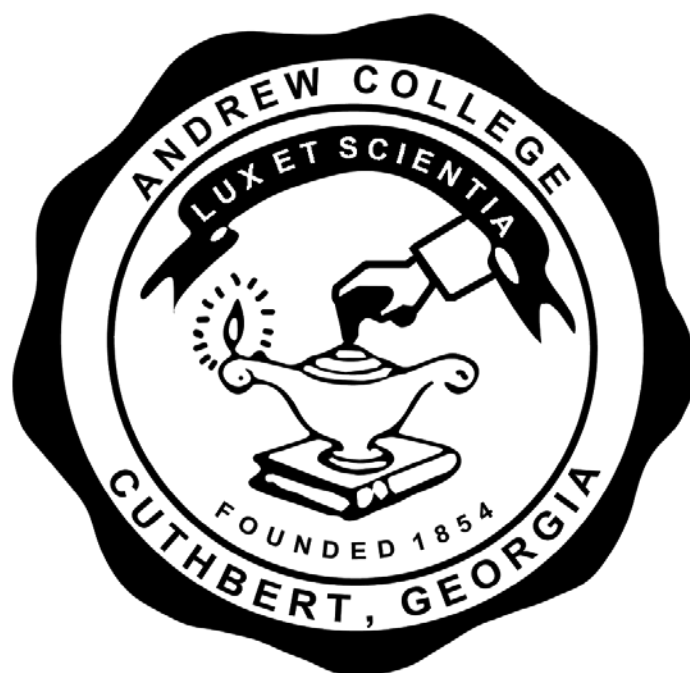

ANDREW COLLEGE



2015-2016
Academic Catalog

ANDREW COLLEGE ACADEMIC CATALOG 2015-2016

Andrew College offices are open Monday through Friday from 8:30 a.m. until 4:30 p.m. Visitors are always welcome. Persons wishing to visit the college during the weekend should contact the Office of Enrollment Services. The College address is:

Andrew College
501 College Street
Cuthbert, Georgia 39840
229-732-2171
229-732-2176 (fax)
1-800-664-9250 (Enrollment Services)
www.andrewcollege.edu

Communications Directory

Educational Programs
General Information
Catalog Requests
Admission Information
College Calendar
Payment of Accounts
Scholarships, Grants
Alumni Affairs
Student Life
Student Housing
Transcript Requests
Athletics

Office of Academic Affairs
Office of Enrollment Services
Office of Enrollment Services
Office of Enrollment Services
www.andrewcollege.edu
Business Office
Office of Enrollment Services
Office of Development
Office of Student Affairs
Office of Student Affairs
Office of the Registrar
Athletic Director

This catalog will remain in effect until superseded by a new catalog or catalog supplement.

ANDREW COLLEGE

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its admissions and employment policies, its educational, financial aid, athletic and other college programs. Andrew College complies with Title IX of the Educational Amendment of 1972 and Section 504 of the 1973 Rehabilitation Act

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2015-2016 Academic Calendar

Fall Semester 2015

August 14, Friday.....	New/International Students Arrive
August 15, Saturday.....	New/International Student Orientation
August 16, Sunday.....	Returning Students Arrive
August 17, Monday.....	Advising/Registration
August 18, Tuesday.....	Classes Begin (Full Term/1 st mini-term)
August 24, Monday.....	Last Day to Drop or Add a Class (Full Term/1 st mini-term)
August 27, Thursday.....	Fall Convocation
September 7, Monday.....	Labor Day (No Classes)
September 15, Tuesday.....	Midterm (1 st mini-term)
October 14, Wednesday.....	Midterm (Full Term)
October 15-16, Thursday-Friday.....	Fall Break (No Classes)
October 19, Monday.....	Classes Begin (2 nd mini-term)
October 21, Wednesday.....	Last Day to Drop or Add a Class (2 nd mini-term)
November 2, Monday.....	Spring Term Pre-Registration Begins
November 9, Friday.....	Midterm (2 nd mini-term)
November 25-27, Wednesday-Friday.....	Thanksgiving Holidays (No Classes)
December 4, Friday.....	Last Day of Classes/Last Day to Withdraw from a course (Full Term)
December 7-11, Monday-Friday.....	Final Exams
December 14, Monday.....	Deadline to submit <i>Application for Graduation</i> for Spring 2016
December 24-January 1.....	Campus Offices Closed

Spring Semester 2016

January 8, Friday.....	New/International Students Arrive
January 9, Saturday.....	New/International Student Orientation
January 10, Sunday.....	Returning Students Arrive
January 11, Monday.....	Advising/Registration
January 12, Tuesday.....	Classes Begin (Full Term/1 st mini-term)
January 15, Friday.....	Last Day to Drop or Add a Class (Full Term/1 st mini-term)
January 18, Monday.....	Martin Luther King, Jr. Day (No Classes)
February 2, Tuesday.....	Midterm (1 st mini-term)
March 4, Friday.....	Midterm (Full Term)
March 7-11, Monday-Friday.....	Spring Break (No Classes)
March 14, Monday.....	Classes Begin (2 nd mini-term)
March 16, Wednesday.....	Last Day to Drop or Add a Class (2 nd mini term)
March 25, Friday.....	Good Friday (No Classes)
April 4, Monday.....	Midterm (2 nd mini-term)
April 7, Thursday.....	Honor's Convocation
April 11, Monday.....	Pre-registration for Fall 2016 and Summer 2016 Begins
April 29, Friday.....	Last Day of Classes/ Last Day to Withdraw from a Course (Full Term)
May 2-6, Monday-Friday.....	Final Exams
May 7, Saturday.....	Graduation/Commencement Exercises
May 9, Monday.....	Deadline to submit <i>Application for Graduation</i> for Summer 2016

Summer Term 2016

May 23, Monday.....	Term Begins
May 25, Wednesday.....	Last Day to Drop or Add a Course
May 30, Monday.....	Holiday (Memorial Day)
June 13-17, Monday-Friday.....	Midterm
June 20, Monday.....	Midterm/Last Day to Withdraw without Academic Penalty
July 4, Monday.....	Holiday (Independence Day)
July 8, Friday.....	Last Day to Withdraw from a Course
July 11-15, Monday – Friday.....	Final Exams Week
July 15, Friday.....	Last Day of Term
July 18, Monday.....	Deadline submit <i>Application for Graduation</i> for Fall 2016

FALL 2015

Full Term: August 18, 2015 – December 11, 2015
 1st Mini-term: August 18, 2015 – October 14, 2015
 2nd Mini-term: October 19, 2015 – December 11, 2015

SPRING 2016

Full Term: January 12, 2016 – May 6, 2016
 1st Mini-term: January 12, 2016 – March 4, 2016
 2nd Mini-term: March 14, 2016 – May 6, 2016

General Information

Accreditation

Andrew College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Andrew College. Andrew College is endorsed by the University Senate of The United Methodist Church as an affiliated United Methodist institution.

Degrees & Certifications

Andrew College offers the Associate of Arts, Associate of Science, and Associate of Music degree programs that lead to advanced degrees in the arts and sciences. A complete listing of the academic disciplines in which students can study is provided in the back of this Catalog.

Mission and Philosophy

Mission Statement

Andrew College is a small, residential, two-year college related to The United Methodist Church. Its mission is to provide an academically challenging liberal arts curriculum within a nurturing community.

Philosophy

In keeping with its Christian heritage, Andrew College provides an environment that prepares students for further study at a senior college and enables them to understand themselves as persons of responsibility and potential within the global community. Andrew College is not sectarian and its services are open without regard to race, gender, ethnicity, creed, or economic status.

Andrew College seeks to achieve its purpose by providing the following advantages, many of which are unique to a small campus with a church-related environment.

- opportunity for intellectual, social and spiritual development;
- a professionally competent faculty dedicated to teaching;
- individual attention to students at all levels of operation within the college;
- a two-year curriculum that parallels that of four-year colleges and universities;
- a cultural enrichment program which encourages students to appreciate the arts;
- the opportunity to learn leisure time skills which lead to the development of a healthy body;
- redemption in the basic skills;
- orientation experiences for successful adjustment to college life;
- academic advising;
- challenging programs for the intellectually gifted student;
- a student community committed to the earning of a college education;
- cultural and academic resources for the community and the churches in the area.

History

The Andrew College charter is the second oldest charter in the United States for giving an educational institution the right to confer degrees upon women. The college opened in 1854 as a four-year college known as Andrew Female College. It was named in honor of Bishop James O. Andrew, who was responsible for the founding of the Methodist Episcopal Church, South. In 1856 Bishop Andrew came to Cuthbert to dedicate the school to “the service of God.”

During the period of the Civil War, classes were held in town and the College buildings and facilities were used by the government of the Confederacy as Hood Hospital. In 1866 the school included in its curriculum a course in physical training, the first such course to be required of women in the South. Then, in 1892, the existing Andrew Female College buildings burned; however, funds were raised immediately by the people of Cuthbert, and “Old Main,” the present administration building, was constructed. Warren Bush Hall, the first classroom building, was constructed in 1900 and Cuthbert Hall was constructed in 1912, thereby joining “Old Main” and Warren Bush into one unit. These facilities are currently in the midst of a multi-year renovation.

In 1917, Andrew College became a two-year college. Because it was still offering preparatory programs, it remained a member of the Southern Association of Secondary Schools. Andrew remained a college serving only women until 1956, when it became coeducational.

A period of expansion began in 1948 with the construction of the original Pitts Library. Patterson Hall was built in 1961, Rhodes Hall in 1963, and the Parker Physical Education Building in 1966. The year of 1967 brought construction of the new Pitts Library, Mitchell Hall, and the remodeling of the original library into the Suarez Fine Arts Building. In January of 1984, The Don Abbott Turner Dining Hall opened, and in 1985, the Charlotte and Idus Rhodes Science and Computer Center was completed. In

September 1986, the Jinks Physical Education Complex was opened. A new three-story residence hall, the Fort Building, was completed in 1999 and the Phyllis and Jack Jones Chapel in 2001. In 2007, the intramural field was dedicated and renamed to Crispin and Jimmy Gilbert Field in honor of their longtime service to Andrew College.

Location

Cuthbert is located sixty miles south of Columbus, Georgia, twenty-five miles east of the Alabama State line and two hours north of Tallahassee, Florida. The city is intersected by U.S. Highways 82 and 27 that provide excellent access. The Randolph County airport can accommodate light aircraft.

The Student Body

The student body at Andrew is impressively diverse and yet tightly knit. Andrew students come from every section of the United States as well as from foreign countries. Within this varied population, there exists the kind of social harmony that only a small college can provide. There are no strangers at Andrew. People know each other because they study together, they live together, they dine together, and they interact in small groups. The residence halls, the classrooms and the athletic fields are all learning centers at Andrew College. The harmonious social atmosphere that Andrew College provides is an integral part of the total educational experience at Andrew.

Intercollegiate Athletics

Andrew College maintains membership in the National Junior College Athletic Association (NJCAA) and the Georgia Collegiate Athletic Association (GCAA). Andrew College sponsors four women's sports and three men's sports. The women's sponsored sports include basketball, soccer, softball, and volleyball. The men's sponsored sports include baseball, golf, and soccer. Andrew offers scholarships in all intercollegiate sports in which the College participates.

Institutional Assessment and Effectiveness

Andrew College, in a commitment to ensure excellence in its academic programs, administrative offices, and services has implemented a continuous program of institutional effectiveness and student assessment. These activities are used to assess academic programs and student achievement, perceptions, and attitudes. This information plays an important role in determining college policies and academic requirements. All students are required to participate in various assessment activities to determine how well the institution is achieving its mission.

Intellectual Property

Scholarly works such as articles, computer programs, books, musical or dramatic compositions of employees or students of Andrew College are considered the property of the creator unless the work is prepared by special agreement or is a part of the expectations of the employment contract.

Any discovery or invention which a) results from research carried on by or under the direction of any employee which is supported by Andrew College funds or by funds controlled or administered by the college, or b) has been developed in whole or in part through the use of college resources or facilities not available to the general public, or c) results from an employee's duties with the college shall belong to Andrew College.

College employees and students shall disclose any item that may fall within items "a" or "b" listed in this statement of ownership of Intellectual Property.

Academic Support Services and Programs

Academic Advising

Degree-seeking students are assigned a faculty advisor. Students are encouraged to declare a discipline upon enrolling at the college. By the end of the first semester, all degree-seeking students are required to declare a discipline through their initial advisor, who will forward that information to the Registrar. The Registrar will then assign the student a faculty advisor with experience in the student's chosen discipline. The faculty advisor assists the student in all matters relating to academic programs and progression through a plan of study. The student must always consult his/her advisor before making course changes, and the advisor must sign all course change forms.

Disability Services

Andrew College is committed to providing equal educational opportunities for all students while facilitating a successful and positive college experience. One of the responsibilities of the College is to help integrate students with disabilities into the academic and social process so that they may enjoy a full college experience. At Andrew College, the Director of Disability Services

coordinates disability services for students with disabilities. Students with disabilities must self-disclose their disabilities to the Director of Disability Services to be certified eligible for services.

The Office of Academic Affairs works closely with the Director of Disability Services to ensure that accommodations are available to students with documented disabilities including but not limited to physical disabilities, learning disabilities, and psychiatric disabilities, at Andrew College under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Individuals requesting reasonable accommodations must schedule an appointment with the Focus Program Director as soon as the student is accepted at Andrew College. The student must provide current documentation of his/her disability from a qualified, licensed professional, and the documentation must meet the criteria outlined in the *Andrew College Disability Documentation Guidelines*, which are available through the Focus Program Office. The documentation must establish that the student has an official diagnosis of a disability and demonstrate that the disability substantially limits a major life activity. In addition, the documentation must validate the need for reasonable accommodations and demonstrate the impact of the disability on the student's ability to function in a postsecondary setting. The documentation assists in the determination of the appropriate accommodations and services to minimize the impact of the disability and personalizes the student's rights to equal access to Andrew College.

It is the responsibility of the student to provide this documentation and to register with the Director of Disability Services by the end of the first full week of classes; however, students are encouraged to contact the Director and self-disclose their disabilities as soon as they are accepted to Andrew College. After meeting with the Director, it is the student's responsibility to self-disclose his/her documented disability during the first week of class to each instructor and to his/her faculty advisor. The Director of Disability Services will meet with the student to review the documentation and determine the appropriate accommodations for the student. This information should be forwarded to the Focus Director prior to July 1 so that the Director may coordinate services with the Office of Academic Affairs prior to July 1.

The Director of Disability Services office is located in the Focus House at 45 McDonald Avenue. For more information please visit http://www.andrewcollege.edu/sites/default/files/attachments/focus/office_of_disability_services_guide_to_services.pdf or <http://www.andrewcollege.edu/focus-program> or call 229-732-5908.

Focus Program

In addition to reasonable accommodations for students with documented disabilities, Andrew College has established an intensive level of academic support services designed for and limited to students with documented specific learning disabilities and/or documented Attention Deficit Hyperactivity Disorder(s). These enhanced services include a full time, professionally staffed, assistive technology computer center and academic learning lab where enrolled students are monitored and supported on a daily basis. Enrollment in The Focus Program requires a supplemental admission process and fee.

Fall Semester: \$2,750

Spring Semester: \$2,750

In order to reserve a participant's slot in the Focus Program, a non-refundable deposit of \$1,000 must be made by July 1 of each year. Students may be considered for the program after that time; however, a space cannot be confirmed for a student without a deposit. Based on the individualized services of this program, there are a limited number of participants. Students must commit to participate in the Focus Program on an annual basis in order for the college to allocate sufficient resources to provide these specialized services. Contact the Director of Focus Program for further information.

A student who officially withdraws from the College within 14 days of the term registration day is eligible for a partial refund of fees from the Focus Program. Focus Program refunds are made only when a student completely withdraws from the college. No refunds are made when students, on their own, withdraw from the Focus Program after the first day of classes per the published schedule for that specific term and do not withdraw from the college. It is the student's responsibility to withdraw from the college officially in accordance with established procedures as published in the Andrew College Catalog. Information about withdrawal from the college information and the required forms are available in the Registrar's Office. **Refund requests must be made in the Business Office, not the Focus Program.** Refunds are calculated in accordance with the same published schedules as tuition refunds and based upon the first day of classes per published schedule and the last day of class attendance as stated in the Refunds of Tuition and Fees Policy in the Andrew College Catalog. Refunds are not made to students who are suspended or excluded for disciplinary reasons or to students who do not officially withdraw in accordance with established procedures.

