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# **ACADEMIC REQUIREMENTS**

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## **KNOWLEDGE OF CATALOG**

It is the responsibility of all Macon State College students to read, understand, and observe the rules and regulations of the College as published in the Catalog and in other official announcements.

The College reserves the right to change at any time any regulations and requirements as necessitated by the College or by the University System of Georgia.

## **ACADEMIC INFORMATION**

### **Academic Advising**

- New students are assigned to the academic divisions or to the Academic Advising Center for advising. The Admissions Office will notify new and transfer students where they should be advised. Students should make an appointment for an advising session to discuss programs of study, selection of courses, academic plans, and other topics related to academic achievement.
- Although advisors are available, students are responsible for knowing and fulfilling all graduation requirements.
- Students who wish to change advisors should fill out a Change of Advisor Form in the Registrar's Office.

### **Academic Credit**

Academic credit is the number of hours which students earn by taking courses. These hours count toward the students' graduation requirements. Learning Support courses do not have academic credit.

### **Academic Recognitions**

- **President's List:** Students who earn a grade point average of 3.8 or above on an academic load of at least nine semester hours in any one semester will be placed on the President's List for the following semester provided they have a cumulative academic grade point average of 3.0 or higher and no outstanding "I" grade for the semester.
- **Dean's List:** Students who earn a grade point average of 3.5 or above on an academic load of at least nine semester hours in any one semester provided they have cumulative academic grade point averages of 2.5 or higher and no outstanding "I" grade for the semester.
- **President's Scholar:** Students who complete the associate or baccalaureate degree program provided they have a cumulative academic grade point average of 3.8 or above will be designated President's Scholars and will graduate with high honors.
- **Dean's Scholar:** Students who complete the associate or baccalaureate degree program with a cumulative academic grade point average of 3.5 or above will be designated Dean's Scholars and will graduate with honors.

- **Graduation with Honors:** Scholastic recognition at graduation will be given to all baccalaureate students who complete at least 60 semester hours of course work at Macon State College and who earn a cumulative GPA of at least 3.5. Credit by examination, credit by validation, CLEP credit, AP credit, and courses specifically excluded by College policy cannot be used to meet the hours requirement for graduation with honors.
- **Honors Program Graduate:** Students who complete the Honors Program will receive a certificate. All graduating students who have completed the Honors Program at the associate or baccalaureate degree level at Macon State College and who also have a cumulative GPA of at least 3.5 will be designated an "Honors Program Graduate" and accorded the privilege of wearing an Honors Program medallion at the graduation ceremony. The designation "Honors Program Graduate" will be placed on the permanent academic record.

#### **Academic Record**

The academic records of students are maintained in the Registrar's Office. The records include a chronological listing of all courses taken and the cumulative GPA.

#### **Academic Renewal Policy**

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty at an institution to have one opportunity to make a fresh start at that same institution after an absence of five calendar years from any postsecondary institution. Students can be granted Academic Renewal only once.

Former Learning Support (LS) students may apply for Academic Renewal only if they successfully completed all LS requirements before the commencement of the five-year period of absence.

All previously attempted coursework remains on the student's official transcript. The Board of Regents' cumulative grade point average, CGPA, that includes all credit courses taken, excluding Learning Support courses, and an Academic Renewal Grade Point Average (AR-GPA) must be shown on each Academic Renewal student's academic record.

Students must apply for Academic Renewal in the Office of the Registrar. Academic Renewal will be granted upon application by the student if the student is eligible.

An Academic Renewal Grade Point Average (AR-GPA) is begun when the student resumes taking coursework following the five-year period of absence once Academic Renewal has been granted. Macon State College will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate CGPA. (The Academic

Renewal GPA will replace the institutional GPA for those students who are granted Academic Renewal.)

The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.

Academic credit for previously completed coursework, including transfer course work, will be retained only for courses in which an A, B, C, or K grade has been earned. Credit for D grades will be forfeited. Retained grades are not calculated in the Academic Renewal GPA but are counted in the Academic Renewal Hours Earned.

To earn an **associate degree**, students must fulfill Macon State College's residency requirement of 20 semester hours. To earn a **baccalaureate degree**, students must fulfill Macon State College's residency requirement of 30 semester hours, including 21 hours in upper division courses in the major area. The retained hours earned prior to Academic Renewal (i.e., A, B, C grades) will not apply toward the residency requirement.

Any scholastic suspensions that occurred in the past will remain recorded on the student's academic record.

If a student does not request Academic Renewal status at the time of re-enrollment after a five-year or greater period of absence from any postsecondary institution, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.

The Academic Renewal GPA begins with the first term following re-enrollment.

Reentry into any program is not automatic.

The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.

Once granted Academic Renewal, students must complete twelve semester hours of academic courses for an associate degree (in the specific program's core curriculum) at Macon State College with a 2.0 or higher GPA before being considered for admission to a specific allied health program.

### **Academic Standing**

- **Grade Point Average**

Students are expected to make reasonable academic progress; therefore, students must maintain the following Grade Point Averages:

<u>Status</u>	<u>Required Grade Point Average</u>
Freshman (1-29 semester hours)	1.5
Sophomore (30-59 semester hours)	1.8
Junior (60-89 semester hours)	1.9
Senior (90 and above semester hours)	2.0

- **Academic Probation**

When a student fails to maintain a sufficient Grade Point Average, the student's status changes from Good Standing to Academic Probation. The student's Grade Point Average must then be brought up to the Required GPA (as listed above) by the next semester in order to avoid Academic Dismissal. Students will receive notification of their Academic Probation through the grade mailer sent by the Registrar's Office at the end of the term.

- **Academic Dismissal**

When a student fails to maintain a sufficient Grade Point Average after having been placed on Academic Probation, the student will be dismissed from the College. The first dismissal is for one term. The subsequent dismissal is for one year. Students will receive notification of their Academic Dismissal through the grade mailer sent by the Registrar's Office at the end of the term.

