in their admissions processes.

## **Requirements for Graduation**

For interpretation of the requirements for graduation, a student is urged to seek advice from her/his academic advisor or from the Office of the Registrar. It is the responsibility of the student to be familiar with the requirements for graduation. Information on graduation requirements are given on the institution's web page ([www.ngcsu.edu](http://www.ngcsu.edu)).

## **Basic Physical Education Requirement**

All students must complete PHED 1000: Wellness OR three one-hour physical education activity courses as a graduation requirement. Exceptions: Physical Education, Athletic Training, and Teacher Education majors must meet the requirement with PHED 1000. Nursing majors are exempt from the basic PE requirement.

## **Military Science Instruction**

Graduation requirements for members of the Corps of Cadets include successful completion of 12 semester hours of military science instruction unless exempted by the Vice President for Academic Affairs upon the request of the Professor of Military Science. To fulfill this requirement, all cadets, including those transferring from other institutions, are required to successfully complete at least one military science class each semester.

## **U.S. Georgia Constitution and History Requirement**

A Georgia law requires that all candidates for a degree from an institution supported by public funds shall pass an examination “of the History of United States and the History of Georgia” and an examination “upon the provisions and principles of the United States Constitution and the Constitution of Georgia.” The requirements for instruction in the above areas can be met by satisfactorily completing one of the following courses at NGCSU: HIST 2111, HIST 2112 or POLS 1101 if taken at a Georgia college or university, or by passing the appropriate test in each of the four areas.

If you took HIST 2111 or HIST 2112 or POLS 1101 at any institution in the State of Georgia, you have met the mandated requirements and do not have to take any exams. If you transferred one or more of these courses into NGCSU from an out of state institution, you will have to take at least two exams to meet the mandated requirements.

If you transferred from another state or received AP or CLEP credit for POLS 1101 & HIST 2111 or HIST 2112, you need to take the GA Constitution and the GA History exam.

If you transferred from another state or received AP or CLEP credit for POLS 1101, you need to take the GA Constitution, GA History and U.S. History exams.

If you transferred from another state or received AP or CLEP credit for HIST 2111 or HIST 2112, you need to take the U.S. Constitution, GA Constitution and GA History exams.

Students should contact the Department of Political Science & Criminal Justice and the Department of History & Philosophy for clarification of these restrictions. Students are encouraged to visit the departmental websites for more information. [www.ngcsu.edu/history](http://www.ngcsu.edu/history) or [www.ngcsu.edu/pols](http://www.ngcsu.edu/pols)

## Writing Program Mission

The Writing Program of the Department of English consists of the first-year writing sequence and the writing concentration in the English major. It supports and works in tandem with the University's Writing Across the Curriculum Program.

The mission of the Writing Program is twofold: to teach students to use writing to learn -- to consider, question, and communicate ideas -- and to help them develop a repertoire of writing behaviors, strategies, and voices that will enable them to communicate effectively when engaging a variety of audiences, contexts, and purposes. Through guided and intensive writing practice, students will improve their critical writing, reading, and thinking skills to enhance their successes as university students in courses across the curriculum and as lifelong writers and learners.

## Competency in Communication Skills

Written Communication: Students currently matriculating at NGCSU who have completed ENGL 1101 here or elsewhere or who have been enrolled in college for two terms or who enroll in 2000-level courses at NGCSU are expected to have attained basic proficiency in writing. Since these competencies are taught and assessed in ENGL 1101 and 1102 courses, it is strongly recommended that entering students enroll in these courses as soon as possible.

The competencies listed below are minimal expectations for students enrolled in **lower-level writing courses**. Demonstrating these competencies may be fundamental to receiving a satisfactory grade on any writing assignment in any lower-level course. Because content and other factors are central to writing, demonstrating these competencies does not ensure a satisfactory grade.

Students must demonstrate their ability to

- Compose paragraphs and essays that are logical, engaging, and informative;
- Develop essays that include a controlling idea or thesis, provide adequate supportive evidence, and make sure of effective organization;
- Demonstrate and apply an understanding of the relationship between audience, purpose, and context;
- Compose both single-draft and multi-draft essays, using techniques of prewriting, drafting, and revision, as well as editing;
- Cite and document material taken from sources;
- Construct clear, precise, grammatically correct sentences, using Standard Edited American English, and avoiding awkward phrasing and errors, including but not limited to the following: fragments, comma splices, run-on sentences, subject-verb and pronoun-antecedent disagreement, faulty pronoun reference, misuse of possessives, and misspelling.