Student Success Center (SSC)

The Student Success Center (SSC) is a one-stop-shop for the most comprehensive academic support services available at Andrew College. This center is open to all students and offers services such as: academic counseling, professional tutoring, transfer information, First Year Experience Workshops, career exploration, facilitated and supervised study halls, campus referrals, community referrals, one-on-one assistance and support. The mission of the Student Success Center is to increase retention, persistence, and graduation rates through implementation of academic and student support initiatives. The SSC is funded through a Title III federal grant from the U.S. Department of Education. The Student Success Center is located in Pitts Library.

Pitts Library

The professional staff at Pitts Library is ready to assist students whenever help is requested. Subscriptions to periodicals and daily and weekly newspapers supplement the holdings and provide reading and research sources for the students and faculty. Library computers afford students access to WorldCat and GALILEO. Subscriptions to Films on Demand and GALE, as well as microfilm resources provide materials in different forms. A group study room and special reference section are available for student use and an attractive main reading room provides areas for individual study. The Andy Cat Café provides an area for students to study individually or in groups while enjoying a cup of coffee. Tiger Pause, the Andrew College store, is located in Pitts Library. The Andrew College Archives are located in the building.

Learning Support Programs

The Learning Support Program serves students who need to improve their academic skills before embarking on a full-time schedule of college level courses. Students admitted to Andrew College on a conditional basis will be required to take the COMPASS placement test at the beginning of their first semester. The COMPASS test results will determine the placement of students in either Learning Support courses and/or college level courses. Students who test into Learning Support courses must be enrolled in required courses until all subject areas have been satisfied.

COMPASS Test Score Requirements

COMPASS Test	Compass Score	Required Course
Reading	78 -100	100 Level Coursework
	50-77	EDU 091 – Foundations of Reading II
	0-49	EDU 081 – Foundations of Reading I
English	70-100	100 Level Coursework
	38-69	ENG 091 – Foundations of English II
	0-37	ENG 081- Foundations of English I
Mathematics	41-100	100 Level Coursework
	27-40	MAT 091 – Foundations of Math II
	0-26	MAT 081 – Foundations of Math I

Corequisite COMPASS Test Score Requirements

COMPASS Test	COMPASS Score	Course Eligibility
Reading*	68 - 77	ENG 092/ENG 111 Combination
Writing*	60 - 69	
Mathematics	34 - 40	MAT 099/MAT 111 Combination

* Both reading and writing scores required for ENG 092/ENG 111 combination

Note: MAT 099 and ENG 092 are designed to provide extra support for students who score just under the required COMPASS scores for college level math and English. Students must take the support course in combination with the college level course. Eligible students will be registered in these courses until they are full.

Learning Support Program Curriculum

The Learning Support curriculum consists of the following courses:

1. ENG 081 – Foundations of English I - 4 hrs
2. ENG 091 – Foundations of English II – 4 hrs
3. ENG 092 – Support for English Composition – 1 hr (To be taken with ENG 111)
4. EDU 081 – Foundations of Reading I – 4 hrs
5. EDU 091 – Foundations of Reading II – 4 hrs
6. MAT 081 – Foundations of Math I – 4 hrs
7. MAT 091 – Foundations of Math II – 4 hrs
8. MAT 099 – Accelerated Foundations of Math II – 2 hrs (To be taken with MAT 111)

Students enrolled in Learning Support coursework may take college credit courses from the General Education Learning Support List when recommended by their academic advisor. Students are required to take courses recommended by their advisor.

A student may not attempt the same Learning Support course more than two times. A student who cannot successfully exit a Learning Support course after two attempts will not be allowed to attend Andrew College until an equivalent course is successfully completed at another institution.

Learning Support Testing Policy

To successfully exit Learning Support, students must meet the following 091 course requirements:

1. EDU 091 – Foundations of Reading II: Pass the course with at least a C and score at least a 78 on the reading portion of the COMPASS.
2. ENG 091 – Foundations of English II: Pass the course with at least a C, score at least a 70 on the English portion of the COMPASS, and pass the essay portion of the course.
3. MAT 091 – Foundations of Math II: Pass the course with at least a C and score at least 41 on the mathematics portion of the COMPASS.

Students who do not score at an appropriate level on the COMPASS at the conclusion of a 091 course will have an opportunity to re-test a second time. Under no circumstances will a student be allowed to take the COMPASS a third time.

A student's COMPASS score will not be used to determine if a student passes or fails the following courses: MAT 081, EDU 081 and ENG 081. COMPASS testing at the conclusion of a 081 course is optional at the discretion of the instructor.

Learning Support Grading Policy

Learning Support courses count toward the GPA at Andrew College but do not carry credit applicable to a degree, do not qualify for any honor recognition awarded by Andrew College, and are not used in the calculation of GPA for HOPE Scholarship eligibility. Grades awarded in Learning Support courses are A, B, C, & F. Only students with an earned grade of A, B, or C will be allowed to take the COMPASS. If a student's grade is an A, B, or C at the conclusion of a 091 course but does not earn a passing score on the COMPASS, the student will earn a F in the course.

Special Programs

Academic Honors Convocation

The Academic Honors Convocation is held during spring semester every year. Awards given are as follows: Andy Awards are given in the areas of scholarship, leadership, service, and outstanding achievement on the state, regional or national level. As well, academic departmental awards are presented in each of the disciplines represented in the curriculum. Recognition is also given to members of Phi Theta Kappa and students selected as members of *Who's Who in American Junior Colleges*.

AndrewServes

Andrew Serves develops a spirit of Servant Leadership which connects academic reflection with community involvement and service. The AndrewServes program helps students discover their leadership abilities while making a difference in the community. Projects, retreats, mentoring, and shadowing-exemplary leaders are available to further enhance students' leadership education and development.

Each year, a limited number of freshman students are selected to participate as Servant Leader Scholars and receive a scholarship. Renewal of this award is granted for the sophomore year if program requirements are successfully completed. These students are enrolled in a two-year leadership curriculum certificate program and participate in practical leadership experiences and community service.

Cultural Enrichment Programs (CEP)

Through the Cultural Enrichment Program (CEP), Andrew College recognizes the fact that exposure to the cultural arts is an essential part of a liberal arts education.

As a graduation requirement, all degree-seeking students must attend designated programs relating to the cultural arts during their enrollment. Presentations such as concerts, lectures, and dramatic productions comprise the Cultural Enrichment Program schedule of events each year, and each student must submit successfully completed CEP forms for at least four programs to meet the graduation requirement.

Honors Program

The Honors Program provides opportunities for students to develop their academic and leadership potential. Participants in the program are eligible to take honors courses across the Andrew College curriculum and to take advantage of special academic and extracurricular opportunities. To be eligible for the Honors Program, students must be unconditionally accepted to Andrew, maintain a 3.0 grade point average, and score at least a 1000 on the SAT or 20 on the ACT.

The goals of the Honors Program are to:

1. Provide experiential learning through specialized planned activities
2. Enhance personal and professional development

3. Build critical and creative thinking skills
4. Develop leadership skills in the classroom and beyond
5. Increase student's probabilities of being admitted into top universities and Colleges
6. Enhance scholarship opportunities through Phi Theta Kappa affiliated schools

Phi Theta Kappa Seminar Day

Seminar Day, sponsored by Phi Theta Kappa, is held each year during the spring semester. Classes are suspended for the scheduled seminars, and all students are required to attend. For over 35 years, outside speakers and Andrew faculty members have participated in a community-wide Seminar Day centered upon the national Phi Theta Kappa study topic. State and international conventions and a week-long Honors Institute provide additional opportunities for members to explore the study topic with distinguished authorities and to make field trips to significant sites. By participating in these programs, Andrew College offers unique educational opportunities to its honor society members. The Theta Lambda Chapter has won regional, national, and international awards since 1970.

Dramatic Productions

Students interested in music and drama have the opportunity of participating in the Andrew College theatrical productions each fall and spring.

Choraliers

The Choraliers is a select vocal group that represents the college in programs both off and on campus. The group is open to all students by audition and participation carries one semester hour of credit.

Student Publications

Yearbook

The Andranthus is the yearbook published by students under staff supervision and serves as a record of school activities during the year.

Literary Magazine

Each April students produce *The Welkin Ring*, a literary and student artwork magazine. The award-winning magazine provides an outlet for creative writing by students and faculty. Access to *The Welkin Ring* is via www.andrewcollegeliterarymagazine.com.

Newspapers and Newsletters

Andrew Weekly is the student e-newspaper published weekly during the academic year. The e-newspaper contains student, faculty and staff submittals, college announcements, and serves as a sounding board for campus issues.

Tiger Times is a weekly e-newsletter published weekly relaying feature stories on athletics contests, student-athletes, schedules, and upcoming events.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. *FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.*

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Generally, schools must have written permission from the student before releasing any information from a student's educational record. However, the law allows schools to disclose records, without consent of the student, to the following parties:

- College employees who have a legitimate need to know
- Parents of dependent students as defined by the Internal Revenue Service
- Persons who need to know in cases of health and safety emergencies
- Accrediting organizations to carry out accrediting functions
- Appropriate parties in connection with financial aid to a student
- Federal, State and local governmental officials for purposes authorized by law
- Individuals who have lawfully obtained court orders or subpoenas
- Organizations conducting educational studies for the College
- Courts during litigation between the College and the student or parent
- Victim of crime of violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence.

5. Directory Information

The College designates the following as public or "Directory Information": The student's name, home and college addresses, telephone numbers, program of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information. Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated in point #4 above. To do so, a student must make the request in writing to the Office of the Registrar, 501 College Street, Cuthbert, GA, 39840-5550. Once filed, this request becomes a permanent part of the student's record until the student instructs the Registrar, in writing, to have the request removed.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

In many situations, complaints relative to FERPA can be resolved within the College on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Registrar, 501 College Street, Cuthbert, GA, 39840-5550 or (229) 732-5962. To file a FERPA complaint with the U.S. Department of Education, contact the Office that administers FERPA at:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-4605**

Student Right to Know Act of 1990

The Student Right to Know Act of 1990 requires colleges and universities to publish completion/graduation rates, and, if applicable, transfer rates.

Completion/Graduation Rates

Completion rates are determined using a select group of students. This group of students is referred to as a "cohort" and consists only of first-time, full-time, degree-seeking undergraduate students. Completion rates are based on a 3-year attendance that equates to 150% of the length of standard program offerings. Based on a cohort of first-time, full-time, degree seeking undergraduates that enrolled at Andrew College in the fall semester of 2012 and graduate before the fall semester of 2015, Andrew College has a completion rate of 14%. The Andrew College completion/graduation rate for athletes, based on the 2012-2015 cohort is 16%. This rate is determined basically the same way as described above, but only using first-time, full-time, degree-seeking undergraduates who were receiving some type of athletic aid. When reviewing graduation/completion rates, keep in mind that this statistic does not include the first-time, full-time students who transferred to another college to continue their education before completing graduation requirements at Andrew College or who left Andrew College to serve in the armed forces, serve on official

church missions, or serve with a foreign aid service of the Federal Government; or students who are totally and permanently disabled or deceased

Transfer-Out Rate

Students who did not complete their program at Andrew College, but successfully transferred to another college or university make up the transfer-out rate. Based on the same 2011-2014 cohort, Andrew College has a transfer-out rate of 54%. The transfer rate is calculated annually each fall semester.

Admissions

Policies and Procedures

Andrew College admits applicants who demonstrate abilities necessary for successful completion of the program. Admission decisions are based on the applicant's previous academic record, test scores, and in some cases, a personal or telephone interview and recommendation from the Enrollment Management Committee. Equal educational opportunities are offered to students regardless of race, color, religion, gender, age, creed, or national origin.

Criteria for Admission

Applicants may be admitted for any term. In order to insure proper processing, all credentials should be on file in the Office of Enrollment Services 30 days prior to semester registration. All applicants must submit the following material:

1. A completed application for admission, including a \$20 application fee,
2. Transcripts of high school (or GED) and/or college course work attempted,
3. Scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Students with high school GPAs of 2.0 or higher on a 4.0 scale, may be accepted conditionally without SAT or ACT scores. However, students are recommended but not required to submit test scores if available.

Non-Conditional Acceptance

Admission to Andrew College is gained through an individual selection process. Minimum academic requirements for non-conditional acceptance include a high school diploma, graduation from an accredited high school, an evaluated high school GPA (generally including only academic, college-preparatory coursework) of 2.0 on a 4.0 scale, and SAT I scores of 460 verbal and 460 math or ACT scores of 19 verbal and 19 math. Students who meet or exceed the minimum academic requirements for non-conditional acceptance will be excused from college placement testing.

Conditional Acceptance

Students not meeting the minimum academic requirements for non-conditional acceptance may be conditionally accepted. Students conditionally accepted will be required to take the college placement test prior to registering their first semester. The placement test results will determine the placement of students in either learning support and/or college level courses. Additionally, all conditionally accepted students will be enrolled in ACS 100 – College Success during their first term of enrollment.

Students who do meet the minimum 460 or 19 of each test section of the SAT or ACT respectively will be required to take the portion of the placement test for which there is a deficiency. For example: If a student scores a 480 verbal and 440 math, the student will be required to take the mathematics portion of the placement test. Student not submitting SAT/ACT scores will be required to take all three components of the placement test: math, English, and Reading.

Home Schooled Students

Students from an Accredited Home School Program. All applicants must submit the following material to be considered for admission:

1. A completed and signed application for admission
2. \$20 application fee
3. Transcripts of home school course work attempted (or GED)
 - If studies are completed through a formal home school program, this record should be an official transcript of the program
 - If the program is crafted by parents or others, a detailed account of subjects studied, texts used, and books read should accompany an evaluation of the student's performance in specific areas.
4. Transcripts of college course work attempted, if applicable
5. Copy of Declaration of Intent to Home School as filed with the local school board. (needed when applying for HOPE)
6. Scores from either the SAT I or the ACT

Students from a Non-Accredited Home School Program Students not meeting the minimum academic requirements for non-conditional acceptance may be accepted conditionally but are required to:

Take placement examinations prior to their first semester of attendance

1. Present at least two letters of recommendation from non-family members, (coach, clergy, employer, etc.)
2. Students may be contacted by a member of the Enrollment Management Committee. The Enrollment Management Committee will then evaluate the student's file to determine their admission status.

Admission to Andrew College is gained through an individual selection process. Minimum academic requirements for non-conditional acceptance include a diploma noting graduation from an accredited home school program, an evaluated GPA of 2.0 on a 4.0 scale, and SAT I scores of 460 verbal and 460 math or an ACT score of 19 verbal and 19 math.

Non-Immigrant, Foreign Students

Andrew College is authorized under federal regulations to enroll international students who possess the proper documentation. International students who have completed Secondary Education (12 years), and score 61 Internet Based Test / 173 Computer Based Test / 500 Paper Based Test or higher on the Test of English as a Foreign Language (TOEFL) or score 5.5 or higher on the International English Language Testing System (IELTS) or obtain an acceptable score on an equivalent English language examination may be admitted to Andrew College without condition. Non-Immigrant or Foreign students must complete the admission process 30 days prior to New Student Orientation. International students whose first language is English, will be considered for acceptance under the same criteria and conditions as domestic students. (See Criteria for Admission). The following items must be submitted before the student can be considered for acceptance

1. Admission application and application fee
2. Proof of High School graduation
3. College transcripts from all colleges that the student has attended
4. Financial statement (a bank statement showing that the prospective student has the funds to pay for the full cost of education)
5. Sponsor letter- from the person (s) funding the cost of education
6. Copy of their Visa or passport

Transfer Students

Students who have successfully completed work at other colleges and who are not currently on suspension from another college may apply to Andrew College as transfer students. Students who have less than 24 semester hours accepted for transfer credit will be considered based upon the general criteria for admission applied to new students. Students who have 24 or more semester hours accepted for credit will be considered on the basis of their college transcript.