### **Add/Drop**

Students are allowed to add a class during the add/drop period which generally occurs during the first three days of class for the new term. To add or drop a class, students should request, complete, and submit the Add/Drop Form to the Registrar's Office during the specified three-day Add/Drop period. Students may add classes using online Banner Web registration for this same time period.

- Students with holds cannot add a class online.
- Students cannot drop classes using online Banner Web registration.
- Students can add or drop classes at the Macon Campus Registrar's Office, Warner Robins Campus, and Robins Resident Center main offices.
- Students are not permitted to drop a Learning Support class unless they are completely withdrawing from the College.
- If students drop a class during the first three class days of the term, no entry of the course is made on the student's record.
- If students drop a class after the third day of classes or on or before mid-term, the course is entered on the student's academic record with a grade of W (withdrawal without penalty).
- If students drop classes after mid-term, a grade of WF (withdrawal with penalty) is assigned. A grade of WF is computed the same as an F in the Grade Point Average.
- Students will not be allowed to drop classes during the last two weeks of class.

- The official date a class is dropped is the date on which students properly execute the drop procedure in the Office of the Registrar, the main office at the Warner Robins Campus, or the main office at the Robins Resident Center.

### **Attendance Policy**

The classroom experience is a vital part of college education. Interaction with instructors and other students is an important element of the learning process. Students are expected to attend all class sessions. Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course at the discretion of the instructor. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week may be penalized at the discretion of the instructor. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized.

Faculty will include information about absences and penalties in their syllabi at the beginning of every semester. Faculty are expected to maintain an attendance record for all their classes.

### **Auditing**

Students may register for and attend a class without being responsible for the work required in the course. No credit is given, but tuition must be paid. Students who audit a course may not subsequently register for credit in that course nor apply for credit by examination during another term. A grade of V appears on the transcript.

### **Computer and Network Usage Policy**

Authorized users may use College computing facilities and resources, including transmission over the College network, for scholarly purposes, for official College business, and for personal purposes so long as such use:

- Does not violate any law or College policy
- Does not involve significant use of College resources, direct costs, or substantial interference with the performance of College duties, work, or data communications networks
- Does not result in commercial gain or private profit

With the exception of individuals authorized by the College to perform system and computer maintenance, users may not allow any other person to use their passwords or to share their accounts. It is the user's responsibility to protect the account from unauthorized use by following security procedures established by Technology Support Services (TSS) and the Computer Services unit.

Any attempt by any person or group to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network

resources is forbidden. Users may not access another person's computing account, attempt to forge an account, or use a false account or e-mail address.

Transferring copyrighted materials to or from any system or via the College network without express consent of the owner may be a violation of federal law and/or state law.

It is forbidden to use electronic mail or other network communications facilities to harass, offend, or annoy other users, including impeding their computing systems, software, or data.

Each user of College resources is encouraged to report violations of College policies to College unit representatives on duty, appropriate faculty or staff, or the Office of Technology Support personnel. The TSS telephone number is 757-2634. Technical support can be requested online at <http://www.maconstate.edu/tss/help>.

#### **Cooperative Education Program**

In order to promote, encourage, and improve the education of students in cooperation with industry, business, and government agencies, Macon State College offers qualified students the opportunity to participate in the Cooperative Education Program. Cooperative education is an academic program in which students alternate periods of full-time study with periods of full-time employment. The program offers work that is related to the student's academic major or career interests, thus greatly enhancing the student's employment prospects after graduation from MSC. **The prospective employer and Internship/Co-op Coordinator must approve student co-ops prior to registration for the program.**

Further information is available at the Career Center in S-230 of the Student Life Center, by calling (478) 471-2714, or by visiting the website at [www.maconstate.edu/counseling&career/](http://www.maconstate.edu/counseling&career/).

#### **Core Curriculum**

This is an established set of courses that all students in the University System of Georgia pursue during their first two years. More information about the core curriculum is available in this catalog on page 110.

#### **Corequisite**

This is a course which must be taken at the same time as another course.

#### **Course Load Status**

- To graduate in two years with an associate degree or in four years with a baccalaureate degree, students must carry an average of fifteen to seventeen semester hours.
- Students carrying twelve or more semester hours are considered full-time students.

- Students carrying fewer than twelve semester hours are considered part-time students.
- A course load of eighteen semester hours per semester is considered an overload and must be approved by the student's advisor and division chair.
- A course load of twenty or more semester hours must be approved by the student's advisor, the division chair, and the Office of Academic Affairs.

### **Course Numbering**

0000-0999 Learning Support courses

1000-1999 Freshman level courses

2000-2999 Sophomore level courses

3000-3999 Junior level courses

4000-4999 Senior level courses

### **Credit by Examination**

#### **Advanced Placement Program of the College Entrance Examination Board**

Students may apply for Advanced Placement Program credit only after being accepted and enrolled by Macon State College.

- When Advanced Placement Program credit is awarded, a grade of K will be recorded on the permanent academic record.
- No more than 40 semester hours of credit may be earned by examination (inclusive of CLEP and departmental exams).
- Credit will be awarded for scores of 3, 4, or 5 on tests of Advanced Placement Programs comparable to college courses.

<b><u>Advanced Placement Examination</u></b>	<b><u>Score</u></b>	<b><u>Equivalency</u></b>	<b><u>Credit Hours</u></b>
English Language and Composition	3-4-5	English 1101 .....	3
English Composition and Literature	3	English 1101 .....	3
English Composition and Literature	4-5	English 1101-1102....	6
French Language .....	3-4-5	French 1001-1002 ...	6
Music Theory .....	3-4-5	Music 1211-1212 .....	4
Music Listening and Literature .....	3-4-5	Music 1100 .....	3
American History .....	3	*History 2111.....	3
American History .....	4-5	*History 2111-2112 ..	6
Calculus A B .....	3-4-5	Math 1251 .....	3
Calculus B C .....	3-4-5	Math 1251-1252 .....	6
Computer Science .....	3-4-5	Computer Science 1301 ...	3
Biology .....	3	Biology 1001 K.....	4
Biology .....	4-5	Biology 1001K-1002K...	8
Psychology .....	3-4-5	Psychology 1101 .....	3
Government and Political Science .....	3-4-5	*Political Science 1101	3

### **Advanced Standing by Examination**

1. Students may apply for advanced credit examination only after being accepted by Macon State College.

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\*In addition, a departmental exam is required to satisfy state legislative requirements.