Specific competencies that may be assessed by instructors **in all disciplines** are listed below. Because the competencies listed below are minimal expectations, demonstrating these competencies may be fundamental to receiving a satisfactory grade on any writing assignment in any course. However, because content and other factors are central to writing, demonstrating these competencies does not

ensure a satisfactory grade.

Students must demonstrate their ability to

- Compose essays and other written works that are logical, engaging, informative, and that demonstrate a level of stylistic sophistication appropriate to the professional standards of the discipline and the course's level of study.
- Develop effectively organized essays and other written works that include a controlling idea or assertion, provide adequate supportive evidence, and evaluate or interpret that evidence effectively;
- Compose both single-draft and multi-draft writings, using techniques of prewriting, drafting, and revision, as well as editing;
- Cite and document material taken from sources;
- Engage writing technologies appropriate to the discipline;
- Construct clear, precise, grammatically correct sentences, using Standard Edited American English, and avoiding awkward phrasing and errors, including but not limited to the following: fragments, comma splices, run-on sentences, subject-verb and pronoun-antecedent disagreement, faulty pronoun reference, misuse of possessives, and misspellings.

Oral Communication: Students graduating from NGCSU are also expected to have attained proficiency in effective oral communication, as characterized by their capacity to

- Communicate in standard English with minimal verbal and nonverbal distractors.
- Plan, organize, support, and clearly deliver formal presentations in a logical and informative fashion.
- Engage in both formal and informal discussions in a clear and articulate manner.
- Comprehend, analyze, and evaluate oral communication.
- Adapt to formal and informal speaking situations within diverse social and cultural environments.
- Speak in clear, concise, and grammatically correct sentences, demonstrating proper pronunciation, enunciation, and modulation.

Requirements Across the Curriculum: No student shall receive a four-year degree from NGCSU without having completed two courses designated as writing intensive and one course designated as having an oral communication component. At least one of the two writing intensive courses must be in the student's academic major. Writing intensive courses are designated with a (W). Courses with an oral communication component are designated with an (O). For each writing intensive course, fifteen or more typed, double-spaced pages of writing shall be required and evaluated, and at least one third of the final course grade shall be based on these assignments. For each course with an oral communication component, there will be at least one planned presentation to the class, and 15% of the class grade will be based on oral communication assignments above and beyond routine class participation. Each academic major will offer at least one course with oral components at the 2000-level or above.

### **Information Literacy**

Information literacy is vital to the university's mission. Educating students to become *informed leaders* is central to information literacy theory, the mission of the institution, and to society. The five information literacy competency standards identified by the Association of College and Research Libraries (2000) are the learning outcomes that form the basis for the NGCSU Quality Enhancement Plan (QEP):

- The information literate student determines the nature and extent of the information needed.
- The information literate student accesses needed information effectively and efficiently.
- The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
- The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.
- The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

### **Technological Literacy**

Technological literacy is infused throughout the curricula so that students graduate with the fundamental knowledge and basic ability to use these resources in everyday life and in future occupations. The institution provides the means by which students may acquire basic competencies in the use of computers and related information technology resources via electronic communications and access to national and global information resources. Students may also enroll in basic computer science courses (CSCI 1100, 1150, 1200, 1250, 1301) to acquire technological literacy. NGCSU expects all candidates for degrees to strive for competency in six basic skills:

- Students should be able to engage in electronic collaboration using E-mail, e-mail attachments, and listservs.
- Students should be able to create structured electronic documents using word processing programs and basic Web page editors.
- Students should be able to produce technology-enhanced presentations.
- Students should be able to use appropriate electronic tools for research and employ wise judgment as to the validity and usefulness of electronic sources and their content.
- Students should be familiar with and adhere to major legal, ethical, and security issues in information technology such as privacy, copyright, plagiarism, citing sources, "netiquette," hacking, hoaxes, and viruses.
- Students should have a working knowledge of computer hardware, software installation, troubleshooting, and file management.
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### **Modern Language Requirement and Student Placement**

As a liberal arts institution educating Georgia's citizens for roles in international contexts, NGCSU requires all of its students to study a language other than English. Currently, the Department of Modern Languages offers major degree programs

in French and Spanish, minor degree programs in Chinese, French, German, and Spanish, and, through NGCSU's membership in the National Association of Self-Instructional Language Programs, course work in Arabic, Korean, and Russian. Please consult with the Head of the Department of Modern Languages about these opportunities.