Transient Students

A student enrolled as a regular student at another college or university may apply for temporary admission to Andrew College. The following policies govern the admission of students on a transient status:

1. The applicant must be a student in good standing at another accredited college or university.
2. The applicant must be recommended, in writing, for admission as a transient student by the Dean of Academic Affairs or Registrar of the institution at which the student is currently enrolled.

Veterans

Andrew College is approved by the Georgia State Approving Agency for veterans, reservists, and eligible dependents to receive educational benefits under the various educational law or programs administered by the Veterans Administration. Eligible veterans are required to meet the same academic criteria for admission as non-veterans including placement testing. Veterans must also participate in student orientation and academic advising. Other policies regarding the enrollment of veterans may be obtained from the Registrar.

Move on When Ready

Andrew College cooperates with high schools that participate in the new Georgia Move on When Ready program. This new program preplaces the previous joint enrollment/ACCEL programs and is available to students in grades 9-12. Students who meet minimum state requirements and who have proper authorization from their high school counselor and parental permission will be considered for admission. Participants in this program will earn college credit as well as high school course credit.

Students may elect to enroll part-time or on a full-time basis at Andrew College. The minimum requirements for admission as a part-time student include a 3.0 GPA on a 4.0 scale and an interview with the Vice President of Enrollment Management. Students wishing to attend Andrew College full-time as part of the MOWR program should meet the following admission criteria: minimum 3.0 GPA on a 4.0 scale; 1050 SAT score (minimum 500 verbal) or 23 ACT (minimum 24 ACT English score) and complete an additional interview with the Dean of Academic Affairs. Only full-time students who have attained at least junior standing and are 16 years of age or older will be eligible to live on campus.

Readmission

Andrew College students, who withdrew from all classes, were suspended for at least the remainder of a semester or who were not enrolled during the previous academic term (excluding summer term) must apply for readmission. The Enrollment Management Committee is charged with the review and approval of these applications. Each applicant will be considered on the basis of the procedure described in the *Student Handbook*. Financial Aid is not available to returning students who left the College on academic

suspension until reinstatement criteria are met. Students suspended for academic or disciplinary reasons may not apply for readmission during their term of suspension.

Time Limits on Degree Completion for Returning Students

Due to the significant impact of the Internet and technology on postsecondary educational content, instruction, and student performance requirements; coursework taken 10 or more years prior to the current year is considered “dated” and, in general, cannot be used towards awarding a current degree. Request by former students for exceptions will be forwarded by the Registrar to the Education Program Committee for consideration.

Financial Information

2015-2016 Tuition and Fees

	Semester	Annual	
Tuition	\$7,222	\$14,444	
Room & Board	\$4,591	\$9,182	(Private room add \$750 per semester)
Technology Fee	\$105	\$210	
Health Fee	\$75	\$150	
Activity Fee	\$27	\$54	
Laundry Fee	\$33	\$66	

*Students should budget an additional \$1000 to \$1500 annually for textbooks.

*Summer tuition and fee rates can be found at www.andrewcollege.edu/tuition-fees

Fees and Charges

The tuition and fee charges shown in the catalog are for full time students enrolled for fall and spring semesters. There are additional fees for private lessons, private rooms, laboratory fees, course overloads and other non-routine services. Please call the business office for a list of these and other charges visit our website at www.andrewcollege.edu.

Books/Supplies

MBS Direct is the College's textbook service provider. MBS Direct provides Andrew College all aspects of the ordering, selling and buy back of texts to the student body and college community. Textbooks may be ordered via <http://bookstore.mbsdirect.net/andrew.htm> or by phone or fax. Information about purchasing textbooks will be provided to registered students before the beginning of the academic term. The Andrew College Store is operated for the convenience of the students and offers books, supplies and college clothing.

Financial Obligation

Full payment is due on or before registration unless prior arrangements have been made with FACTS Management, tuition management and payment processing system. Information about payment plans available through AMS will be provided to students prior to the commencement of each term. A student who is delinquent in his or her financial obligation to any facet of the College community including fines, charges for non-return of keys, library books or other college property, will not be allowed to register or enroll for the next term, graduate, or receive transcripts. This includes non-payment of fees resulting from dishonored checks or charge cards. Andrew College reserves the right to withdraw the registration of students who fail to promptly meet their financial obligations to the College. If a student's registration is withdrawn, the student cannot attend class, must vacate student housing, and will not be able to participate in the campus food service program. The College has the right to add interest and recovery costs to past due student accounts.

Refund Policies

Upon registration of a student, the College commits to expenses of a continuing nature based upon the expectation that the student will remain enrolled for the entire term. Refund policies reflect the need to meet those expenses and to comply with institutional and Federal guidelines for student financial aid policies.

- Any student who is suspended or excluded for disciplinary reasons is not eligible for a refund of tuition, room, board, or other fees charged as a condition of enrollment.
- No refund will be made for individual courses dropped after the drop/add period for that particular term.
- Approved refunds will be processed no later than thirty (30) calendar days of the student's withdrawal from the college as defined by:
 - The date, as determined by the institution, that the student begun the withdrawal process as described in the Withdrawal Procedure described below, or
 - The student's last date of documented class attendance, or the mid-point of the term, if the student did not submit the completed form to the Registrar's Office or otherwise did not officially notify the school of their intent to withdraw, or
 - In circumstances beyond the student's control (i.e. illness, accident, grievous personal loss), the date the institution determines is related to that circumstance.

The Department of Education requires all unearned Title IV funds to be returned to the program from which such aid was awarded. The College will credit a student's account for all unearned institutional charges. The Department of Education defines institutional charges as "all charges for tuition, fees, and room and board, and expenses for required course materials, if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school."

Withdrawal Procedure

A student completely withdrawing from the College must complete the *Withdrawal from College Form* which is available in the Registrar's Office located on the 3rd floor of Old Main Administration Building. The form requires the acknowledgement of the Student Life, Financial Aid, Retention, and Business Offices during which the student will be apprised of the academic and financial consequences of withdrawing completely from college. If, after consultations the student decides to withdraw, he/she must return the completed form to the Registrar's Office for processing.

Withdrawal fee: A \$100 fee will be charged to the student's account when withdrawing from the college. For calculation purposes, withdrawal fee, bookstore charges (vouchers) and Academic Lab fees are counted as "tuition and fees."

Refunds of Tuition and Fees

A student who officially withdraws from the College may be eligible for a partial refund of tuition and fees as described below. Unpaid charges will be subtracted from the calculated refund. Institutional financial aid (Andrew College Scholarships) **does** not vest with the student until the 15th day of enrollment. A student who withdraws before 15 days will have their institutional scholarship revoked. The revocation of an institutional scholarship may reduce the refund due to a student.

Refunds of institutional charges are calculated in accordance with the following schedules and based upon the first day of classes per the published schedule and the withdrawal date as is defined by:

- The date, as determined by the institution, that the student begun the withdrawal process as described in the Withdrawal Procedure described below, or
- The student's last date of documented class attendance, or the mid-point of the term, if the student did not submit the completed form to the Registrar's Office or otherwise did not officially notify the school of their intent to withdraw, or
- In circumstances beyond the student's control (i.e. illness, accident, grievous personal loss), the date the institution determines is related to that circumstance.

Date of Withdrawal	Tuition Refund	Housing Refund	Boarding Refund
If enrolled 0-2 days from 1 st class day	100%	80%	94%
If enrolled 3-7 days from 1 st class day	80%	80%	94%
If enrolled 8-14 days from 1 st class day	40%	0%	88%
If enrolled 15+ from 1 st class day	0%	0%	Prorated by week

Example 1- Calculation of Refund of Charges: A full time, second year student withdraws 13 calendar days as counted from the 1st day of class. Based upon the following illustrative fee schedule (a current fee schedule should be consulted to determine charges applicable to a particular term) a student's refund of charges would be calculated as follows:

	Illustrative Charges	Percent Refund	Refund Amount
Tuition	\$4,500	40%	\$1,800
Housing	\$1,500	0%	\$0
Board	<u>\$1,500</u>	88%	<u>\$1,320</u>
Total Charges Refunded	\$7,500		\$3,120

Refunds of Federal Title IV aid:

The College will calculate the dollar amount of federal grant and loan funds the student has earned during the term by dividing the number of days a student is enrolled (as determined by the withdrawal date) by the total number of days in the term (excluding breaks of five days or more). The resulting percentage is then multiplied by the amount of federal funds that were credited to the student's account. This figure is the dollar amount of Title IV funding earned by the student during their enrollment. The remainder of the Title IV funds will be returned to the originating program. If the resulting percentage exceeds 60 percent, the student would be entitled to 100 percent of the federal funds. *In certain cases, these refund requirements may leave an indebtedness on the student's account. This may also require the student to reimburse the Department of Education for some or all of the applicable Federal Pell and SEOG funds.* **It is therefore imperative that students fully discuss the financial ramifications of withdrawing from college with the Financial Aid Office and the Student Accounts Office prior to making a final decision.** A student will not receive a refund until all financial aid programs (federal, state, institutional) have been reimbursed. Refunds will be issued to the originating source in the order indicated below:

Unsubsidized Federal Stafford Loan Program
 Subsidized Federal Stafford Loan Program
 Federal Perkins Loan Program
 Federal PLUS Program
 Federal Pell Grant Program
 Federal SEOG Program
 Other Title IV Programs
 State
 Institutional, Other Assistance Programs
 Student

Example 2-Calculation of Title IV to be refunded to originating source. The student referred to in example 1 above received an Unsubsidized Federal Stafford Loan and a Federal Pell Grant, but no other financial aid. He withdrew on the 13th day of a term which had a total of 116 days. The calculation amount of Title IV funds earned by the student and the amount that must be returned is illustrated below:

*% of aid earned: $13/116 = 11.2\%$
 Total Title IV funding received: \$4,155
 Dollar amount earned: $11.2\% \times \$4,155 = \465.36
 Dollar amount to be refunded: $\$4,155 \text{ minus } \$465.36 = \$3,689.64$*

<i>Title IV Funding</i>	<i>Total Credited to Account</i>	<i>Amount Returned (Refer to program refund order listed above example)</i>
<i>Stafford Loan</i>	<i>\$2,000</i>	<i>\$2,000.00</i>
<i>Pell Grant</i>	<i>\$2,155</i>	<i>\$1,689.64</i>
	<i>\$4,155</i>	<i>\$3,689.64</i>

Example 3-Calculation of net liability of student. This illustration assumes that the student had paid on his account the balance of the term's tuition and fees (\$7,500 - \$4,155) the amount of \$3,345.

<i>Total Charges (example 1)</i>	<i>\$7,500.00</i>
<i>Less: Total Charges Refunded (example 1)</i>	<i>-\$3,120.00</i>
<i>Less: Title IV Funds Earned (example 2)</i>	<i>-\$ 465.36</i>
<i>Add Withdrawal Fee</i>	<i>\$ 100.00</i>
<i>Net of Charges, Refunds of Charges, & Aid Earned</i>	<i>\$4,014.64</i>
<i>Less Amount previously paid by student on his account</i>	<i>\$3,345.00</i>
<i>Net Owed/ (Refund)</i>	<i>\$ 669.64</i>

Appeals for Refund

A student may appeal a refund determination if the student feels an error has been made in establishing the date of withdrawal used. Written requests for an appeal must be made to the Registrar within 6 weeks of the end of the semester in which the student withdrew.

Student Repayment Policy

Students who receive cash disbursements after Registration for that semester will be assessed liability for repayment of the appropriate percentage of the refund due the Title IV programs upon withdrawal, exclusion, or suspension. Students who receive cash disbursements that are attributable to Federal Pell or SEOG programs may owe a repayment of these funds to the College to prevent an overpayment. A student who owes a repayment will be deemed ineligible for any financial assistance from any source until the student has resolved the overpayment. Repayments will be allocated to the student aid programs in the following order: Pell Grant, SEOG, other Title IV programs, and then, to the institution. Students have 45 days from the date of their notification to make arrangements for repayment of the aid received. If they fail to make satisfactory arrangements within the 45-day time period, the account will be submitted to the Department of Education and the student could lose future eligibility for financial aid programs.

Student Financial Aid

The fundamental purpose of the Financial Aid Program at Andrew College is to make it possible for qualified students to attend college. The college believes that the main responsibility of financing a student's education rests with the student and his/her parents or guardians. The college also recognizes that economic conditions make it difficult or even impossible for parents to finance their children's total educational expenses. Therefore, Andrew College makes every effort to meet the financial need, as established on the Department of Education's Free Application for Federal Student Aid (FAFSA) Form, of each student without exceeding the total cost of tuition, fees, room, and board for the year. Financial need is computed by a standard need analysis using

confidential information submitted by the parents or the self-supporting student. A self-supporting student is defined as a student who has lived on their own for at least 3 years or is 23 years old. The analysis of a family's financial strength includes consideration of current family income, assets, family size, number of children, number in college, retirement allowance, and any other factors that seriously alter a family's financial strength. Since federal, state and college aid programs do not permit aid awards that exceed the computed need, information on all sources of aid must be provided to the Financial Aid Office.

Federal Financial Aid Eligibility Requirements

All federal government aid programs are based on the financial need of the applicant. A student's need is established when the cost of education exceeds the total family contribution determined by the completed FAFSA. The college seeks to meet each student's full financial need without exceeding the total cost of tuition, fees, and room and board for the year. However, those students with the greatest financial need and the earliest applications may be given priority in the awards process. In general an applicant for financial aid must meet the following requirements:

1. be a United States citizen or permanent resident alien;
2. provide documentation of residential status;
3. be accepted for admission to an approved degree-seeking program;
4. be making progress toward the completion of a course of study according to Andrew College's Satisfactory Academic Progress Policy;
5. not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan), Parent Loan, or Supplemental Loan received for attendance at any institution;
6. not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, or Student Incentive Grant received for attendance at any institution;
7. certify that he/she is registered with the Selective Service or that he/she is not required to register;
8. demonstrate financial need according to specific program regulations; and
9. be enrolled at least one-half time. Some student aid programs require full time enrollment.
10. For renewal of scholarships, GPA calculations will include all attempts in a course.

Satisfactory Academic Progress (SAP)

Federal regulations require students receiving Federal Title IV funds to make satisfactory progress toward program completion. Satisfactory Academic Progress (SAP) is determined by using both qualitative and quantitative measurement standards. Quantitative standards measure the number of courses satisfactorily completed while qualitative measures the cumulative grade point average.

Note: These policies are used to determine Satisfactory Academic Progress for financial aid eligibility and should not be confused with academic probation or suspension.

Quantitative Progress Measurement

Full-time students receiving federal financial aid are expected to complete a program of study within 150% of the hours required for completion. In other words, students enrolled in a program that requires 64 semester hours to complete, must finish within 96 attempted hours or a maximum of six semesters.

The table below shows the minimum number of hours that must be satisfactorily completed each academic year (fall and spring semester):

Year 1	20 semester hours
Year 2	40 semester hours
Year 3	Total degree requirements

Remedial courses may be counted as attempted hours when determining SAP even though they do not count toward graduation requirements. Both attempts at repeated courses may be counted. Grades of "A", "B", "C", "D", and "IP" are considered satisfactory and will be counted as hours completed. Grades of "F", "W", "WP", "WF", "U" and "I" will not be counted as credit hours completed.

Qualitative Progress Measurement: Financial Aid Probation

In order to receive or continue to receive financial aid, students must maintain a cumulative grade-point average within the minimum guidelines below. A student will be placed on Financial Aid Probation if his/her cumulative grade-point average falls below these minimum standards:

Semester Hours Earned	Required Cumulative GPA
0-16	N/A
17-32	1.6
33-48	1.8
Graduation	2.0

Financial Aid Suspension

Any student who fails to meet the criteria above or remains on Financial Aid Probation for two consecutive semesters is considered to be making “unsatisfactory academic progress” and financial aid will be terminated.

Financial Aid Reinstatement

A student who has been suspended from the financial aid program will be reinstated to the aid program at the Financial Aid Probation level by obtaining a 2.0 or higher GPA on 9 or more attempted hours, provided the student meets the other SAP guidelines.