2. A grade of "K" (denoting credit by examination) for credit granted by individual examination will be recorded on the student's academic record after the student has enrolled.
3. No more than 40 semester hours of credit may be earned by examination (including CLEP, AP, DANTEs, and departmental credit exams).
4. Credit by examination may not be received for a course in which the student has previously enrolled.
5. An advanced credit examination, CLEP, DANTEs, or divisional may not be retaken in order to earn credit.

**College Level Examination Program (CLEP) "Subject Examination" and the courses for which they are the equivalent are listed below.**

<u>MSC Course</u>	<u>Cr. Hrs.</u>	<u>CLEP Tests</u>	<u>Scores</u>
Accounting 2101, 2102 .....	6	Principles of Accounting.....	50
Biology 1001K, 1002K ...	8	Biology .....	50
Chemistry 1211K, 1212K ...	8	General Chemistry .....	50
Economics 2105 .....	3	Prin. of Macroeconomics.....	50
Economics 2106 .....	3	Prin. of Microeconomics .....	50
English 1101 .....	3	*English Composition .....	50
English 2121, 2122 .....	6	British Literature .....	50
English 2131, 2132 .....	6	American Literature .....	50
French 1001, 1002 .....	6	College French .....	50
History 1111, 1112 .....	6	Western Civilization .....	50
History 2111 .....	3	**History of the U.S. I .....	50
History 2112 .....	3	**History of the U.S. II .....	50
Math 1111 .....	3	College Algebra .....	50
Math 1113 .....	3	Trigonometry .....	50
Math 1251 .....	4	Calculus with Elementary Functions .....	50
Political Science 1101 .....	3	**American Government.....	50
Psychology 1101 .....	3	General Psychology .....	50
Psychology 2103 .....	3	Human Gro. & Develop .....	50
Sociology 1101 .....	3	Intro to Sociology .....	50
Spanish 1001, 1002 .....	6	College Spanish .....	50

DANTEs "Subject Examinations" and the courses for which they are the equivalent are listed below.

<u>MSC Course</u>	<u>Cr. Hrs.</u>	<u>DSST</u>	<u>Score</u>
Education 2403 .....	3	Foundations of Education .....	46
Psychology 2103 .....	3	Lifespan Developmental Psych ...	46
Anthropology 1102 .....	3	General Anthropology .....	47
Criminal Justice 1100 .....	3	Intro to Law Enforcement.....	45
Communications 1110* .....	3	Principles of Public Speaking .....	47

\*Before taking CLEP or DANTEs, students must contact the Chair of the Humanities Division.

\*\*In addition, a departmental exam is required to satisfy state legislative requirements.

Finance 3131 .....	3	Principles of Finance .....	46
Accounting 2101 .....	3	Principle of Financial Acct.....	49
Business 4135 .....	3	Business Law II .....	52
Business 2201 .....	3	Introduction to Computing .....	45
Economics 999U .....	3	Money and Banking .....	48
Mathematics 1111 .....	3	Fundamentals of College Algebra ..	47
Mathematics 1200 .....	3	Principles of Statistics .....	48
English 3106 .....	3	Technical Writing .....	46
English 3107 .....	3	Technical Writing .....	46

Students must register for the CLEP and DANTES examinations with the Academic Testing Center in the Student Life Center. Fees for the examinations are the responsibility of the student. Students desiring credit for a CLEP Examination not listed in the catalog may petition the Office of Academic Affairs. Costs for the tests (payable by cash, check, or credit card at the time the test is administered) are as follows:

CLEP - \$50.00 payable to CLEP and \$20.00 payable to Macon State College  
 DANTES - \$65.00 payable to Macon State College

Courses for which there are no CLEP examinations may be exempted by departmental credit examinations when examinations approved by the Division Chair and the Vice President for Academic Affairs are available. Interested students should apply to the appropriate division chair to see if there is an approved examination. Students must pay a \$50.00 fee to the Business Office, where they will get a receipt and a "Credit Examination Notice" card stamped as paid. The stamped card must be presented to the division chair or program director before the test. If students pass a division exam, their cards will be signed by the division chair and submitted to the Office of the Registrar. If students fail a division exam, the division chair will file their cards to indicate that those students are ineligible to take a second exam on the same subject.

### **Division**

An academic unit within the College. The divisions at Macon State College are: Business & Economics, Humanities, Information Technology, Learning Support, Natural Sciences & Mathematics, Nursing & Health Sciences, and Social Sciences.

### **Early Registration**

A period of registration prior to regular registration which is available to currently enrolled and re-admitted former students.

### **Elective**

These courses are related to the curriculum in a major program or count as general credit toward a degree.

**Full-Time Status**

The enrollment status of students who are taking twelve or more credit hours in a semester.

**Grades**

- **Grade Appeals**

- **Grade Appeal Policy**

In reviewing appeals relating to the receipt of grades, the process will be concerned entirely with alleged violations of institutional policy or procedure rather than with content or with matters of the instructor's judgment.