NGCSU's B.A. degrees require language proficiency at the intermediate level (2001 or 2002), and all its other degrees require it at the elementary level (1002). Students should consult the appropriate section of the bulletin for specific requirements for the degree they are seeking; the English major, for example, requires foreign language 2001 AND 2002. Students are also strongly advised to consult with their advisor or a faculty member in the Department of Modern Languages about which language best suits their program of study. Also, because NGCSU's commitment to educate students in the languages and cultures of other peoples and nations is such an important aspect of its institutional mission, proficiency in American Sign Language does not satisfy the foreign language requirement in Area B. However, courses in ASL can be evaluated by the department for elective credit.

Students placing at a level beyond that required by the major may also be exempt from second language course requirements. In all cases, students must attain the overall number of required credit hours in their program of study.

Finally, NGCSU maintains exchange agreements with universities outside the United States for summer, semester- and year-long programs of study, and these agreements provide ideal conditions for the study of other languages. Students are encouraged to consult with the Department of Modern Languages and the Center for Global Engagement to find out about these and other opportunities in study abroad, and should consult the study-abroad section of this bulletin for additional information.

### **New Area B Policy**

The Department of Modern Languages acknowledges that students may already possess native or near-native proficiency in languages other than English. Native speakers of other languages normally may not take 1000-level courses in that language, and must seek approval from the Department of Modern Languages to take them at the 2000-level. However, the Department also understands that such proficiency should be recognized, and a variety of options exists to do so.

Students whose native language is other than English may, in addition to taking the TOEFL exam, receive an exemption from the Area B Language requirement by certifying their proficiency in their native language with a school transcript or other documentation from their country of origin or background of language proficiency.

Students whose native language is English but who have studied one or more other languages (be they classical, foreign, or domestic) may present appropriate AP or CLEP scores in those languages and, provided that they meet institutional requirements, receive credit at the 1001, 1002, 2001, and 2002 levels. Cutoff scores for the granting of such credit are posted on the NGCSU webpage. For students without AP or CLEP credentials, other placement and evaluation mechanisms are available in the Department of Modern Languages to facilitate exemptions from (but not credit for) institutional language requirements. These students should

consult the Department for details.

Students seeking exemptions from the Area B requirement of language at the 1002 level, after being certified by the Department of Modern Languages as being appropriately proficient in another language, may substitute one of the following courses for the Area B 3-credit hour requirement in another language: ENGL 2111 or 2112, POLS 2401. Since these courses may also be used in other areas of the Core Curriculum, it is important to remember that courses may not count twice within it. For example, if a student takes ENGL 2112 for Area C, the same course may not be counted again in Area B.

Finally, students should be aware that although NGCSU accepts course work in American Sign Language for elective credit, it cannot be used to fulfill the language requirement in Area B.

### **Advanced Placement (AP) , CLEP, and International Baccalaureate (IB) Credit**

The university grants some credit by examination. Course credit may also be gained by attaining appropriate scores on the AP, CLEP, and/or IB test, available through the Testing Office. Information on credits granted by NGCSU is available at [www.ngcsu.edu/VPAA/credit\\_ex](http://www.ngcsu.edu/VPAA/credit_ex).

### **Academic Majors, Academic Minors, and Field of Study**

A baccalaureate degree program must contain a minimum of 120 semester hours, at least 21 of which must be upper division hours in the major field. The program must require at least 39 semester hours of upper division work overall.

A minor must contain 15 to 18 semester hours of coursework, at least 9 of which must be upper division coursework. Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Courses taken in Core Area F may be counted as coursework in the minor. Courses taken to satisfy the major requirements may not be used to satisfy the minor requirements.

For a program of study in which a minor is not required, the field of study consists of all upper division coursework in the major field. For a program of study in which a minor is required, the field of study consists of all upper division coursework in the major field and the minor field. A student must achieve at least a 2.0 institutional grade point average in the field of study in order to receive a baccalaureate degree. In a chosen major or minor, no deviation from the requirements may occur without written approval from the student's academic advisor, the student's department head, and the Associate Vice President for Academic Affairs.