Appeals of Financial Aid Suspension

A student may appeal Financial Aid Suspension if the student feels an error has been made in the calculation of suspension. Requests for an appeal must be made to the Director of Financial Aid prior to the beginning of the semester following the semester in which the eligibility requirements were not met.

Courses taken at other institutions will not be considered in the calculation of the SAP classification.

Institutional Scholarships

Andrew College offers a variety of institutional scholarships. Financial assistance is based on merit, ability to contribute to the campus community, and verified financial need. All institutional scholarships are prorated over two semesters (fall and spring), unless otherwise specified. Students:

- Will qualify for no more than one scholarship that the College administers (an institutional scholarship)
- May qualify for scholarships offered by other entities, government or private, based upon need.
- Must complete the Free Application for Federal Student Aid (FAFSA).
- Must apply for every entitlement grant for which they may qualify in order to receive an institutional scholarship.
- All institutional, federal, and state awards will be applied to a student's tuition, fees and room and board.

The amount of courtesy, merit, or athletic scholarships must not exceed the student's tuition, fees, and room and board after the student has been credited with all other entitlement financial aid received. There are limited scholarships for International Students.

The Margaret A. Pitts Scholarship

Up to two incoming Georgia HOPE eligible freshmen are awarded the Margaret A. Pitts Scholarship to start at the beginning of each fall term. The scholarship covers the full amount of tuition, fees, room, and board for the academic year. Requirements include a 3.0 high school GPA, 1,000 or higher on the SAT (ACT equivalents are acceptable), unconditional acceptance, and pursuing a college preparatory diploma. The Margaret A. Pitts Scholarship is renewable for the sophomore year, provided the student maintains a GPA of 3.0 or higher on all attempted hours.

The Judge Thomas Marshall Academic Scholarship

Incoming students whose high school GPA is 3.0 or higher and who scored at least 1,000 on the SAT (ACT equivalents are acceptable) may qualify for this scholarship. Preference is given to individuals who reside within the South Georgia Conference of The United Methodist Church. The Marshall Academic Scholarship is renewable for the sophomore year, provided the student maintains a GPA of 3.0 or higher on all attempted hours.

The Brim Fellowship Scholarship

Incoming students whose high school GPA is 3.0 or higher and who scored at least 1,000 on the SAT (ACT equivalents are acceptable) may qualify for this scholarship. The Andrew Fellowship Scholarship is renewable for the sophomore year, provided the student maintains a GPA of 3.0 or higher on all attempted hours.

Music, Theatre, and Visual Arts Scholarships

A number of scholarships are awarded annually to qualified students whose program of study is the fine arts and/or who participate in music, theatre, or the visual arts. An audition, interview, or portfolio is required and should be coordinated with the appropriate program director as early as possible. Scholarship amounts are dependent upon skill and need.

AndrewServes Scholarship

Each year, a limited number of freshman students are selected to participate in the AndrewServes Servant Leadership program with the support of an \$8,000 annual scholarship. Renewal of this award will be granted for the sophomore year if program requirements are successfully completed. These students will be enrolled in *Leadership Development Studies* and will participate in practical leadership experiences and community service. The Harry Willson endowed scholarship is awarded annually to one AndrewServes student.

Athletic Scholarships

Andrew College offers scholarships for athletic ability and performance potential in intercollegiate Women's and Men's Soccer, Softball, Baseball, Volleyball, Women's Basketball and Men's golf. Scholarships are also available for students seeking to study Athletic Training and Sport Management.

The Goizueta Foundation Scholarship

Through the generosity of The Goizueta Foundation, Andrew College has scholarships available especially for Hispanic/Latino students. The Goizueta Foundation scholarships are awarded to students who are of Hispanic or Latino descent and who demonstrate both academic success and financial need. The selection will be based on high school grades, SAT/ACT scores, and financial need. Recipients must maintain a 2.0 grade point average to retain the scholarship for a second year. The Goizueta Foundation Scholars Fund has provided assistance to Hispanic/Latino students at Andrew College since 2001. To apply for the scholarship you must be an unconditionally accepted student and completed the [Free Application for Federal Student Aid \(FAFSA\)](#).

Louise G. Exum Scholarship

The Louise G. Exum scholarship is awarded annually to a woman seeking to study business administration. The selection will be based on high school grades, SAT/ACT scores, and financial need. Recipients must maintain a 2.0 grade point average to retain the scholarship for a second year. To apply for the scholarship you must be an unconditionally accepted student and completed the [Free Application for Federal Student Aid \(FAFSA\)](#).

United Methodist Awards

Scholarships or loans may be awarded to students who are members of The United Methodist Church. Other churches, religions and community organizations, and fraternal or business groups may also sponsor financial awards. United Methodist Ministers who visits the campus with a prospective student may recommend a student for a \$1,500 Methodist Minister Scholarship.

Andrew College currently participates in the United Methodist Higher Education Foundation's (UMHEF) Quadruple Your Dollars for Scholars (UMDFS) program. Each year through the United Methodist Dollars for Scholars (UMDFS) program, the United Methodist Higher Education Foundation (UMHEF) provides \$1,000 matching scholarships to United Methodist students who have received a \$1,000 scholarship from their local United Methodist church to help them attend a United Methodist-related college, university, or seminary. In addition, the Georgia United Methodist Foundation and Andrew College provide a \$1,000 match to bring the total award to \$4,000. Application details and deadline can be found at www.umhef.org/UMDFSapp.php

Georgia Tuition Equalization Grant Program (GTEG)

To encourage Georgia residents to attend eligible private colleges in Georgia by providing grant assistance.

www.gaccollege411.org/Financial_Aid_Planning/Scholarships/Grants_and_Scholarships/Georgia_Tuition_Equalization_Grant_Program.aspx

HOPE Scholarship

The HOPE Scholarship was established for degree-seeking students who are residents of the State of Georgia, and who meet established criteria. To be eligible for the HOPE scholarship a student must meet the criteria outlined on the official website at www.gaccollege411.org/Financial_Aid_Planning/HOPE_Program/default.aspx

Veterans' and Dependents' Benefits

Education Benefits are available to qualified veterans and children of deceased and disabled veterans. Information and applications may be obtained from the Veterans Administration or local Department of Veterans Services Offices.

Other Aid

Often there are special aid opportunities provided by local civic and fraternal organizations. Students are encouraged to discuss such opportunities with their school guidance counselors since most of these are awarded through local high schools to graduating seniors.

Additional Information

Students enrolling less than full time will have their financial aid awards reduced or cancelled according to the number of hours taken. Andrew College reserves the right to adjust or cancel any aid if there is a change in academic, financial, residential status of the aid recipient or to prevent institutional liability.

Student Life

Mission of Office of Student Affairs

The mission of the Office of Student Affairs is to create a nurturing environment that supports the educational mission of Andrew College while fostering student leadership, promoting campus involvement, facilitating individual and group achievement, and mentoring behavior that is reflective of the values and Christian heritage of the institution.

Aims and Objectives

The Student Affairs program is designed to promote activities and programs supportive of the aims and purposes of the College. The first two years of college are critical times in a student's academic life. It is the goal of the Student Affairs program to make those years special and rewarding for each student. Andrew College is committed to the idea that total education involves more than academic pursuit. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic development. The activities sponsored within the Student Affairs program are designed to achieve a continuing, optimal student affairs environment, to provide student opportunities for gaining appreciation for the dignity and worth of the individual, to encourage an appreciation and understanding of scholarship, creativity, and community, and to enhance the ability to relate with others. Policies relating to the Student Affairs area are contained throughout the Student Handbook.

Student Handbook Information

The *Andrew College Student Handbook* is available online via the Andrew College website. The handbook is a summary of policies and procedures that define the rights and responsibilities of students as members of the college community. Andrew College reserves the rights to amend, change, delete and/or develop new policies and procedures to meet the needs of the Andrew community. All new policies or policy changes become effective immediately upon being posted on college bulletin boards or through the campus distribution method including either the student newspaper or campus mail. Other policies and procedures that relate to specific operations of the college may not be published in the handbook but are communicated through notices and other publications.

Calendar/Scheduling of Events

The Office of Student Affairs hosts a variety of activities and events throughout the year that can be found on the College website and in the Office of Student Affairs.

Counseling Services

Mental Health Counseling. Andrew College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. The Office of Student Affairs can provide a list of off-campus counseling resources. Andrew College is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

Substance Abuse Counseling. The Office of Student Affairs can provide a list of off-campus counseling resources to faculty, staff, and students for substance abuse. Individuals are responsible for the cost of these services. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

Grievances and Complaints. Andrew College invites individuals who have complaints regarding the college to contact the following offices. For more detailed information on the process, please refer to the Student Handbook and College Policies and Procedures Manual.

- Academic decisions: Office of the Academic Dean
- Admission and Financial Aid Decisions: Office of the Vice President of Enrollment Management
- Student Services, clubs and organizations: Office of Student Affairs
- Human Resources, facilities and business functions: Business Office

Instructions for filing a complaint with our regional accreditor, the Southern Association of Colleges and Schools (SACS): <http://www.sacscoc.org/FAQsanswers.asp>

Instructions for filing a complaint with the U.S. Department of Education in regard to Title IV (financial aid, civil rights violations or discrimination) can be found here: <http://www.justice.gov/crt/complaint/>

For students who wish to file a complaint with the State of Georgia, this form may be found here: <http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>

Students who live in states outside of Georgia may file a complaint with their state of residence. Information and/links to state agencies may be found by following this link: http://sheeo.org/sheeo_surveys/

Health and Medical Care

Health Information Form. Upon enrollment at Andrew College, each student must submit a health information form. This form is used in emergencies to provide important information to medical professionals and to the staff. At check-in, each student must complete an emergency contact card that remains on file in the Office of Student Affairs. All forms must be fully completed and be legible.

Medical Care. Andrew College provides limited medical treatment through the Wellness Center. Students may also receive a cost free medical exam and treatment Tuesday through Thursday at the Wellness Center. Students who wish to utilize this service must call the Wellness Center at 229-732-2411 to schedule an appointment. The physician is “on call” for the College and will be notified in the event a student appears to need or requests emergency care.

If a student needs to receive medical treatment, there are doctors’ offices and an emergency room within walking distance of campus; however, the student may receive treatment where he or she chooses. **Andrew College is NOT responsible for any medical expenses occurred while at the College.** It is expected for the students to make reasonable decisions regarding health care.

Supplemental Accident Insurance. Andrew College provides supplemental accident insurance for all full-time students, but coverage is limited, and there are exclusions. This secondary plan is not a health insurance policy and does not provide benefits for non-accident-related injuries or for pre-existing injuries.

Student-athletes are automatically enrolled in the Andrew College Athletic Accident Plan. This policy is secondary to, or in excess of, personal family medical insurance coverage, and covers only injuries / illnesses / accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Athletic Director according to NJCAA regulations. This policy provides coverage for Athletic Related Conditions up to a maximum of \$5,000 per Athletic Related Condition. Initial medical treatment must be received by a doctor within 90 days from the date of the accident or onset of symptoms for Athletic Related Conditions. In addition, all student athletes are covered under a long-term disability policy up to \$3 million as part of the base plan. More information on the Athlete Accident Plan is available from the Athletic Training Department.

Andrew College Police Department

The Andrew College Police Department is charged with the responsibilities of providing life safety and property protection. To meet these important responsibilities, the college maintains a force of state certified police officers whose duties are integrated to provide law enforcement, crime prevention and parking control/enforcement. The department strives to contribute to the academic environment by performing professional law enforcement tasks with a positive, service-oriented and educational approach.

Campus Security Alerts. Campus security alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible. (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.) These alerts are sent via the *One Call Now Notification System* voice mail, email, or text message to all students and staff. Individuals must “opt in” to receive text messages. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester. Email, telephone and messenger trees may also be utilized. Students are encouraged to submit emergency contact information i.e. cell phone numbers and messenger contact person(s) to the Andrew College Police Department when they enroll in the College.

Parking. All streets and parking areas at Andrew College are private property and Andrew College maintains the right to control motor vehicle traffic within these areas. Students who bring a motor vehicle to campus for more than one day must register that vehicle with the Andrew College Police Department (ACPD). Students are required to park in an assigned area and between two white lines. Parking on the grass or in other non-designated areas is prohibited. Andrew College reserves the right to tow/impound vehicles (at the expense of the owner) that are improperly parked. The college does not accept responsibility for vehicles parked on campus.

Motor Vehicle Registration. All students must register their motor vehicles in the Andrew College Police Department Office (ACPD) within 48 hours of having a car on campus. Students operating a car must display on the car an Andrew College parking permit, which may be purchased in the ACPD Office. Parking permits are good for the duration of the student’s enrollment as an Andrew College student. Failure to register the vehicle or display the permit may result in a monetary fine. Students must obey campus parking and operating regulations.

Safety and Security. Individuals are responsible for their personal safety and well-being. Andrew College does not assume liability for personal effects of students (such as stereo/computer equipment, clothes, money or other personal belongings), or for injury or death of individuals while on the campus or while involved in off-campus activities. Students should check the availability of property insurance under their parents’ policies. If coverage is needed, the Office of Student Affairs has information on a fire/theft insurance plan offered by an independent insurance company.

Andrew College abides by the provisions of the Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

Student Conduct. The Office of Student Affairs (OSA) mission of Andrew College holds many opportunities for intellectual and social development. A basic component of the OSA mission embellishes expectations of acceptable behavior based on fostering student leadership and mentoring behavior that is reflective of the values and Christian heritage of the institution while maintain a nurturing environment for all. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic and personal development. The Code of Conduct at Andrew College exists to maintain discipline and decorum by augmenting the policies, procedures, and mission of the College. The code of conduct can contribute to the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The Andrew College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse.

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Student discipline should be directed towards personal growth as much as possible. Andrew College's Code of Conduct is piloted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall academic mission of the institution. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord without community expectations.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. The proceedings of all disciplinary hearings, investigations and findings are closed and will remain confidential within the disciplinary system.

As a church-related institution, Andrew College expects students to assume personal responsibility in all areas of college life and in the maintenance of high standards of behavior. Students must display, in attitude and conduct, a willingness to accept and cooperate with the College in observing established policies. Violations of civil and criminal laws will be referred to the appropriate law enforcement officials. Andrew College will fully cooperate and assist all agencies in upholding local, state and federal laws. The College retains the right to impose sanctions independent of action taken by a regular court system if a student is accused of criminal misconduct on or off-campus, and during or between academic terms and/or is out of harmony with the spirit of the College.

Andrew College students are responsible for knowing the information, policies and procedures outlined in this document and the Andrew College Student Handbook. Andrew College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at www.andrewcollege.edu for the updated versions of all policies and procedures.

Religious Life An important aspect of student life is a proper spiritual foundation. Wesley Fellowship, the Baptist Student Union and Fellowship of Christian Athletes are organizations that provide leadership in the religious life area of college. Interdenominational chapel services are held regularly.

In addition, local churches extend a cordial welcome to Andrew students. The minister of the Cuthbert United Methodist Church serves as the campus chaplain and is responsible for chapel services. The chaplain also serves as advisor to Wesley Fellowship and is available for personal guidance. Weekly Chapel services at Andrew College give students the opportunity to worship together, to share their lives in meaningful ways, and, at times, to wrestle with the short answers in life. If we don't answer these well, it doesn't matter how well we answer the others.

Chaplain prays for Andrew College every Fridays at 1:30. Please join in prayer for Andrew, either in spirit in your own space or in person in the Chaplain's office.

Student Life Programs

Orientation. New student orientation involves a yearlong effort of the entire campus community. There are two major components of the Andrew College new student orientation program, and all first semester students are required to participate unless exempted by the dean of academic affairs and dean of student affairs.

Inspire Day(S) ~ Priority Registration And Parent Information Workshops. The first component of the Andrew College Orientation Program is *InSpire Day*, and it is required of all new students and parents prior to the students' first semester at Andrew. This one day program allows students and parents to meet the Andrew College family including the administration, faculty, and staff as well as returning Andrew students. Freshmen are introduced to student life at Andrew College, and placement assessment and academic advisement takes place during this time along with **PRIORITY REGISTRATION**. Workshops are provided for parents along with the opportunity to complete "parent homework" and tour the campus.