When a student believes that an instructor has not followed proper procedure in the classroom (e.g.: failure to follow state grading policy or other procedures and objectives as outlined in the syllabus) and if the student wishes to appeal, the student should adhere to the following procedure:

1. The student will discuss the matter with the course instructor within ten working days of the receipt of the grade. (If the student is unable to contact the instructor, the student should seek the aid of the chair of the appropriate division.)  
The student will provide the instructor with a written statement that expresses the concern in very specific terms.  
The instructor will respond in writing to the student within five working days. A copy of this communication will also be forwarded to the division chair with a copy of the student's original written inquiry.
2. If the matter is not resolved between the instructor and the student, the division chair will attempt to resolve the issue and will give the student a written response.
3. If the matter cannot be resolved at the division level, the student should complete a Petition Form (available in the Office of the Vice President for Academic Affairs) and submit it to the Office of Academic Affairs within ten working days after receipt of the division chair's response.
4. All documentation, the student's inquiry, the instructor's response, and the division chair's response will be turned over to the Vice President for Academic Affairs (VPAA).
5. The VPAA will appoint a three-member panel selected from the associate vice presidents and the division chairs (excluding the division from which the appeal originated).
6. The panel will determine if there is just cause for further appeal. If there is just cause, the panel will collect information concerning the appeal by research and interview. All information so gathered is to remain completely confidential.

7. After gathering the relevant information, the panel will make a recommendation to the VPAA who will decide whether the appeal has merit and if any further action should be taken. The VPAA may approve or deny the appeal.
8. If there is further appeal, all information will be given to the President of the College who will make the final decision. There is no further appeal.

- **WF Grade Appeal**

After officially dropping a course or withdrawing from the College after midterm, if a student wishes to appeal the WF grade because of hardships or non-academic circumstances beyond his or her control, the student must:

1. Obtain and complete an Appeal of WF Grade Form from the Registrar's Office or the Office of Academic Affairs
2. Attach documentation which supports the reason for withdrawing
3. Submit the completed form and supporting documentation to the Office of Academic Affairs within five days of withdrawing.

**Appeals of WF grades because of academic difficulty are not permitted.**

- **Grade Point Average (GPA)**

Academic Standing is based on this average. The GPA is calculated by dividing the total number of academic credit hour quality points a student has earned by the total number of academic credit hours the student has attempted. (See Academic Standing for further information).

- **Grade Reports**

Final grades are available to students through Banner Web, the Macon State College online registration system at [www.maconstate.edu](http://www.maconstate.edu). Students who wish to have their grades mailed to them must fill out a request form for that service in the Registrar's Office.

- **Grade Symbols**

The following grade symbols are used but are not included in computing the grade point average:

- I - An I stands for an Incomplete and indicates that the student for non-academic reasons was unable to complete the requirements for a course. The instructor of the course and the student are to arrange for the course's completion before the midterm of the next semester the student is enrolled or by the end of one calendar year if

the student is not enrolled. If the I is not removed in the defined time period, a grade of F is assigned to the course;

- IP - This indicates that the student has made progress in a Learning Support course; however, the student is required to enroll in that course the next semester of enrollment. A student may not receive the IP more than two times in the same course or in that same area.
- W - This indicates a withdrawal without penalty and is assigned when students withdraw from courses by the midterm date. In cases of hardship, approved by the Office of Academic Affairs, students may receive the W after midterm.
- WF - This indicates that the student withdrew from a course after the midterm date.
- V - This indicates that the course was audited, and the student receives no quality points.
- K - This indicates that the credit was granted via an Advanced Standing Credit Examination or a CLEP Examination.

- **Grading System**

- A - Excellent work; four quality points per semester hour (4.0)
- B - Good work; three quality points per semester hour (3.0)
- C - Satisfactory work; two quality points per semester hour (2.0)
- D - Passing work; one quality point per semester hour (1.0)
- F - Failing work; does not yield quality points (0.0)
- I - Incomplete work; does not yield quality points until the course is satisfactorily completed
- W - Withdrawal; no quality points
- WF - Withdrawal failing; no quality points

## Graduation

- **Degree Requirements**

APPLICATION FOR DEGREE: Students should file an application for degree in the Office of the Registrar at least one full semester before they expect to complete degree requirements. Filing one semester in advance of the proposed graduation date will allow time for checking the application and will allow students time to make up any deficiencies found in their degree programs. Students who do not file an application for degree one semester in advance of their proposed graduation date cannot be assured of graduating with their class. An application for degree fee of \$20.00 must be paid in the Business Office. After the application is accepted and has been approved, it becomes the student's official degree program. Students who do not complete degree requirements at the end of the semester designated on their application for degree must file a new application for degree if they expect to complete degree requirements during a subsequent semester.

- **Choice of Catalog**  
Students must meet graduation requirements as listed in a single Macon State College catalog which is not more than five years old at the time of their graduation and which carries announcements for a quarter or semester during which they earned some credit at Macon State College. The College will make reasonable accommodations for students involved in the transition from quarters to semesters.
  
- **Hour Requirements**  
Associate Degree  
Applicants must complete a minimum of sixty semester hours including the core curriculum and major requirements. Applicants must also have earned two semester hours in physical education. \*  
Baccalaureate Degree  
Applicants must complete a minimum of 120 semester hours of academic work which must include a minimum of thirty-nine semester hours of upper division courses overall and twenty-one semester hours in the major. Applicants must also have earned two semester hours in physical education. \*
  
- **Grade Point Average**  
Associate Degree  
Applicants must present a graduation GPA of at least 2.0 on all courses used to meet graduation requirements and a minimum cumulative GPA of 1.8.  
Baccalaureate Degree  
Applicants must present a graduation GPA of at least 2.0 on all work attempted at Macon State College.
  
- **Residence Hour Requirement**  
Associate Degree  
Applicants must be a resident at Macon State College at least two semesters and earn twenty of the last thirty hours of work applicable to the degree from the College.  
Baccalaureate Degree  
Applicants must be a resident at Macon State College at least two semesters and earn thirty semester hours including twenty-one hours in upper division courses in the major area.

Credit earned by examination cannot be applied to or included in the residency requirement for either the associate or the baccalaureate degrees.

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\*Veterans of twelve months or more active duty in the armed services may have the physical education requirement waived and be granted two semester hours credit in physical education courses by furnishing a copy of their DD-214 or CCAF transcript to the Registrar's Office prior to their application for degree.