### **Regents' Skills Program**

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents' Skills Program has been developed to help in the attainment of this goal. The objectives of the Regents' Skills Program are (1) to provide System-wide information on the status of student competence in the areas of reading and writing and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

Students may exempt the reading requirement of the exam with a:

- SAT Reasoning Test, Critical Reading Score of 510 or
- ACT Reading Score of 23.

Students may exempt the writing essay requirement with an:

- SAT II English Writing Score of 650 or AP English Score of 3 or
- International Baccalaureate (IB) higher-level English Score of 4;
- SAT Reasoning Test, Writing Section exemption score: 560
- SAT Reasoning Test, Writing Section Score: 500 in conjunction with at least a 510 on SAT Reasoning Test, Critical Reading Section.
- A score of at least 24 on the ACT Combined English/Writing exam
- A score of at least 22 on the ACT Combined English/Writing exam in combination with an ACT Reading score of at least 23

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Other exemptions may be found at the BOR website:

[www2.gsu.edu/~wwwrtp/overview.htm](http://www2.gsu.edu/~wwwrtp/overview.htm)

Students should verify eligibility to exempt by generating a Degree Evaluation through their Banner account.

All students enrolled in undergraduate degree programs leading to the baccalaureate degree and to the Associate of Science in Nursing degree at NGCSU must satisfy this requirement.

Students who are not exempt from the Regents' Test and students who are not enrolled in Learning Support English or Reading courses must officially register for and take the test during their first semester at NGCSU and must continue to register each term thereafter until both portions are satisfied. Students who have two unsuccessful attempts at passing the Regents' Exams are administratively enrolled in the Regents' Skills course(s) and must complete the course(s) to be considered eligible to take the test again. An unsuccessful attempt for the Regents' Test is defined as any attempt in which the student has not passed the Regents' Test, either by not taking the test or taking it but not passing it.

Transfer students who do not take or pass the Regents' Test in their first semester and students who score 50 or lower on the Regents' Test will be administratively enrolled in the Regents' Skills course(s) in their second semester.

The Regents' Test is usually administered during one testing period each summer, fall, and spring semester. The testing dates are determined by the Board of Regents. Online registration is available via Banner for a limited time at the beginning of each semester, preceding each test administration. Students enrolled in Learning Support English or Reading must register for and take the Regents' Test in the first semester that they exit Learning Support. NGCSU students may take the Regents' Test during a semester in which they are not enrolled, as long as students register for the test at NGCSU or receive permission from NGCSU to take the test at another University System institution.

Students may request a formal review of the Writing Skills Test. This review will be conducted in accordance with University System approved procedures. To initiate the review process, students should contact the Testing Office at 706-864-1799

## **Institutional Assessment of Students**

The university affirms its prerogative to require all students to take any examination which may, from time to time, be required for institutional or University System evaluation and to charge each student for the cost of such an examination.

## **Transient Students**

Currently enrolled students may apply online via Banner, the student information system, for authorization to complete certain courses at another institution as a transient student. Transient permission in the following situations requires the approval of the Associate Vice President for Academic Affairs: (1) repeating a course in which a grade has already been earned at NGCSU; (2) taking transient coursework after senior status has been achieved; and (3) taking transient coursework while on probation at NGCSU. Transient permission is not granted for students on academic dismissal. Transient permission is not granted for the purpose of taking two-year college courses to be transferred to NGCSU as upper division courses.

## **Repeating Courses at Other Institutions**

Courses repeated at other institutions when a student has been absent from NGCSU less than 4 terms, including summer term, will not be approved for transfer.

# **Academic Integrity Policy**

## **Preamble**

North Georgia College & State University is dedicated to providing an educational climate characterized by integrity. Academic integrity, in particular, must be the cornerstone of an institution of higher learning and must pervade all segments of the NGCSU community. Furthermore, academic integrity is the mutual responsibility of the various constituencies (students, faculty, staff, and administration) which comprise the university.

## **Integrity Code**

The integrity code, "On my honor, I will not lie, cheat, steal, plagiarize, evade the truth or tolerate those who do," reflects NGCSU's commitment to academic integrity.

The policies and procedures regarding academic integrity at NGCSU are included in the Student Handbook. The absence of an integrity code statement on an assignment, the absence of a written honor pledge on an assignment, or the absence of a student's signature in no way releases the student from the responsibility to know, understand, and follow the university's honor policy.

# **Academic Renewal Policy**

1. In order to qualify for Academic Renewal (AR) a student must (a) apply for Academic Renewal; (b) have an absence for a period of five consecutive years from any one institution from which he/she is applying for AR; (c) have

exited learning support. AR is not granted to students who have already earned a baccalaureate degree.