New Student Workshop. *Student Orientation* takes place during the students' first weekend on campus. Students are introduced to Andrew College with a series of structured activities that provide information about Andrew, the available services, and a chance to meet and bond with other students. During this time, expectations in and out of the classroom are discussed, college policies are reviewed, and programs that cover important student issues are presented. Programs focus on goal setting and time management, improving study skills and attitudes, academic decision making, dealing with human relationships, health and wellness issues, career information, and campus issues such as alcohol, drugs, safety and security, etc. Students experience team building and fun activities that facilitate skills needed to be successful in college. Orientation is a graduation requirement and the "first" opportunity for student to jump into college life!

Recreation and Intramural Program

The recreation program consists of several different components conducted by the Intramurals and Recreational Services Office. Informal recreational opportunities available to students, faculty, and staff and their dependents include racquetball, weight training, basketball, indoor and outdoor volleyball, walleyball, and tennis. Formalized recreational opportunities exist under the umbrella of intramural and include team, as well as individual, sports and exercise programs. Besides providing recreational and fitness experiences, the intramural program promotes pride within the student body, assists in the development of life-long recreational interests, and provides a relief from work or academic pressures. Off-campus recreational opportunities are promoted throughout the year. Participation in any intramural or recreational event is voluntary and may carry personal risk.

Student Organizations

Andrew College has a very active student activities and organizations program that involves many students, faculty and staff. The activities and organizations affect the student life of the college and are important for social, spiritual, cultural and intellectual development of the students.

Andrew College Spirit Squad. The Spirit Squad is a student-led cheerleading organization. The Spirit Squad cheers at home basketball games and participates in student activities, college fundraisers, and student leadership. For additional information, contact the Office of Student Affairs.

Baptist Collegiate Ministries. The Baptist Collegiate Ministries (BCM) is a student-led organization sponsored by the Georgia Baptist Convention and local Baptist churches. The purpose of BCM is to promote the spiritual and religious life of students on campus and to provide activities for worship, discussion, Bible study, social life, witness, and ministry with other college students across the state. BCM is open to students of all faiths. For additional information, contact the Office of Student Affairs.

Disability Awareness Organization. The Disability Awareness Organization (DAO) promotes interpersonal relationships among and with people with disabilities. The purpose of the organization is to increase self-understanding and self-acceptance of individuals with disabilities. The organization provides opportunities for career exploration in the disability field and sponsors service learning. Membership is open to anyone in the Andrew College community. For additional information, contact the Focus Program.

Equality Club. It is the mission of the Andrew College Equality Club (A.C.E.) to reflect the United Methodist Church and seek to live together in a Christian community, welcoming, forgiving, and loving one another, as Christ has loved and accepted us, while promoting acceptance, diversity, and understanding inclusive of, but not limited to, the lesbian, gay, bisexual and transgendered student body (LGBT) and their allies.

Fellowship Of Christian Athletes. The Fellowship of Christian Athletes do establish objectives and functions. Their goals are to increase student to student interaction through Jesus Christ at Andrew College and to respect the rights of all students, regardless of race, religion, gender or national origin.

International Student Association. The International Club is an organization to foster and promote good will, "a home away from home," and a gathering place for students from other countries attending Andrew College. The Club is opened to all international and Andrew College students interested in international relations, foreign languages, and international cultural exchange. The organization meets bimonthly. For additional information, contact the Office of Student Affairs.

Phi Beta Lambda. Phi Beta Lambda provides students with opportunities to expand their business knowledge and promote the ideas of the free-market and freedom. It is the premier business education association preparing students for careers in business. For additional information, please contact the Office of Academic Affairs.

Phi Theta Kappa. Phi Theta Kappa (PTK) is the international honor society of two-year college students who have attained high scholastic standing. To be eligible for membership, a student must achieve a high academic average and demonstrate exemplary citizenship. In order to retain membership, students must maintain at least a 3.0 overall grade point average. The purpose of PTK at Andrew College is to promote scholarship, leadership, service, and fellowship among two-year college students. For additional information, contact Library Services.

Student Art League. The Student Art League (SAL) is a student run organization related to the Visual Arts Department at Andrew College. The SAL organizes various fine art activities including: exhibitions of member's artwork, museum visits, group critiques, and mural paintings in the surrounding area. The SAL is composed of mostly visual arts majors but is open to any student interested in the visual arts. The Andrew College Visual Arts Faculty sponsors the SAL. Officers are elected at the beginning of the spring semester for the following school year. For additional information, contact the Fine Arts Department.

Teachers Affecting Generations. The mission of Teachers Affecting Generations (TAG) is to inform and inspire others in the career of teaching and to make a difference in the community by working with educators and students and their families to promote and model a positive attitude and environment for learning for future generations. For additional information, contact the Office of Academic Affairs.

Sexual Misconduct-Sexual Harassment Or Sexual Assault

If you experience or witness sexual or other unlawful harassment in the workplace, classroom, in or on college-owned or -controlled property or at college-sponsored events, Andrew College encourages you to report it immediately according to policy. You can raise concerns and make reports without fear of reprisal or retaliation. Andrew College prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate Andrew College's Equal Employment Opportunity Policy or Sexual Harassment Policy, or which may be contrary to Andrew College's Notice of Nondiscrimination, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the victim and the alleged harasser will be informed concurrently of the outcome of the investigation.

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs or the Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to and including discharge or expulsion.

In all instances, reports of sexual harassment, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator, Whitney Mosley, located in Old Main, Suite 108 at 501 College Street, Cuthbert, Georgia 39840 or 229-732-5949.

Residence Life Information

Residency Requirements

All full-time students except those who are married, have dependent children living with them, are 22 years of age or older, or those living with their parents or legal guardians, will be required to live on campus. The Dean of Student Affairs may grant exceptions to this requirement. The residential experience is extremely important to the development of students. All resident students are required to take the meal plan and are not permitted to maintain off-campus accommodations. Students taking less than 12 hours

must seek permission of the Dean of Student Affairs to live on campus. The College reserves the right to withdraw the option of housing for students who fall below a 12-hour course load.

Andrew College retains the right to refuse residency to students who have committed serious violations/infractions of the *Andrew College Student Handbook* including the Code of Conduct, or students who may, in the opinion of the College officials, be better served in an off-campus living environment.

Academic Regulations

Academic Standards

Andrew College Honor Code

In accordance with its Mission and Philosophy, Andrew College requires that all members of the College community exhibit personal integrity and responsibility. Further, Andrew College holds that conscious attention to personal and academic honesty is vital for a student's capacity for academic success and for intellectual, social, and spiritual development.

Andrew College, therefore, adopts the following Honor Code:

1. Students will conduct themselves with the highest level of academic integrity and honesty and will also accept the responsibility of encouraging and assisting their fellow students in upholding the Honor Code of Andrew College.
2. Students will read, understand, and abide by the Andrew College statement on Academic Irregularity as stated below.
3. Students will abide by the Class Attendance Policy at Andrew College through regular and punctual attendance in all of classes.
4. Students will acknowledge and respect both the authority of professors pertaining to all academic and management matters regarding their courses and the rights of their fellow classmates concerning their own academic pursuits, and will act respectfully toward their professors and classmates at all times.
5. Students will be subject to penalties for infractions against the Andrew College Honor Code. All Andrew College students will be required to read the Honor Code and sign the Honor Pledge during the first week of classes of their first semester at Andrew College. The signed Honor Pledges will be kept in the students' files in the Academic Affairs Office.

Academic Irregularity

1. Without authorization from the instructor no student shall receive or give assistance in the preparation of an essay, laboratory report, examination, or other assignment.
2. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to tests, laboratory and P.E. equipment, roll books, and library materials and equipment.
3. Without authorization from the instructor, no student shall sell, give, lend or otherwise furnish to any unauthorized person, material that can be shown to contain the questions or answers to any examination scheduled to be given at any date, in any course of study offered by the college.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar required work must be the work of the student submitting them. When direct quotations or the ideas of another are incorporated in a paper, they must be appropriately marked and documented.

The penalties for infractions against the Honor Code are as follows:

1. Academic Irregularity
 - a. First offense: Failing grade (zero) for the assignment or test in question and written report of the offense to the Dean of Academic Affairs.
 - b. Second offense: Administrative withdrawal from the course with a grade of WF and written report of the offense to the Dean of Academic Affairs.
 - c. Subsequent offenses: Suspension for the remainder of the semester, suspension for a full semester, or exclusion from Andrew College, as determined by the Dean of Academic Affairs.
2. Attendance
 - a. Excessive absences or tardies, as defined by the professor in accordance with the Andrew College Attendance Policy, will result in administrative withdrawal from the course with a grade of WF.
3. Uncivil Classroom Behavior
 - a. First offense: In the event that the offense cannot be resolved with a verbal reprimand, the professor will ask the student to leave the class. The student will receive an absence for that class session, and the professor will report the incident, in writing, to the Dean of Academic Affairs.
 - b. Second offense: The professor will immediately ask the student to leave the class. The student will receive an absence for that class session, and the professor will report the incident, in writing, to the Dean of Academic Affairs. The student will be allowed to return to the class only with permission of the Dean of Academic Affairs. The Dean of Academic Affairs will determine whether the student may return to class immediately, at the next class meeting, or after an appropriate suspension.
 - c. Subsequent offenses: The professor will immediately ask the student to leave the class. The student will receive an absence for that class session, and the professor will report the incident, in writing, to the Dean of Academic Affairs. This infraction will result in a suspension—for a few days, the remainder of the semester, or a full semester—or in exclusion from Andrew College, as determined by the Dean of Academic Affairs.

Attendance

Andrew College believes that class attendance is a necessary part of the learning experience. The classroom enriches the learning experience through the collective interaction of peers and professor. Therefore the policy of the college is that students must attend all their classes.

The responsibility of handling absences rests entirely with the faculty member. All instructors will, at the beginning of each semester, make a clear statement to each of their classes regarding their policies in handling absences. The statement should be included in the course syllabus. Instructors are expected to maintain records of class attendance. Absences will be recorded from the date that the student is officially registered in the class.

The college recognizes that students may be compelled to miss a class due to illness, death in the immediate family, or college sponsored events. When students are absent for these reasons, they may be allowed to make up assignments. When students are compelled for any reason to be absent from class, they should immediately convey the reason for the absence directly to the instructor.

Absences may not exceed 20 percent of the class sessions in any one course. A student who exceeds the maximum absences will be administratively withdrawn from class and receive a grade of WF in the course. The only exception will be by vote of the faculty in case of prolonged illness.

Classification of Students

The freshman classification is used until the student has earned at least 31 credit hours toward graduation. The sophomore classification is used after the student has earned 32 or more credit hours.

Freshman Classification	0-31 earned credit hours
Sophomore Classification	32+ earned credit hours

Credit Hours

Andrew College uses the Carnegie standard to determine the appropriate amount of credit awarded for undergraduate course work. Credits are awarded as semester hours.

A semester credit hour will be awarded as follows:

- *Lecture, seminar, and recitation courses:* A minimum of 750 minutes of instruction (excluding final examinations) with a minimum of 1500 minutes of out-of-class work.
- *Laboratory, studio courses, and activity courses:* A minimum of 1500 minutes of instruction (excluding final examinations), with a minimum of 750 minutes of out-of-class work; or a minimum of 2250 minutes of instruction (excluding final examinations).
- *Supervised independent studies, individual studio, or private lessons:* The amount of effort required for one hour of undergraduate credit is determined by the supervising faculty and division coordinator in which the credit is awarded. Instructors should make adjustments so that the total hours of work required by students is equivalent to that of a traditional class.

Andrew College converted to the semester calendar in the fall of 1998. Credits awarded prior to August 1998 were on the basis of quarter hours.

Credit by Examination

Andrew College awards credit by examination for the following tests provided the subject is offered in the general curriculum of the general curriculum of the College.

1. Advanced Placement Examination (AP) offered by the College Board. Credit awarded based on score of 3 or above.
2. College Level Examination Program (CLEP) with the exception of biology, chemistry, and western civilization. Applications to take specific CLEP exams must be made by the end of the first full month of a student's initial semester of attendance. Fees must be paid upon application. Credit awarded is based on ACE recommended scores.
3. Defense Activity for Non-Traditional Education Support (DANTES) subject standardized tests. Credit is awarded based upon ACE recommended scores.
4. Andrew College will occasionally offer proficiency exams as a way to earn credit by examination. Currently enrolled students may take the proficiency exam for credit rather than taking the course. This option may not be used to earn credit for a course previously completed and a grade the equivalent of a "C" or above must be attained on the exam to receive credit for the course. Currently Andrew College offers a proficiency examination for one course -- IFS101, Computer Fundamentals for one credit hour.

A student may earn a maximum of 24 semester hours of credit by examination with no more than six semester hours in any one subject area. Credit by examination is not computed in the student's grade point average. Credit earned by examination is assigned a grade of "K" on the Andrew College transcript.

Credit Earned at Other Institutions

The acceptance of credit is limited to that of a liberal arts nature and must parallel a course offered in the Andrew College curriculum. Credit earned in vocational, technical or terminal-type courses is not acceptable. Advance Placement (AP) and College Level Examination Program (CLEP) credits listed on the transcripts of previously attended colleges will be accepted for credit provided all other transfer credit restrictions apply.

Credit is not granted for coursework taken at institutions that are not fully accredited by a regional accrediting association. Andrew College accepts credit hours earned at another institution only if those courses are completed with a grade equivalent to a “C” or higher. Students who earn credit on a satisfactory/unsatisfactory basis may not transfer those credits unless documentation is received stating that the grade is equivalent to a “C” or higher.

Transfer credits are not used in the calculation of graduation GPA requirements. For the purposes of graduation, limits on the number of transfer credits allowed are restricted to nine of the last 32 credit hours earned.

The decisions for transferring courses and credit hours to Andrew College are made by the Registrar in consultation with the discipline faculty and the Dean of Academic Affairs. Supporting documentation may be required to facilitate the transfer of credits.

Credit for Experience

Andrew College does not award credit for experiential learning.

Concurrent Enrollment

A student may not be concurrently enrolled at another post-secondary institution while enrolled and attending class at Andrew College without the prior approval of the Dean of Academic Affairs. Andrew College reserves the right to withdraw a student's registration at Andrew College if a student is concurrently enrolled at another institution without the approval of the Dean of Academic Affairs.

Transient Student Status

Students currently enrolled at one university or college granted permission to take pre-approved credits at another university or college for transfer back to their home university or college are considered transient students.

Andrew College Students Attending Another College

Andrew College students who are currently enrolled or were enrolled in the preceding term and eligible to return may, with prior written permission from the Registrar, take designated course work as a transient student at another institution. Approved courses with a grade of C or better will be accepted as transfer credit. Only courses from an accredited institution that are the exact equivalent to courses listed in the Andrew College catalog will be approved and accepted as transfer credit. The student's academic advisor must first approve the course as appropriate for transfer credit. Final determination of transfer credit rests with the Office of Academic Affairs. Students currently on suspension (academic or disciplinary) from Andrew College will not be eligible for transient student status.

Other Students Attending Andrew College

A student enrolled as a regular student at another accredited college or university may apply for temporary registration at Andrew College as a transient student. The applicant must be recommended in writing for admission as a transient student by the Dean of Academic Affairs or Registrar of the institution in which the student is enrolled. Admission is valid only for the requested term.

Course Load

To be considered as a full-time student, one must be enrolled in a minimum of 12 semester hours. The Veterans Administration and the Financial Aid Office consider 12 semester hours a full academic load for determining subsistence and assistance. Fifteen or sixteen hours is the normal student load. The student should recognize that he/she should complete an average of sixteen hours each semester to graduate in four semesters. A course load of 11 hours or less is considered part time.

Any course load over 18 hours is considered an overload, and the permission of the Dean of Academic Affairs is required for a student to carry an overload. To receive approval, normally a grade point average of 3.0 is required. Under no circumstances will a student be allowed to take more than 21 semester hours in one term, unless the student is in the Music Program or AndrewServes. For students in the Music Program, any load over 20 hours will be considered an overload, and music students cannot take more than 23 hours per semester. Likewise, AndrewServes students will not be considered in overload status unless they exceed 20 hours and cannot take more than 22 hours per semester. Varsity sports, Choraliers, private music lessons, and Servant Leadership courses are exempt from overload fees.