- **Department Mathematics Test for All Students**

All students whose SAT mathematics score is between 430 and 550 exclusive, or whose ACT mathematics score is between 18 and 24, exclusive, are required to take the Mathematics Department Test before registering for college algebra (Math 1111). Any of these students scoring less than 12 on the Mathematics Department Test must enroll in Math 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) as the entry level math course.

Any student required to take the Collegiate Placement Examination in Mathematics who is placed in Learning Support courses must take the Mathematics Department Test after satisfying all Learning Support requirements. Any student required to take the Collegiate Placement Examination in Mathematics who exempts Learning Support mathematics must then take the Mathematics Department Test in order to determine placement into the correct course. All students required to take the Mathematics Department Test are bound by the results if placement in MATH 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) is indicated.

- **History and Constitution Requirements** (State of Georgia Legislative Requirements)

Before being certified as having met all degree requirements, students must satisfy the Georgia legislative requisites of demonstrating proficiency in United States and Georgia history and United States and Georgia Constitutions.

Students must meet the United States and Georgia history requirement in one of the following ways:

- Successfully completing History 2111 or History 2112 at Macon State College, OR
- Transferring in an equivalent course from a University System institution, which designates that course as fulfilling the history requirement, OR
- Transferring in an equivalent course from a private institution in Georgia, whose catalog specifically indicates that the course satisfies the Georgia legislative history requirement.

Students have satisfied only the United States component of the history requirement under the following circumstances and must still successfully pass an examination on Georgia history:

- Transferring in a United States history course from an out-of-state institution.
- Transferring in a United States history course from a private institution in Georgia whose catalog does not specify that the course meets the requirement.

- Obtaining credit for History 2111 and/or History 2112 through Advanced Placement or CLEP exams.

Students may meet the United States and Georgia Constitutions requirement in one of the following ways:

- Successfully completing Political Science 1101 at Macon State College, OR
- Transferring in an equivalent course from a University System institution, which designates that course as fulfilling the Constitutions requirement, OR
- Transferring in an equivalent course from a private institution in Georgia, whose catalog specifically indicates that the course satisfies the Georgia legislative Constitutions requirement.

Students have satisfied only the United States component of the Constitution requirement under the following circumstances and must still successfully pass an examination on the Georgia Constitution:

- Transferring in an equivalent political science course from an out-of-state institution.
- Transferring in an equivalent political science course from a private institution in Georgia whose catalog does not specify that the course meet the requirement.
- Obtaining credit for Political Science 1101 through Advanced Placement or CLEP exams.

Students needing to take either the Georgia history or the Georgia Constitution exam, or both, must register with the Academic Testing Center at least one week in advance of the testing date shown on the calendar in College catalog. Students registering for the exam(s) must present to the Academic Testing Center their student copy of the "Evaluation of Transfer of Credit" form (received from Macon State College's Office of the Registrar) or proof of course credit gained through Advanced Placement or CLEP examination.

If a Macon State College degree program permits students to exempt either the United States history and/or the United States government course(s), students must still satisfy both the United States and the Georgia components of the legislative history requirement and/or legislative constitutions requirement. These students must register in the Academic Testing Center in the Student Life Center at least one week in advance of the testing date, presenting permission documentation from their academic advisors. Students opting to exempt History 2111/2112 will be required to take exams covering United States history from 1607 to the present as well as Georgia history. Students opting to exempt Political Science 1101 will be required to take exams covering the United States Constitution as well as the Georgia Constitution.

Students are limited to two attempts at passing the U.S./Georgia history exams or the U.S./Georgia Constitutions exams. After that, students must enroll in either History 2111 or History 2112 and/or Political Science 1101.

- **Regents' Test**  
Students must pass the Regents' Test before they can be certified as having completed all degree requirements and graduate from the College.
- **Technology and Oral Competency**  
Students must demonstrate computer literacy and oral competency before they may receive a degree from the College.
- **Approval of Faculty**  
The names of all candidates for degrees are submitted to a vote of the faculty. If this vote is favorable, the President of the College is authorized by the Board of Regents to grant the degrees.

#### **Certificate Requirements**

- **Restriction**  
Students who have fulfilled the requirements for a degree may not apply major area credits used for the degree toward fulfillment of certificate requirements.
- **Application for a Certificate**  
Students should file an application for a certificate in the Office of the Registrar at least one semester before they expect to complete certificate requirements. An application for certificate fee of \$20.00 must be paid in the Business Office before filing the application in the Office of the Registrar. Students who do not complete their requirements for the certificate must file a new application for certificate if they expect to complete certificate requirements during a subsequent semester.
- **Choice of Catalog**  
Students must meet certificate requirements as listed in a single Macon State College catalog which is not more than five years old at the time they complete requirements and which carries announcements for a semester or quarter during which they earned some credit applicable to the certificate for which they are applying.
- **Hour Requirements**  
Applicants for a certificate must complete a minimum of 30 semester hours of prescribed course.
- **Quality Point Requirements**  
Students must earn a cumulative grade point average of at least 2.0 (an average grade of C) on all academic work attempted at Macon State College.

- **Residence Hour Requirement**

Applicants for a certificate awarded by Macon State College must be residents at this College at least two semesters and earn the last 20 semester hours of work applicable to the certificate from this College. Credit earned via examination cannot be applied to, or included in, the 20-hour residence requirement.

### **Honors Program**

The Honors Program at Macon State College is designed to help academically advanced students develop their intellectual potential through challenging educational activities. Its main goal is to encourage these students in individual, rational, and creative thinking. In addition, the Honors Program seeks to promote academic excellence and intellectual independence on the part of each student.

- **Honors Admission**

All entering students with a high school GPA of at least 3.5 and/or a combined SAT score of 1100 or higher, with a verbal score of at least 580, will be invited to participate in the Honors Program. Students who do not meet the high school GPA or SAT requirements listed above may apply for admission to the program after earning fifteen or more semester hours of college-level work. Decisions on admission are made by the Honors Program Director and members of the Honors Program Committee after a review of the application and the cumulative GPA, SAT scores, recommendations, and interviews.