2. Academic Renewal will be granted only one time.

3. Granting of Academic Renewal does not supersede financial aid policies regarding satisfactory academic progress.

4. A transfer or former returning student who qualifies for Academic Renewal may be accepted and have her/his transcript evaluated for Academic Renewal upon written request or may apply for Academic Renewal within one year of re-entry into NGCSU following a five-year absence.

5. Currently enrolled students who qualify may apply for AR within one year of the implementation of the AR policy. The academic renewal begins with the first-time enrollment after the five-year absence.

6. Students granted academic renewal shall retain academic credit for previously completed course work in which a grade of A, B, C, or S has been earned. Grades for retained courses are not calculated in the academic renewal GPA.

7. The Academic Renewal GPA (AR-GPA) begins at the time of entry into NGCSU following a five-year absence and applies to courses completed subsequent to the date of academic renewal.

(a) The transcript shall show all transferable academic course work, and a true cumulative GPA shall be recorded on the transcript for Academic Renewal students.

(b) A legend shall appear on the NGCSU transcript for the transfer student below the transferred credits or on the native student's transcript indicating the date of Academic Renewal. This legend shall be followed by a listing of courses for which Academic Renewal credit has been retained.

(c) Classes that are repeated shall be indicated as repeat classes even though credit has not been granted.

8. Granting of AR will supersede the grade point average requirements of the Departments of Education, Nursing, and Physical Therapy under the following conditions:

(a) A student granted academic renewal shall earn at least 18 additional semester hours of academic credit, excluding basic military science and physical education activities classes, with an acceptable grade point average before being considered for admission into any of the programs.

(b) Re-entry into education, nursing, or physical therapy for previously admitted students who request academic renewal is not automatic and requires departmental approval.

9. United States and Georgia History and Constitution requirements met prior to the granting of AR will remain on the student's permanent record even though the courses used to satisfy these requirements may not be included in the AR credit.

10. A transfer or native student who receives AR shall be subject to academic performance guidelines, probation and suspension policies, and Regents' Test requirements as stated in the undergraduate bulletin. Hours for the application of these policies shall be the cumulative attempted hours, not the AR credit hours.

11. A student who has been granted AR shall present 30 additional semester hours of academic credits, excluding basic military science and physical education activities courses, in order to be eligible for graduation honors or any other

honors having academic requirements.

12. The AR-GPA shall be used for graduation purposes. All other graduation requirements as stated in the appropriate undergraduate bulletin shall apply.

## **Candidacy for the Degree**

Membership in the senior class does not within itself imply candidacy for the degree. Before the degree can be conferred, all indebtedness to the university must be met and published requirements for the particular degree fulfilled. Responsibility for meeting these requirements rests with the student, and each candidate should ensure her/his program of study is on file for graduation with the Office of the Registrar.

Formal written application for the degree must be filed with the Office of the Registrar by the published deadline for the semester in which the student anticipates completing degree requirements. Special forms for this application may be secured from the Office of the Registrar.

For the Bachelor of Arts degree, the Bachelor of Business Administration degree, and the Bachelor of Science degree, the student must complete the requirements of the Core Curriculum, must fulfill the major and minor requirements, if any, and offer sufficient approved elective courses to bring the total number of acceptable credit hours to at least 120, exclusive of the wellness requirement.

Georgia law requires that all candidates for a degree from an institution supported by public funds shall successfully pass coursework or an examination “of the History of the United States and the History of Georgia” and coursework or an examination “upon the provisions and principles of the United States Constitution and the Constitution of Georgia.” All graduates must also have passed or been exempted from the Regents’ Skills Test.

A student must complete the last 30 semester hours in residence prior to being awarded the degree. In special instances, students may be allowed to take transient courses for elective credit during the last 30 semester hours with the approval of the department head and the Vice President for Academic Affairs. For more detailed information, see the section on a Second Baccalaureate Degree

A student must have a minimum grade point average of 2.0 on all work presented for graduation. A student must have a minimum grade point average of 2.0 on coursework completed at NGCSU.

Not more than 25 percent of the credits for graduation may carry grades of D.

No student may be declared a graduate of the university until all requirements for entrance and for graduation have been met, the degree has been conferred, and the diploma has been awarded. Each candidate must be present at graduation unless excused in writing.