Course Sequence

In general, students should take all required courses in their discipline's plan of study in the appropriate numeric sequence when possible, unless otherwise stated in this catalog or by the student's assigned advisor. Courses and programs that have prerequisite requirements must not be attempted until the necessary prerequisites have been satisfactorily met.

Numeric course sequencing

- 090 or lower sequence: Developmental courses (*do not count toward degree requirements*)
- 100 sequence: Freshman level (*exceptions noted in course descriptions*)
- 200 sequence: Sophomore level

Grades

The following grading system will apply:

A	Superior	100 - 90
B	Above Average	89 - 80
C	Average	79 - 70
D	Below Average	69 - 60
F	Failure	59 - 0

Grades are based on a 4.0 system. The following symbols and numbers are used to arrive at a grade point average.

<u>GRADE</u>	<u>QUALITY POINTS PER CREDIT HOUR</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0
W	0
W/P	0
W/F	0
I	0
IP	0
K	0
U	0

Other assigned grades indicate the following:

W	(WITHDREW) This symbol indicates that a student was permitted to withdraw from college without penalty. The withdrawal must occur before the end of the midterm exam period. After that date, the instructor must assign a grade of WP or WF at the time of withdrawal. A grade of W does not affect GPA.
WP *	(WITHDREW PASSING) This symbol indicates a student was permitted to withdraw from a course after the drop/add and was passing at the time of the withdrawal. A grade of WP does not affect GPA.
WF *	(WITHDREW FAILING) This symbol indicates a student was permitted to withdraw from a course after the drop/add period and was failing at the time of the withdrawal. A grade of WF affects GPA in the same way as a grade of F.
I	(INCOMPLETE) This symbol indicates that a student was unable to complete a course for nonacademic reasons acceptable to the Dean of Academic Affairs. Permission of the Dean of Academic Affairs must be obtained before a grade of I is recorded. All work necessary to remove the grade of incomplete must be completed by the beginning of mid-term exams of the succeeding semester. Failure to do so will result in an assigned grade of F in the course.
IP	(IN PROGRESS) This symbol indicates that a student is making progress in a course but needs additional work to complete the course requirements and must re-enroll in the course.
K	(CREDIT BY EXAMINATION) This symbol is used to indicate credit for a course earned by examination (i.e. AP, CLEP).
S	(Satisfactory) This symbol is assigned for satisfactory attendance of a Cultural Enrichment learning activity. The symbol S followed by a number (i.e., S1, S2, S3...) indicates the number of CEP credits earned.
U	(Unsatisfactory) This symbol is assigned for unsatisfactory attendance of a Cultural Enrichment learning activity. During the 2010/2011 academic year, this symbol was assigned for unsatisfactory performance in a learning support course and indicates credit has not been earned.
*A student cannot withdraw from a class after the last day of classes.	

Grade Point Average (GPA)

The grade point average is determined by dividing the total quality points by the total hours attempted. The following is an example of how to compute the grade point average:

COURSE	GRADE	QUALITY POINTS / CREDIT HOUR	COURSE CREDIT HOURS	TOTAL QUALITY POINTS
English 111	A	4	3	12
History 105	B	3	3	9
Psychology 121	C	2	3	6
Math 101	B	3	3	9
Art 115	A	4	3	12
P.E.	A	4	1	4
		Total :	16	52.0

The grade point average (GPA) for the above example is calculated by dividing 52 by 16 giving 3.25.

In the following example, another semester of work is included.

COURSE	GRADE	QUALITY POINTS / CREDIT HOUR	COURSE CREDIT HOURS	TOTAL QUALITY POINTS
English 112	B	3	3	9
History 106	B	3	3	9
Business 125	C	2	3	6
Biology 121	A	4	4	16
Art 116	B	3	3	9
		Total :	16	49

To determine grade point average for this semester, divide 49 by 16 to give 3.06.

To determine overall grade point average you need to sum total hours attempted and quality points earned.

	TOTAL CREDIT HOURS ATTEMPTED	TOTAL QUALITY POINTS EARNED
First Semester	16	52.0
Second Semester	16	49.0
Total :	32	101.0

The cumulative grade point average would be calculated by dividing 101.0 by 32 to give 3.15. There is no rounding in the calculation of a cumulative GPA.

Grade Appeals

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures.

Step 1. Within the first four weeks after the award of the grade in question, the student shall have informally appealed the grade to the instructor. If that instructor is not teaching at Andrew College during the term following issuance of the grade, the student will make contact with the instructor through the Division Coordinator to informally appeal the grade.

Step 2. If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective Division Coordinator. This request shall be addressed to the Division Coordinator

and shall be received no later than five weeks of instruction for the term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor.

Step 3. Within two weeks of receipt of the request, the Division Coordinator shall discuss the appeal with the student and with the instructor, separately or at the same time. If the Division Chair upholds the decision, the matter is closed. The decision is final.

Step 4. If the Division Coordinator does not support the decision of the instructor, the matter shall be appealed within two weeks of the Division Coordinator's decision to the Dean of Academic Affairs. The Division Coordinator will forward the appeal package to Office of Academic Affairs. The Dean of Academic Affairs will empanel three full-time faculty as an ad hoc Academic Appeals Council to review the matter. *The decision of this council shall be final and binding on all parties.*

Note: Students may not use this procedure to appeal grades resulting from violations of Academic Honor Code.

Repeating a Course

A student may only repeat a course in which a D or F grade was awarded for the purpose of improving the student's Andrew College grade point average. In such a case the original D or F will not be counted, and the grade point average will be adjusted to reflect the higher grade. However, the original course and grade will continue to be listed on the transcript. If a lower grade results, i.e. F rather than D, the student may request that the initial grade be used to compute the grade point average by submitting a written request to the Registrar within 30 days of the end of the term in which the second grade is assigned.

For determining the cumulative grade point average for the awarding of scholarships, graduation with honors, or any other honors program, all attempts in a course will be counted. A student may take a college level course no more than three times or a course below the 100 level no more than two times.

Independent Study

Independent Study courses are available in very special cases and are determined by the Dean of Academic Affairs and the instructor of the independent study course. The course must be completed in one semester. The instructor must provide the student with a course syllabus. A final exam must be administered before the student will receive credit for the course.

Auditing

Students may register as auditors and attend class without earning credit. Auditors must have permission from the course instructor and the Registrar to audit a course. Audit enrollment status cannot be changed after the end of the drop/add period.

Final Examinations

Final examinations are scheduled in all courses. The Dean of Academic Affairs publishes the final examination schedule. Under no circumstances may the examination schedule be altered without permission from the Dean of Academic Affairs. A student may not withdraw from a class after the last day of classes.

Grade Reports

Students access their midterm and final course grade reports via Empower, Andrew's student information system. Andrew College does not issue paper semester grade reports.

Honors and Awards

President's List

Students who have earned a 4.0 grade point average for the previous semester and have earned at least 12 hours of college level credit will be named to the President's List. Students enrolled in any learning support course are not eligible for the President's List for that semester.

Dean's List

Students who have earned a 3.5 or better grade point average and have earned at least 12 hours of college level credit are named to the Dean's List. Students enrolled in any learning support course are not eligible for the Dean's List for that semester.

Graduation

Graduation Ceremony

Graduation/Commencement Ceremony is held once a year at the end of the spring semester. Students who satisfy degree requirements at the end of the previous summer or fall semesters receive their degrees at spring graduation. Prior to this date, students who have completed graduation requirements may request from the Registrar a certificate certifying their completion of graduation requirements.

Intent to Graduate

Students who intend to graduate must submit an Application for Graduation form at least one semester prior to the semester in which it is anticipated that graduation requirements will be completed. Application for Graduation forms may be obtained from the Office of the Registrar.

Graduation Fee

All degree candidates pay a one-time, non-refundable graduation fee of \$60 payable at the time the Application for Graduation is filed with the Registrar. Students are required to pay the fee even if they do not plan to attend the graduation ceremony.

Graduation with Honors

Gold Honor Cords are presented at graduation to students who satisfy the following conditions of scholarship:

SUMMA CUM LAUDE - Grade point average of 3.80 on academic subjects

MAGNA CUM LAUDE - Grade point average of 3.50 on academic subjects

CUM LAUDE - Grade point average of 3.20 on academic subjects

Graduation Requirements

To be eligible for graduation, a student must meet the following requirements:

1. Submit a completed Application for Graduation.
2. Satisfy all curricular requirements plus electives to total 64 hours (courses numbered below 100 do not count toward completing degree requirements) including attendance at a minimum of four CEP events.
3. Earn at least 23 of the last 32 hours of credit at Andrew College.
4. Earn a Andrew College GPA of 2.0 on coursework applied toward a degree. Courses taken at other institutions are not included in the calculation of the student's Andrew College GPA. (A student may not apply more than 24 semester hours of credit by examination or extension toward graduation.)
5. Satisfy all financial obligations to the college.
6. Reflect the standards of Andrew College and be approved by vote of the faculty and trustees.

Physical Education Requirements and Exemption

All students with the exceptions noted below are required to take 4 semester hours of physical education with one credit hour taken from each area of concentration in order to graduate. The categories of exception are:

1. Students who are 25 years of age or older have the option of fulfilling the four credit requirement by completing Health Education 115 and one activity course.
2. Students who have physical disabilities that prohibit their participation in activity classes must complete Health Education 115 and one hour of credit of other course work.
3. Students with proof of successful military service are exempt from the P.E. requirement but must satisfy the total hour requirement for graduation.

Registration

Students should register during designated registration times. Once students have registered for a course or courses, they have incurred a financial commitment which must be met.

Students must be registered for all classes prior to attendance in these classes. If a student's name does not appear on a class roster, he/she may not sit in or otherwise attend the course.

Students who fail to attend a class without following drop/withdrawal policies will receive a grade of FA, and those students will still be charged full tuition and fees. Students with an outstanding balance will not be permitted to register for future terms.

Drop/Add

A student who wishes to change his/her course schedule after registration, may do so without financial or academic penalty prior to the drop/add date, published on the college calendar. A student wishing to make a change in his/her schedule must contact his/her advisor before being allowed to drop or add a course.

Students may withdraw from a course after the drop/add date. However, there may be academic or financial penalty. (See Withdrawal)

Retention

Academic Warning

Students will be placed on academic warning each term their semester grade point average falls below 2.0.

Academic Probation

A student will be placed on probation if the student's accumulated grade point average is below 1.6 on 17-32 hours attempted and below 1.8 on 33 or more hours attempted.

Following is a listing of the accumulated grade point average that is required in order to prevent academic probation:

<u>Semester Hours Attempted</u>	<u>Required Cumulative GPA</u>
0-16	N/A
17-32	1.6
33-48	1.8
Graduation	2.0

Removal from Academic Probation

A student will be removed from academic probation when the cumulative grade point average is equal to or greater than 1.6 on 32 or less hours attempted and equal to or greater than 1.8 on 33 or more hours attempted.

Academic Suspension

A student will be subject to academic suspension under the following conditions:

1. A student who fails to pass at least 20% of his/her registered hours, or a minimum of one 3 credit hour academic course during a semester in which he/she has enrolled as a full-time student.
2. A student who has been on academic probation for two consecutive semesters.

The first suspension will be for one semester. The second suspension will be for one year. A student suspended or dismissed from Andrew College for academic or disciplinary reason is prohibited from returning to the campus during the time of suspension without prior approval from the Dean of Student Affairs. Violators are subject to being charged with criminal trespass.

Exceptions to Academic Suspension

1. A student suspended at the end of the spring semester may, upon written request to and approved by the Dean of Academic Affairs, attend the intervening summer term. If the student attends the intervening summer semester and makes a 2.0 or higher and earns 9 semester hours of credit, then the student will be allowed to enter fall semester on probation. However, a student suspended for one year at the end of spring semester will not be allowed to attend summer school.
2. A student placed on probation for the second consecutive semester will be allowed to continue on probation if the student earned at least a GPA of 2.0 for the semester while attempting 9 or more hours.
3. A student within one semester's work of graduation may be allowed to continue for one additional semester if it is possible to graduate. Special permission must be obtained from the Dean of Academic Affairs.

Appeal of Academic Suspension

The Dean of Academic Affairs will notify a student who is in violation of an academic policy that involves suspension in writing. The notification will state the reason for which the student is subject to suspension. The student may appeal academic suspension. Appeals must be made in writing to the Dean of Academic Affairs within ten days subsequent to receipt of the letter notifying the student of the suspension. The notification of suspension will advise the student of the right to appeal and will detail the grounds and procedures for initiating the appeal. Suspension will curtail financial aid even if the appeal is successful and the student is allowed to re-enter. The student should discuss his/her financial aid eligibility with the Director of Financial Aid. A successful academic appeal does not necessarily mean the financial aid will be restored.

Readmission After Suspension

A student who has been suspended is eligible to apply for re-admission for the term following the period of mandatory suspension. A re-admission application must be submitted to the Associate Director of Enrollment Management at least 30 days prior to the beginning of the semester the student desires to return. The student's application will be forwarded to the Enrollment Management Committee to vote on the student's application for re-admission.

Academic Exclusion

A student exhibiting incompatibility with the purposes of Andrew College through an extended record of poor academic progress or non-compliance with academic policies may be excluded from the college. Normally, a full-time student will be excluded if a degree is not earned in six full semesters. Exceptions to this are made only on a case-by-case basis by the Dean of Academic Affairs upon the recommendation of the Academic Appeals Council.

Appeal of Academic Exclusion

The Dean of Academic Affairs will notify in writing a student who is in violation of an academic policy that involves exclusion. The notification will state the reason for which the student is subject to exclusion. After notification, the student has the right to

request in writing to the Dean of Academic Affairs for a hearing by the Academic Appeals Council. The date, time and place of the hearing will be communicated to the student in writing. The hearing will be held at the earliest possible time convenient to the student and the council. The student should be present for the hearing. The council will convene at the appointed time with or without the presence of the student unless a request for a postponement is received by the Dean of Academic Affairs at least 24 hours prior to the established meeting time. At the conclusion of the hearing, the student will receive, in writing, official notification of the decision of the council.

The student has the right to appeal to the Review Council if the student feels that an impartial hearing was not received. This appeal is to determine if the student has received an impartial hearing. Appeals must be in writing and addressed to the Dean of Academic Affairs.

Transcript Information

Official transcripts have to be requested by completing and signing a Transcript Request form which can be downloaded from our website www.andrewcollege.edu. There is a \$2.00 fee for each copy. The request and payment must be received before records will be released. Requests for transcripts typically are processed within five (5) working days. Transcripts that are needed on a rush basis are \$5.00 per copy and will be processed within 24 hours of receipt of request. Transcripts will not be issued for students with outstanding financial obligations to the college. Official transcripts also can be ordered online through the website www.getmytranscript.com which is the website of the National Student Clearinghouse.

Official transcripts, with the college seal placed thereon, are sent directly to other colleges/universities or to officials of organizations. Transcripts released to the student will be stamped "Issued to Student".

Andrew College does not fax or email transcripts.

Replacement Diplomas

Andrew College's policy is to provide students a replacement diploma for a fee of \$45.00. Diploma replacements may only be requested by the individual who earned the degree. The replacement diploma will carry the titles and signatures of current College and Board of Trustees officials. Replacement diplomas have to be requested by completing a Replacement Diploma form which can be downloaded from our website www.andrewcollege.edu.

Withdrawal

From the College

Students desiring to withdraw from the College must first obtain a withdrawal form from the Office of Academic Affairs. The form must be signed by the Dean of Student Affairs, Student Financial Aid, the Business Office, and the Registrar before withdrawal is complete. Withdrawal from the College without academic penalty will be given through the last day of midterm exams. Regardless of grade earned in the class at the time of withdrawal, a W will be reported on the student's transcript. Withdrawal after midterm, the instructor must assign a grade of WP or WF depending upon the grade at the time of withdrawal. Failure to follow the proper procedure may result in the forfeiting of all rights and refunds.

From a Course

Students may withdraw from a course after the drop/add date and prior to the first day of final exams. To withdraw from a course, the student must obtain approval of both the course instructor and his/her advisor on the Withdrawal form before submitting it to the Registrar. The instructor will assign a grade of WP or WF depending upon the grade at the time of withdrawal.