The Honors Program is intended to serve all students who qualify for admission any time during their enrollment at Macon State College. Students are required to maintain a minimum cumulative academic GPA of 3.0 in order to remain in the Honors Program. All Honors Program students in good standing are eligible for membership in the Honors Student Association.

- **Honors Courses**

Honors courses are usually honors sections of the core curriculum or honors sections of courses in some specific major areas. These classes are designed to be more innovative, enjoyable, and rewarding since students of similar abilities are grouped together in small classes. Honors courses provide an opportunity for students to do different types of work suited to their individual abilities and interests.

Below is a list of Honors Program courses and the semesters in which they usually are offered:

BIOL 1001K-H	Fall	Honors Introductory Biology I
BIOL 1002K-H	Spring	Honors Introductory Biology II
ECON 2105H	Spring	Honors Principles of Macroeconomics
ECON 2106H		Honors Principles of Microeconomics

ENGL 1102H	Spring	Honors Composition II
ENGL 2131H	Fall	Honors American Literature I
ENGL 2132H	Spring	Honors American Literature II
HIST 2111H	Fall	Honors U.S. History to 1865
HIST 2112H	Spring	Honors U.S. History Since 1865
HUMN 1001H	Fall	Honors Perspectives on Narrative
HUMN 2111H	Fall	Honor Humanities
HUMN 3999H	Spring	Honors Special Topics
ITEC 3235H		Honors Human-Computer Interaction
ITEC 3261H		Honors Introduction to Web Development and Scripting
ITEC 3700H	Spring	Honors Seminar in Tech. Management
MATH 1113H	Fall	Honors Pre-calculus
NURS 2215H	Spring	Honors Complex Health Care Concepts
POLS 1101H	Fall	Honors American Government
PSYC 1101H	Spring	Honors Intro. To General Psychology
SOCI 1101H	Fall	Honors Intro. To Sociology

- **Honors Designated Courses**

A student enrolled in an associate degree program who has earned grades of A or B in three honors classes or a student enrolled in a baccalaureate program who has earned grades of A or B in six honors classes may petition the Honors Program Director to have an academic course of three or more semester hours designated as an honors course.

A committee composed of the professor of the course, the Division Chair, the Honors Program Director, and at least two faculty members of the Honors Program Committee will consider the student petitions. With the approval of this committee and the Vice President for Academic Affairs, students can proceed with the request by filing the "Notification of Intent for an Honors Designated Course" form.

- **Honors Completion**

An eligible student enrolled in an associate degree program can complete the Honors Program by exercising one of the following options:

- Completing four honors courses offered in four different subject areas with grades of A or B.
- Completing twelve semester hours consisting of at least three honors courses and one "honors designated" course in four different subject areas with grades of A or B.

An eligible student enrolled in a baccalaureate program can complete the Honors Program by exercising one of the following options:

- Completing eight honors courses offered in four or more different subject areas with grades of A or B.
- Completing twenty-four semester hours consisting of at least six honors courses and two “honors designated” courses in four different subject areas with grades of A or B.

### **Internship Program**

Participating in the Internship Program helps students explore and experience career possibilities firsthand through experiential learning. Internships prepare students for work in their chosen fields in business, industry, public service agencies, and governmental institutions. Students may also earn academic credit while developing an understanding and appreciation of corporate business practices and while developing personal and professional values. The program offers students an opportunity to address real life issues under the supervision of professionals from both the business world and Macon State College. **The prospective employer and the Internship/Co-op coordinator and/or faculty advisor must approve student internships prior to registration for the program.**

Listings of internship opportunities are available through the Counseling and Career Center website. More information is available by contacting the Career Center in S-230 of the Student Life Center, by calling (478) 471-2714, or by visiting the website at [www.maconstate.edu/counseling&career/](http://www.maconstate.edu/counseling&career/).

Some academic divisions at MSC also have ongoing internship programs for their majors. **Students should check with the major division to obtain information on divisional internships.**

### **Learning Support Program**

A special program of study is offered for students who desire to attend college but who, on the basis of their SAT or ACT scores, placement test scores, and high school records, do not appear to be academically prepared. Courses offered by the Division of Learning Support are listed under that heading as well as with the appropriate academic disciplines. They include Fundamentals of English, Reading, Basic Mathematics, and Intermediate Algebra.

In addition to those courses which may be required by institutional or University System policy, several elective courses are available to enrich the academic background of students: Mathematics Study Skills, College Vocabulary, and Core Knowledge.

Learning Support courses carry institutional credit but do not apply toward degree requirements.

### **Learning Support Policy**

The Learning Support (LS) program is designed so that students can complete all requirements in an area (English, reading, or mathematics) in a maximum of two semesters. A maximum of twelve semester hours or three semesters, whichever occurs first, may be taken in any area. **Students may not accumulate more than twenty hours of college-level credit before completing all Learning Support requirements.**

Transfer LS students who have enrolled in fewer than three semester at an institution and who have earned fewer than twelve semester hours of credit in an area may be granted an additional semester (up to a total of fifteen semester hours) if making appropriate progress at the sending institution and ready for the exit-level course at the receiving institution. (The purpose of this is to allow for variations that may occur in credit hours for courses at various institutions.)

**If students do not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, they will be suspended.** They may not be considered for re-admission within three years of the suspension.

Prior to suspending students who have not exited an LS area within the twelve semester hour or three semester limit, the institution may allow them to appeal for an additional course. Students must:

- be individually evaluated and determined to have a reasonable change of success.
- be in an exit-level course.
- have reached the limit in only one LS area.

If granted the additional course, students may enroll **only** in the LS/DS course.

### **Major**

- **Choosing a Major**

Students should select a major field of study as early as possible in their academic careers. Students who are undecided about a major should concentrate on the core curriculum. A visit to the Career Center may be helpful in determining a career goal and a major.

When students have earned thirty hours of academic credit, they will be required to declare a major. Students will have a hold placed on their registration which will be lifted when a major is declared. The hold will prevent "web registration" only.

- **Changing a Major**

To change a major or to declare a major, students must file a Change of Major Form. The major change does not become effective until the semester following the current enrollment.

Students who change their majors may have difficulty in completing the degree program in the prescribed time. Students are responsible for knowing and completing all requirements for a degree at Macon State College.

### **Online Courses**

Online courses are conducted primarily through the use of the computer and the Internet. Students who are planning to take an online course must have a valid, current email address and must enter this address in the Personal Data Section before registering for classes on Banner Web. Students must also contact the instructor by email before the semester begins. Students should monitor the course web page often to be well informed about assignments and other important information.

- **Who should take online courses?**  
Online courses are for students who are very self-disciplined, who do not need the classroom presence to keep them on schedule, and who can study independently. Online courses are for students who are comfortable with Internet technology and who use email regularly.
- **Are online courses less time-consuming?**  
No. It takes as much time and effort to do well in an online course, and, in fact, it may take more time. Some online courses also require occasional face-to-face meetings with classmates and the instructor.
- **Who should enroll in online courses?**  
For students who are willing and able to make the extra commitment required, online courses are a convenience which offers flexibility and saves travel time.
- **Who should not take online courses?**  
Online courses are not for students who need face-to-face interaction with the instructor and with other students. Students who need the structure of the classroom should not take online courses. Also, online courses are not for those who are new to computers or to Internet technology.
- **How do students know when class starts and what the assignments are?**  
Online classes usually start on the same date as do regular classes. Instructors will attempt to contact students on the first day of class. However, it is the student's obligation to go to the class web page and contact the instructor no later than the first day of class. Students must ensure that the instructor has a valid email address for them. They should also ensure that the instructor has another valid means of contacting them.

Assignments and other instructions will be posted on the class web page. It is the student's responsibility to contact the instructor with any questions.

**NOTE: It is recommended that students contact the instructor to find out more about the class before enrolling in an online section.**

**Overload**

A course load of more than eighteen semester hours. See Course Load Status.

**Prerequisite**

A course which students must take before taking a more advanced course. Prerequisites are listed with the course descriptions in the catalog.

**Regents' Test**

- **Definition**

The Regents' Test is an examination to assess the competency level in reading and writing of all degree-seeking students enrolled in undergraduate programs in the University System of Georgia institutions. Satisfactory completion of the Regents' Test is required of all degree-seeking students before they can be certified for graduation.

If students are not classified as transfer students, they should register for the test during the semester they are enrolled in English 1102.

- **Regents' Test Exceptions**

Students with SAT-I Verbal scores of at least 510 or ACT Reading scores of at least 23 will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test. Scores must be from a national administration of the SAT or ACT. (Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Students with College Board Advanced Placement (AP) English scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, or SAT II English Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test. (There is no implication that such students should be given any course credit or exemption from English.)

- **Regents' Test Hold**

Students who have not taken the Regents' Test by the first semester of enrollment after completing 30 semester hours of degree credit will have a "**Regents' Test Hold**" placed on their registration. These students must obtain approval from the Office of the Vice President for Academic Affairs in order to register for classes and must register for the next administration of the Regents' Test.

- **Regents' Test Remediation**

Students on **"Regents' Test Hold"** who did not honor the commitment to take the Regents' Test will be prohibited from registering for subsequent semesters until they have taken the test. Students with fewer than forty-five semester hours who do not pass the Regents' Test may retake the test once without remediation, except that students with fewer than forty-five semester hours having at least a B in both English 1101 and English 1102 may retake the test twice without remediation.

Students who have not taken or passed both parts of the test by the time they have earned forty-five semester credit hours must take **remediation for both the writing and reading each semester of enrollment until they have passed both parts.** These students are not permitted to take reading remediation one semester and essay remediation the following semester. The only exception is for part-time students taking one remedial course and no more than one degree credit course in a semester.

Students who do not pass the reading portion of the Regents' Test and have at least forty-five semester hours of academic degree credit may not retake the Regents' Test until they have subsequently registered for credit in RGTR 0198 (Advanced Reading Skills) and obtained the signature of the reading instructor certifying that these students have attained a degree of reading proficiency approximating that required by the Regents' Test.

Students who do not pass the writing portion of the Regents' Test and have at least forty-five semester hours of academic degree credit may not retake the Regents' Test until they have taken RGTE 0199 (Writing Laboratory) for credit and obtained the signature of their RGTE 0199 instructor certifying that these students have attained a degree of writing proficiency approximating that required by the Regents' Test.

- **Regents' Test and Transfer Students**

All transfer students are subject to the Regents' Test policy. Transfer students with thirty or more semester credit hours transferring from outside the System or from a System program that does not require the Regents' Test should take the test during their first semester of enrollment at Macon State College. Students who have not passed both parts of the test before the third semester of enrollment at Macon State College are subject to the same remediation requirements previously outlined. Having passed the Regents' Test is not a condition of admission to MSC. While both the reading and writing section of the Regents' Test must be passed, they need not be passed simultaneously. Once a section is passed, it need not be retaken; this provision is retroactive to the beginning of the Regents' Test program.

- **Regents' Test Essay Review**  
 Students may request a formal review of their essay portion of the Regents' Test if they did not pass the essay portion only if their essays received at least one passing score among the three scores awarded and if the students have successfully completed English 1101. This review will be conducted in accordance with procedures approved by the Board of Regents and may be initiated by contacting the Chair of the Division of Learning Support no later than the tenth day of the student's first semester of enrollment after the semester in which the essay was not passed. No review may be initiated after one calendar year from the semester in which the student did not pass the essay.
- **Non-Native English Speakers**  
 Students whose native language is other than English may petition the Vice President for Academic Affairs for permission to demonstrate their literacy competence in an alternative manner. If the petition is deemed appropriate, the Vice President for Academic Affairs may present such petitions to the Academic Affairs Committee for its consideration. Students in this category should petition the Vice President for Academic Affairs, supplying necessary documentation (medical records, birth certificates, naturalization papers, or professional evaluation) to support their petition.
- **Students with Disabilities**  
 Students for whom the usual administration of the Regents' Test would be unfair or inappropriate due to physical handicap may petition the Vice President for Academic Affairs for permission to demonstrate their literacy competence in an alternative manner. If any accommodations in the Regents' Test administration are to be made because a student has a learning disability, the System guidelines on accommodating learning disabled students must be followed.
- **Registering for the Regents' Test**  
 To apply to take the Regents' Test, students may register with their advisors, in the Academic Testing Center, or in the Academic Advising Center prior to the deadline for registering for the test, typically two to three weeks before the test. Students may also register online.