Due to Disciplinary Suspension

In cases of disciplinary suspension, the student will receive the grade of W if suspended before the end of the midterm examination period. Thereafter, the grade of WP or WF will be assigned according to the status in each enrolled class at the date of suspension.

Registration Cancellation

Students desiring to cancel their registration before the first day of class must complete a Cancellation of Registration form which can be obtained from the Registrar.

Academic Programs

Degrees & Concentrations

Andrew College offers three associate degree programs: the Associate of Arts degree, the Associate of Science degree, and the Associate of Music degree. A minimum of 64 semester hours is required for completion of these degree programs.

Academic Concentrations

Within the degree programs, Andrew College students must take foundation course work in a field of study applicable to the intended baccalaureate major they plan to pursue upon transfer to a senior institution. Specific concentration options offered under each degree program include:

ASSOCIATE OF ARTS

Biology

Communication Arts

Education

Film Studies

History

Humanities

International Studies

Liberal Arts

Language and Literature

Mathematics

Pre-Law

Pre-Ministry

Theatre Arts

Visual Art

ASSOCIATE OF MUSIC

Music

ASSOCIATE OF SCIENCE

Agricultural & Environmental Science

Animal Science

Athletic Training

Biology

Biology Secondary Education

Biological Science

Business Administration

Chemistry and Biochemistry

Computer Information Systems

Criminal Justice

Dental Hygiene

Exercise Science

Forensic Science

Golf Course Management

Health and Physical Education

Health Information Management

Mathematics Secondary Education

Medical Technology

Occupational Therapy

Physical Sciences

Physics

Pre-Dentistry

Pre-Engineering

Pre-Forestry

Pre-Medicine

Pre-Nursing

Pre-Pharmacy

Pre-Physical Therapy

Pre-Physicians Assistant

Pre-Veterinary Medicine

Psychology

Radiologic Technology(ies)

Respiratory Therapy

Social Science

Social Work

Sociology

Sport Management

Wildlife Resources

Curriculum Summary

All Associate Degrees have a core of liberal arts curriculum which includes required courses addressing Essential Skills, Institutional Requirements, Humanities/Fine Arts, Science/Mathematics/Technology, Social Science, and Physical Education. **Each student must satisfactorily complete a course in humanities or religion or philosophy and satisfy CEP requirements.** Additionally, all have course requirements in the academic discipline chosen for a concentration of study. Modifications to Associate Degree requirements are to be recommended by the advisor upon the basis of a senior institution catalog with the approval of the Dean of Academic Affairs.

All students who graduate from Andrew College must demonstrate proficiency in Computer Skills and Oral Communication Skills. Proficiency in computer skills may be demonstrated by passing Information Systems 101. The Oral Communications proficiency may be met by passing EDU 111- Speech.

A.A. in Biology

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Chemistry 121, 122	8 hours
	MAT 202	4 hours
	Foreign Language	6 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Communication Arts

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Humanities 121, 122	
	Art 123, 225, 226	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Psychology 121	
	Sociology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Education 111	3 hours
	Select from the following:	15 hours
	Foreign Language	
	Humanities 121, 122	
	Information Systems 150	
	Religion/Philosophy 111, 112, 113, 122	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Film Studies

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Theatre 123	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Business 125, 126	
	Psychology 121	
	Sociology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Theatre 124	3 hours
	Education 111	3 hours
	Art 123 or Music 123	3 hours
	Select from the following:	9 hours
	Foreign Language	
	English 122, 128	
	History 102, 106	
	Psychology 121	
	Music 123	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in History

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122, 157	
	Art 123	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Psychology 121	
	Sociology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Two additional History courses:	6 hours
	History 101 or 102 and 105 or 106	
	Foreign Language	6 hours
	Business 125 or 126	3 hours
	Education 111	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Humanities

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Foreign Language	
	Art 123, 225, 226	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Psychology 121	
	Sociology 121	
	Religion/Philosophy 111, 112, 113, 122	
F. Academic Discipline Requirements		18 Semester Hours
	Humanities 121, 122	6 hours
	Education 111	3 hours
	Select from the following:	9 hours
	Foreign Language	
	Religion/Philosophy 111, 112, 113, 122	
	Music 123	
	Art 123, 225, 226	
	English 121, 122, 123, 127, 128	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in International Studies

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 201	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Business 125, 126	
	History 101, 102, 105, 106	
	Psychology 121	
	Sociology 121	
	Religion/Philosophy 111, 112, 113, 122	
F. Academic Discipline Requirements		18 Semester Hours
	Foreign Language	6 hours
	Education 111	3 hours
	Select from the following:	9 hours
	Business 125, 126	
	Sociology 121	
	History 101, 102, 105, 106	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Language and Literature

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 and 102	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Psychology 121	
	Sociology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Foreign Language	6 hours
	Education 111	3 hours
	English 121, 122, 123, 127, 128	3 hours
	Select from the following:	6 hours
	Art 123	
	Theatre 123	
	English 121, 122, 123, 127, 128	
	Music 123	
	Humanities 121, 122	
	Religion/Philosophy 111, 112, 121, 122	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Liberal Arts

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Humanities 121, 122	
	Art 123, 225, 226	
	Music 123	
	Theatre 123	
	Foreign Language	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Psychology 121	
	Sociology 121	
	History 101, 102, 105, 106	
F. Academic Discipline Requirements		18 Semester Hours
	Education 111	3 hours
	Additional Course from Area C	3 hours
	Additional Course from Area E	3 hours
	Additional College Level Course listed in the Catalog	3 hours
	Additional College Level Course listed in the Catalog	3 hours
	Additional College Level Course listed in the Catalog	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Mathematics

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Physics 211, 212	8 hours
	Math 113	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Mathematics 202, 203	8 hours
	Mathematics 201	3 hours
	Information Systems 150	3 hours
	Electives (recommend lab science)	4 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

*For admission into medical school students need the following 2 sequence courses: Biology 121 and 122, Chemistry 121 and 122, Chemistry 201 and 202, and Physics 211 and 212. A student may choose which two-course sequence to defer to their junior year at their four-year institution.

A.A. in Pre-Law

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
	Religion/Philosophy 121	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 201	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Religion/Philosophy 111, 112, 122	
F. Academic Discipline Requirements		18 Semester Hours
	Business 125 or 126	3 hours
	Education 111	3 hours
	Psychology 121	3 hours
	Business 120	3 hours
	Select from the following:	6 hours
	Art 123	
	Theatre 123	
	Business 125 or 126	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Pre-Ministry

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Religion/Philosophy 111, 112, 122	9 hours
	Education 111	3 hours
	Select from the following:	6 hours
	Psychology 121, 202, 225, 227	
	Sociology 121, 122	
	Education 211	
	Humanities 121, 122, 157	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Education

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Art 123	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Education 211, 212, 213	9 hours
	Information Systems 150	3 hours
	Education 111	3 hours
	Foreign Language	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Theatre Arts

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Theatre 113, 210, 211, 212	12 hours
	Theatre 120 (repeat 3 times)	3 hours
	Select from the following:	3 hours
	Art 101, 108, 110	
	Humanities 121, 122	
	Music 123	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.A. in Visual Art

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Art 101, 102, 108	9 hours
	Art 225 or 226	3 hours
	Select from the following:	6 hours
	Art 105, 106, 108, 115	
	Art 201, 202	
	Art 225 or 226	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.M. in Music

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or	3 hours
	Math 201	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
	Business 125 or 126	
F. Academic Discipline Requirements		24 Semester Hours
	Music Theory 111, 112, 211, 212	12 hours
	Aural Skills 101, 102, 201, 202	4 hours
	Applied Music (4 primary, 2 secondary)	6 hours
	Ensembles	2 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		70 Semester Hours

All Students pursuing the program of study in Music are required to pass a basic piano proficiency examination. A sophomore recital, 20-30 minutes, is required of all students pursuing the Associate of Music degree. Attendance at recital /seminars sponsored by the department is required.

A.S. in Agricultural and Environmental Science

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		Semester Hours 4
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Math 202	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
	Business 125 or 126	
	Religion/Philosophy 111, 112, 113, 122	
F. Academic Discipline Requirements		17 Semester Hours
	Chemistry 121, 122	8 hours
	Math 203	4 hours
	Physics 201	4 hours
	Science or elective	1 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Animal Science

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 122	8 hours
	Math 113	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Chemistry 121, 122	8 hours
	Chemistry 201	4 hours
	Electives outside of major	6 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Athletic Training

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Select any two lab courses from the following:	8 hours
	Biology 121	
	Chemistry 111 or 121	
	Physics 201 or 211	
	Additional Math or lab science:	3 hours
	Math 113, 201, or 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Sociology 121	
	Psychology 121	
	Business 125 or 126	
	History 101, 102, 105, 106	
F. Academic Discipline Requirements		20 Semester Hours
	Biology 123, 124	8 hours
	*Health Education 115	3 hours
	*Health Education 221	3 hours
	*Health Education 240	3 hours
	*Health Education 230	3 hours
	* <i>Courses have fieldwork hours included</i>	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		66 Semester Hours

A.S. in Biology

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Math 201	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		20 Semester Hours
	Physics 211, 212	8 hours
	Chemistry 121, 122	8 hours
	MAT 202	4 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		67 Semester Hours

A.S. in Biology Secondary Education

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		19 Semester Hours
	Chemistry 121, 122	8 hours
	Chemistry 201, 202	8 hours
	Education 211	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		65 Semester Hours

A.S. in Biological Sciences

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 122	8 hours
	Math 113, 202	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Physics 201, 202 or 211, 212	8 hours
	Chemistry 121, 122	8 hours
	Math or Science Elective	2 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Business Administration

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Business 125	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Education 111	3 hours
	Business 121, 122	6 hours
	Business 126	3 hours
	Business 152	3 hours
	Select one from the following:	3 hours
	BUS 120	
	BUS 221 (GSW Requirement)	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Chemistry/Biochemistry

Student _____ ID# _____ Advisor _____		
A. Essential Skills		10 Semester Hours
	English 111 and 112	6 hours
	Math 202	4 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Physics 211, 212	8 hours
	Math 203	4 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		16 Semester Hours
	Chemistry 121, 122	8 hours
	Chemistry 201, 202	8 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Computer Information Systems

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Business 125 or 126	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Math 202	4 hours
	Business 121, 122	6 hours
	Information Systems 150	3 hours
	Information Systems 201	4 hours
	Information Systems 237	1 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Criminal Justice

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 201	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Sociology 121	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Criminal Justice 111	3 hours
	Criminal Justice 112	3 hours
	Criminal Justice 211	3 hours
	Education 111	3 hours
	Psychology 121	3 hours
	Criminal Justice 120	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Dental Hygiene

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
	Religion/Philosophy 121	
D. Science, Mathematics, and Technology		11 Semester Hours
	Chemistry 111 or 121	4 hours
	Biology 121	4 hours
	Additional Math/Science:	3 hours
	Math 113, 201, 202	
	Physical Science 100	
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Sociology 121	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Biology 123, 124	8 hours
	Psychology 121	3 hours
	Education 111	3 hours
	Biology 227	4 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Exercise Science

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 121	
	Chemistry 121	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 201	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Physical Education 220	3 hours
F. Academic Discipline Requirements		20 Semester Hours
	Biology 123, 124	8 hours
	Health Education 115	3 hours
	Health Education 230	3 hours
	Health Education 240	3 hours
	Education 111	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		66 Semester Hours

A.S. in Forensic Science

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11/12 Semester Hours
	Select any two lab courses from the following:	8 hours
	Chemistry 121, 122	
	Additional mathematics	3/4 hours
	Math 113, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science	3 hours
	Criminal Justice 111	
F. Academic Discipline Requirements		19/20 Semester Hours
	Chemistry 211, 212	8 hours
	Physics 201, 202 or 211, 212	8 hours
	Select one of the following	3/4 hours
	Sociology 121	
	Information Systems 150	
	Psychology 121	
	Biology 121	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		65/67 Semester Hours

A.S. in Golf Course Management

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Chemistry 111, 112	
	Physical Science 100	
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Business 126	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Business 121, 122	6 hours
	Business 125	3 hours
	Physical Education 215	2 hours
	Physical Education 210	2 hours
	Physical Education 211	2 hours
	Education 111	3 hours
G. Physical Education Semester		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Health and Physical Education

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 121	
	Chemistry 121	
	Physical Science 100	
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Education 211	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Biology 123, 124	8 hours
	Physical Education 220	3 hours
	Health Education 115	3 hours
	Education 111	3 hours
	Any P.E. activity not already taken	1 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Health Information Management

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 201, 202, 211, 212	
	Additional lab science or:	3 hours
	Math 113, 201, 202	
	Physical Science 100	
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Sociology 121	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Biology 123, 124	8 hours
	Business 121	3 hours
	Information Systems 150	3 hours
	Additional 4 hours:	4 hours
	Business 122, 125, 126	
	Psychology 121	
	Biology Elective	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

Students must take 4 Hours of Organic Chemistry and 4 Hours of Microbiology.

A.S. in Mathematics Secondary Education

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Physics 201, 202 or 211, 212	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Education 211, 212, 213	9 hours
	Math 202, 203	8 hours
	Additional Math and Science	1 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Medical Technology

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Chemistry 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		20 Semester Hours
	Biology 121, 123, 124, 227	16 hours
	Chemistry 201	4 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		66 Semester Hours

A.S. in Occupational Therapy

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Chemistry 121	4 hours
	Biology 121	4 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Psychology 121	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Biology 123	4 hours
	Physics 201	4 hours
	Sociology 121	3 hours
	Psychology 227	3 hours
	Psychology 202	3 hours
	Science Elective	1 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Physical Sciences

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Chemistry 111, 112, 121, 122	8 hours
	Math 202	4 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		17 Semester Hours
	Physics 201, 202 or 211, 212	8 hours
	Additional Science and/or Math	9 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Physics

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Chemistry 121, 122	8 hours
	Math 113	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Physics 211, 212	8 hours
	Mathematics 202, 203	8 hours
	Additional mathematics, science, or computer science	2 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Pre-Dentistry

Student _____ ID# _____ Advisor _____		
A. Essential Skills		10 Semester Hours
	English 111 and 112	6 hours
	Math 202	4 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Physics 201 or 211	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Psychology 121	3 hours
F. Academic Discipline Requirements		16 Semester Hours
	Chemistry 121, 122	8 hours
	Chemistry 201, 202	8 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Pre-Engineering

Student _____ ID# _____ Advisor _____		
A. Essential Skills		10 Semester Hours
	English 111 and 112	6 hours
	Math 202	4 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Physics 211, 212	8 hours
	Math 203	4 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Business 125, 126	
F. Academic Discipline Requirements		16 Semester Hours
	Chemistry 121, 122	8 hours
	Information Systems 150	3 hours
	Biology 121 (Bio or chemical engineering)	4 hours
	Math or science elective	1 – 5 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Pre-Forestry

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select from the following:	3 hours
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Mathematics 202	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Business 126	3 hours
F. Academic Discipline Requirements		17 Semester Hours
	Chemistry 121, 122	8 hours
	Mathematics 201	3 hours
	Education 111	3 hours
	Select from the following:	3 hours
	Business 120, 121, 122	
	Chemistry 201	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Pre-Medicine

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Math 202	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		17 Semester Hours
	Select two sequence pairs *	16 hours
	Chemistry 121, 122	
	Chemistry 201, 202 (Must have CHE121 and CHE122)	
	Physics 211, 212	
	Elective	1 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

*For admission into medical school students need the following 4- 2 course sequences: Biology 121 and 122, Chemistry 121 and 122, Chemistry 201 and 202, and Physics 211 and 212. A student may choose which two-course sequence to defer to their junior year at their four-year institution.