Students need not be enrolled the semester during which they take the test unless Regents' Test remediation is required.

**Registration Process**

Before the scheduled date for registration, a schedule of the classes to be offered for the next semester is made available in print and on the MSC

website. When registration opens, students may register on Banner Web, at the Registrar's desk on the Macon campus, through an advisor in a division, in the Academic Advising Center, and in the main offices located at the Warner Robins Campus and Robins Resident Center. When using Banner Web, students may register online at [www.maconstate.edu](http://www.maconstate.edu) and by clicking on the Banner Web icon. Detailed instructions are available at that page. Registration information and PIN # sign-on information are available on the Registrar's homepage at [www.maconstate.edu/registrar](http://www.maconstate.edu/registrar).

**Students are responsible for registering for the correct courses consistent with their programs of study as outlined in the MSC catalog.** All students must abide by course prerequisites. Students must also pay attention to scheduling sessions (regular session, first session, second session) as well as to time and location (Macon campus, Robins Resident Center, or Warner Robins Campus). Students are responsible for checking their printed schedules after they register to ensure that they intended courses are listed.

Students should understand that they will receive a grade in each class recorded on their class schedules. **Students who do not attend those specific classes and sections will receive a grade of "F" in each class not attended unless they officially drop the class. After classes begin, courses may be officially dropped only in the Office of the Registrar, the Night Office, the Robins Resident Center Office, or the Warner Robins Campus Office.**

#### **Regents' Engineering Transfer Program**

The Regents' Engineering Transfer Program was designed to increase access to engineering education throughout the state. The program offers eligible students the opportunity to begin work toward a Georgia Institute of Technology bachelor of engineering degree.

#### **Repeated Courses**

As of Fall 1999, a student who repeats a course will have the cumulative Grade Point Average calculated using the grade from the second attempt. The grade of the first attempt will remain on the student's official permanent record; however, that grade will not be calculated in the GPA.

#### **Second Degree Requirements**

Graduates of any program may earn an additional degree in any other program by satisfactorily completing all course requirements and other degree requirements, as listed in the catalog which is most current at the time application is made, and by satisfying any additional requirements set forth by the Chair of the Division in which the degree is sought and by the Vice President for Academic Affairs.

- **Associate Degree**

Students must earn a minimum of 18 hours in residence at the College in course work related to the degree being pursued. Credit

earned via examination cannot be applied to or included in the 18-hour residence requirement. Where part of the degree requirement is offered by Macon State College and part by Central Georgia Technical College or Middle Georgia Technical College, students must complete additional semester hours of course work relevant to the program.

- **Baccalaureate Degree**

Students who have earned a baccalaureate degree from a regionally accredited institution may earn a second baccalaureate degree from Macon State College by meeting the following requirements:

1. Completing all lower division major requirements (Area F) required by the degree.
2. Completing lower division prerequisite courses required by the degree.
3. Completing all upper division major requirements for the degree.
4. Meeting Georgia legislative requirements in History and Constitution.
5. Meeting the MSC baccalaureate residence requirement.

**Students seeking a second baccalaureate degree may, under some special circumstances, use credits applied toward the first degree to meet requirements for the second degree. Students must meet all requirements for the second degree which were in effect at the time that they began to work on the second degree. The second degree must include a minimum of an additional thirty semester hours not applicable to the first degree.**

**Application for a Second Degree**

1. Obtain two student copies of Macon State College transcripts from the Registrar's Office. One transcript is for the Division Chair and one for the Office of Academic Affairs.
2. Complete section one of the Application/Degree Plan for an Additional Degree.
3. Division Chair should complete section two.
4. The program outlined by the Division Chair must be approved by the Office of Academic Affairs.
5. Pay the degree fee of \$20 to the Business Office.
6. File the completed Application/Degree Plan in the Registrar's Office at least ninety days before graduation.

**Study Abroad Program**

Macon State College students may participate in study abroad programs sponsored both by colleges and universities in the University System of Georgia and by the European, African, and Asian Councils of the University System.

These study abroad programs are designed to offer students an opportunity to experience life in another culture, to see the world and human relationships from a broader, more informed perspective, and to add an international or cross-cultural dimension to their educational experience. Students may choose from a wide variety of available programs for summer, semester, or academic year study in Europe, Latin America, Brazil, Africa, China, Japan, India, and Australia.

### **Withdrawal**

Students who wish to withdraw from the College must complete the withdrawal procedure in the Registrar's Office, the Night Office, the Warner Robins Campus Office, or the Robins Resident Center Office. Withdrawal is not complete until all withdrawal procedures have been properly executed. Students may not withdraw from the College during the last two weeks of a semester.

Students may be administratively withdrawn from classes and/or College when, in the judgement of the Associate Vice President for Academic Affairs, after consultation with appropriate college personnel, it is determined that because of physical, mental, emotional, or psychological health conditions, a) the student poses a significant danger or threat of physical harm to the student or the person or property of others, or b) the student interferes with the rights of other members of the college community or with the exercise of any proper activities or functions of the College or its personnel, or c) the student is unable to meet institutional requirements for continued enrollment as defined in the Student Handbook or other publications of the College. Students may make a request in writing for an appropriate hearing prior to the final decision concerning continued enrollment.