A.S. in Pre-Nursing

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Psychology 121	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Biology 123, 124	8 hours
	Biology 227	4 hours
	Psychology 202	3 hours
	Sociology 121	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Pre-Pharmacy

Student _____ ID# _____ Advisor _____		
A. Essential Skills		10 Semester Hours
	English 111 and 112	6 hours
	Math 202	4 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101, 102, 105, 106	3 hours
	Political Science 111	3 hours
	Business 125, 126	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		20 Semester Hours
	Chemistry 121, 122	8 hours
	Chemistry 201, 202	8 hours
	Elective:	4 hours
	Physics 211 (Mercer and South)	
	BIO 123, 124 (South only)	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		67 Semester Hours

Students must take 8 hours of Organic Chemistry

A.S. in Pre-Physical Therapy

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Biology 121, 123	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
F. Academic Discipline Requirements		20 Semester Hours
	Chemistry 121, 122	8 hours
	Biology 124	4 hours
	Physics 201, 202	8 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		66 Semester Hours

A.S. in Pre-Physician Assistant

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Chemistry 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Psychology 121	3 hours
F. Academic Discipline Requirements		19-20 Semester Hours
	Biology 121, 122	8 hours
	Biology 123, 124	8 hours
	Choose one of the following:*	3-4 hour
	Biology 227	
	Chemistry 201	
	Psychology 202 (Mercer)	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		66-67 Semester Hours

A.S. in Pre-Veterinary Medicine

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Math 202	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		17 Semester Hours
	Select two sequence pairs *	16 hours
	Chemistry 121, 122	
	Chemistry 201, 202 (Must have CHE121 and CHE122)	
	Physics 211, 212	
	Elective	1 hour
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Psychology

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theatre 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Math 201	3 hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Sociology 121	3 hours
F. Academic Discipline Requirements		18 Semester Hours
	Psychology 121, 202	6 hours
	Psychology 225, 227	6 hours
	Education 111	3 hours
	Select from the following:	3 hours
	Business 125 or 126	
	Foreign Language	
	Information Systems 150	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Radiologic Technology(ies)

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select 3 hours from the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Music 123	
	Art 123	
	Theatre 123	
	Religion/Philosophy 121	
D. Science, Mathematics, and Technology		11 Semester Hours
	Two sequence courses from the following	8 hours
	Biology 121, 122	
	Chemistry 111,112 or 121, 122	
	Physics 201, 202 or 211, 212	
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Biology 123, 124	8 hours
	Physics 201 or Physical Science 100	4 hours
	Education 111	3 hours
	Select 3 hours from the following:	3 hours
	Math 113 (req. if Math 111 is taken in area A)	
	Education 211	
	Information Systems 150	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Respiratory Therapy

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		11 Semester Hours
	Chemistry 121, 122	8 hours
	Math 201	3 hours
E. Social Sciences		12 Semester Hours
	History 105, 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Sociology 121	
	Psychology 121	
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Biology 121	4 hours
	Biology 123, 124	8 hours
	Biology 227	4 hours
	Select one from the following:	3 - 4 hours
	Biology 121	
	Physics 211 (Georgia State University)	
	Psychology 202 (Medical College of Georgia)	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		66 - 67 Semester Hours

A.S. in Social Science

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theater 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 113, 201 or 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	History 101 or 102 and 105 or 106	
F. Academic Discipline Requirements		18 Semester Hours
	Psychology 121	3 hours
	Sociology 121	3 hours
	Education 111	3 hours
	Select three of the following:	9 hours
	Business 125, 126	
	Education 211	
	Foreign Language	
	Psychology 202, 225, 227	
	Sociology 122	
	Math 201	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Social Work

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theater 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 113, 201 or 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Business 125, 126	
F. Academic Discipline Requirements		18 Semester Hours
	Sociology 121	3 hours
	Sociology 122	3 hours
	Psychology 121	3 hours
	Education 111	3 hours
	Select two of the following:	6 hours
	Business 125, 126	
	Foreign Language	
	Psychology 202, 225, 227	
	Math 201	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Sociology

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theater 123	
D. Science, Mathematics, and Technology		11 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 113, 201 or 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	History 101, 102, 105, 106	
	Religion/Philosophy 111, 112, 113, 122	
F. Academic Discipline Requirements		18 Semester Hours
	Sociology 121	3 hours
	Sociology 122	3 hours
	Psychology 121	3 hours
	Education 111	3 hours
	Select two of the following:	6 hours
	Math 201	
	Business 125, 126	
	Psychology 202, 225, 227	
	Information Systems 150	
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Sport Management

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 111 or 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Humanities 121, 122	
	Art 123	
	Music 123	
	Theater 123	
D. Science, Mathematics, and Technology		12 Semester Hours
	Any two laboratory courses from the following:	8 hours
	Biology 100 or 121, 122	
	Chemistry 111, 112, 121, 122	
	Physics 111, 201, 202, 211, 212	
	Physical Science 100	
	Additional lab science or:	3 hours
	Math 113, 201, 202	
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Additional Social Science:	3 hours
	Business 125, 126	
	History 101, 102, 105, 106, 137	
	Sociology 121	
	Religion/Philosophy 111, 112, 113, 122	
	Psychology 121	
F. Academic Discipline Requirements		18 Semester Hours
	Health Education 115	3 hours
	Physical Education 220	3 hours
	Physical Education 230	3 hours
	Business 121	3 hours
	Business 122	3 hours
	Education 111	3 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

A.S. in Wildlife Resources

Student _____ ID# _____ Advisor _____		
A. Essential Skills		9 Semester Hours
	English 111 and 112	6 hours
	Math 113	3 hours
B. Institutional Requirements		4 Semester Hours
	Select one of the following:	3 hours
	Religion/Philosophy 111, 112, 122	
	Humanities 121, 122	
	Information Systems 101	1 hour
C. Humanities/Fine Arts		6 Semester Hours
	Select one of the following:	3 hours
	English 121, 122, 123, 127, 128	
	Education 111	3 hours
D. Science, Mathematics, and Technology		12 Semester Hours
	Biology 121, 122	8 hours
	Mathematics 202	4 hours
E. Social Sciences		12 Semester Hours
	History 101 or 102 and 105 or 106	6 hours
	Political Science 111	3 hours
	Business 126	3 hours
F. Academic Discipline Requirements		17 Semester Hours
	Chemistry 121, 122	8 hours
	Mathematics 201	3 hours
	Physics 211	4 hours
	Elective (Chemistry 201)	2 hours
G. Physical Education		4 Semester Hours
	Area I: PED101 Wellness	1 hour
	Area II: Fitness and Conditioning	1 hour
	Area III: Team Sports	1 hour
	Area IV: Individual Sports	1 hour
Core Curriculum Requirements		64 Semester Hours

Course Descriptions

CULTURAL ENRICHMENT (ACS)

ACS 100 – COLLEGE SUCCESS (1)

This is a non-transferrable, one hour credit course that introduces conditionally accepted students to learning skills designed to aid educational, personal and professional success. Special attention is given to the basics of academic life: academic demands, learning resources, student responsibility, learning styles, time management, policies and procedures, as well as career.

ACS 200–CULTURAL ENRICHMENT PROGRAM (NC)

This program is a requirement for graduation. Students must document attendance at a minimum of four cultural events to satisfy graduation requirements.

ART (ART)

All art students are responsible for purchasing their own art supplies. These costs are not covered by tuition.

ART 101 - BASIC DRAWING (3)

This course is an introduction for students to expressing themselves through formal elements and various mark making techniques.

ART 102 - INTERMEDIATE DRAWING (3)

This course is a further exploration of the manipulation of various drawing media and to solving visual problems by the employment of formal elements. (Prerequisite: ART 101 or permission of the instructor)

ART 105 - PHOTOGRAPHY I (3)

In this course fundamentals of black and white photography including the study of light, lenses, camera, and darkroom procedures are taught.

ART 106 - PHOTOGRAPHY II (3)

This is a continuation of Art 105 with an emphasis on photography as a medium of self-expression. (Prerequisite: ART 105 or permission of the instructor.)

ART 108 - COLOR AND DESIGN (3)

Modes of visual organization through the study of form, space, line, color, texture, tools, and materials are covered in this course.

ART 110 - FILM (3)

This course is an introduction for students to the study of film from its invention to the Post-Modern Era.

ART 115 – THREE DIMENSIONAL DESIGN (3)

This is a foundation level course that introduces three-dimensional design. The basic principles of three-dimensional design will create an awareness of space and how to reinterpret space by designing a three-dimensional work of art. Students will explore three-dimensional design by using various mediums, **including clay, paper, cardboard, metal and found objects.**

ART 123 - ART APPRECIATION (3)

This course is an introduction for students to formal elements, major trends and ideas in the realm of Fine Art.

ART 201 – PAINTING (3)

This course is an introduction for students to the manipulation of various painting media. (Prerequisite: ART 108 or permission of the instructor)

ART 202 – INTERMEDIATE PAINTING (3)

This course is a continuation of exploration into manipulation of various painting media, in which both technical and conceptual issues are investigated and developed. *Prerequisite: ART 201 or permission of the instructor*

ART 225 - ART HISTORY I (3)

This course is an introduction for students to the study of Art History from prehistoric civilizations through the waning of the Middle Ages.

ART 226 - ART HISTORY II (3)

The course is an introduction for students to the study of Art History from the Italian Renaissance to the Post-Modern Era.

ART 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

BIOLOGY (BIO)

BIO 100 - PRINCIPLES OF BIOLOGY (4)

An introductory course for non-science majors with emphasis on basic biological principles as they pertain to humans in their everyday lives. A primary focus will be to examine biological principles in a practical manner and relate them to contemporary issues. The

combination of Biology 100 and 121 will not satisfy the Section D requirement for two laboratory science courses. Three lecture and two laboratory hours each week. *Prerequisite: None.*

BIO 121 - GENERAL BIOLOGY I (4)

An introductory course for science majors with emphasis on the scientific method, basic chemistry/biochemistry, cell structure and function, photosynthesis, cell respiration, cell reproduction, development, molecular and Mendelian genetics, evolution, principles of taxonomy and ecological principles. Three lecture and two laboratory hours each week. *Prerequisite: High school biology, chemistry and algebra are recommended.*

BIO 122 - GENERAL BIOLOGY II (4)

A continuation of Biology 121 for science majors with emphasis on all taxonomic kingdoms in terms of tissue structure, comparative morphology and physiology, life patterns, taxonomy and evolutionary and ecological interrelationships. Three lecture and two laboratory hours each week. *Prerequisite: Biology 121 or permission of the instructor.*

BIO 123-HUMAN ANATOMY & PHYSIOLOGY I (4)

A study of basic anatomical and physiological principles with emphasis on major organ systems and how they relate to the integrated whole. Topics will include basic chemistry, cell structure, cell physiology, metabolism, tissues and the integumentary, skeletal, muscular and nervous systems. Three lecture and two laboratory hours each week. Biology will be offered every other year in the fall. *Prerequisite: High School Biology, Biology 121 or equivalent is recommended.*

BIO 124 - HUMAN ANATOMY & PHYSIOLOGY II (4)

A continuation of Biology 123 that includes the study of the endocrine, reproductive, cardiovascular, lymphatic, digestive, respiratory and urinary systems. Three lecture and two laboratory hours each week. *Prerequisite: Biology 123 or permission of the instructor.*

BIO 237 - SPECIAL TOPICS IN BIOLOGY (1-2)

This course is designed to offer students an opportunity to gain knowledge in a specialized area of interest not otherwise covered in the curriculum. The subject and its treatment will be derived from consultation between the student(s) and the instructor. All special topics proposals must be approved by the Academic Dean. Students may not receive more than

four semester hours of Special Topics credit as a part of their program of study. *Prerequisite: Permission of the instructor.*

BIO 227 - MICROBIOLOGY (4)

In this course, a study of microorganisms and their relationship to humankind is covered. The laboratory includes fundamental techniques of microbiology with emphasis on bacterial anatomy and physiology, classification, principles of microbial growth and metabolism. The course involves three lectures and one two hour laboratory session per week. *Prerequisite: Biology 121*

BUSINESS **ADMINISTRATION (BUS)**

BUS 120 - LEGAL ENVIRONMENT (3)

This is an introduction to the legal system, including the courts, litigation, business management and relations, anti-trust law, consumer protection, personal, and environmental law. Basic political and economic concepts are integrated with all areas of the legal environment.

BUS 121 - PRINCIPLES OF ACCOUNTING I (3)

This is an introductory study of the basic principles and concepts of the accounting cycle. Detailed examination of financial statement preparation and the accounting treatment for current assets, inventories and fixed assets are addressed.

BUS 122 - PRINCIPLES OF ACCOUNTING II (3)

This is a continuation of Bus 121. This course examines the preparation and use of accounting information for planning and controlling financial activity. Topics include partnerships, corporations, cost allocations, budgeting and profitability analysis. (Prerequisite: BUS 121)

BUS 125 - PRINCIPLES OF MACRO-ECONOMICS (3)

Emphasizing macroeconomics, the development of modern, economic society and the economics of macro systems. The macro systems studies are wealth and output, output and income, savings and investments, consumption, investment, governments, money, employment and output and the problems of growth.

BUS 126 - PRINCIPLES OF MICRO-ECONOMICS (3)

Emphasizing microeconomics, this course includes a study of the internal functioning of our economy and the forces that underlie the production, distribution, exchange, and consumption of economic growth.

BUS 152 - COMPUTER APPLICATIONS FOR BUSINESS (3)

This course is designed to acquaint the student with the design and implementation of business systems. Emphasis will be given to the understanding of word processing, data base and spreadsheet applications. *Prerequisite: IFS101*

BUS 221 – BUSINESS COMMUNICATION (3)

This course is a study of communication appropriate to business and with superiors, coworkers, and others; the basic principles of interviewing and performance appraisal; the principle influences in group dynamics within an organization and the development of informative and persuasive skills for public presentation in business and professional settings. *Prerequisite: ENG111*

BUS 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

CHEMISTRY (CHE)

CHE 111 -INTRODUCTORY CHEMISTRY I (4)

This course is the first part of a two-course laboratory sequence which gives the student an introduction to basic principles of chemistry with emphasis on laws of structure and bonding, acids and bases, solutions and applications to the environment. There are three hours of lecture and two hours of laboratory each week. *Prerequisite or Co-requisite: MAT 091, MAT 111 preferred.*

CHE 112 - INTRODUCTORY CHEMISTRY II (4)

This course is the second of a two-course laboratory sequence that gives the student a brief survey of the principles of organic chemistry with emphasis of compounds of biological interest. Issues of environmental interest, such as pollution, hazardous wastes and resource depletion are included. There are

three hours of lecture and two hours of laboratory each week. *Prerequisite: CHE 111 or permission of the instructor.*

CHE 121 - GENERAL CHEMISTRY I (4)

This is the first part of a two-course laboratory sequence that introduces the student to the study of matter, nomenclature of inorganic compounds, stoichiometric calculations, structure of atoms, bonding, the gaseous state, solutions, thermo-chemistry and chemical kinetics. There are three hours of lecture and three hours of laboratory each week. *Prerequisite or Co-requisite: MAT 111 or MAT 113, one year of high school chemistry, CHE 111, or permission of the instructor.*

CHE 122 - GENERAL CHEMISTRY II (4)

This is a continuation of Chemistry 121 and includes topics of oxidation-reduction, chemical equilibrium, acids, bases, salts, solubility product principle, electrochemistry and an introduction to organic chemistry. Qualitative analysis is presented in the laboratory. There are three hours of lecture and three hours of laboratory each week. *Prerequisite: CHE 121*

CHE 201 – ORGANIC CHEMISTRY I (4)

This is the first part of a two-course laboratory sequence that expands on the knowledge gained from a General Chemistry course by delving into the chemistry of carbon compounds. In the first part, the focus will be on structure and nomenclature of carbon compounds, characteristic organic chemical reactions and their mechanisms. Some synthesis will be introduced. *Prerequisite: CHE 121*

CHE 202 - ORGANIC CHEMISTRY II (4)

This is the second part of a two-course laboratory sequence investigating organic chemistry. In this portion of the course, more complex organic chemicals will be discussed, with an emphasis on the chemistry of biological molecules such as lipids, carbohydrates, proteins and nucleic acids, as well as the organic chemistry of metabolism. Synthesis will be further developed, and instrumental analysis techniques will be covered. *Prerequisite: CHE 201*

CHE 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

CRIMINAL JUSTICE

(CRJ)

CRJ 111 – INTRO TO CRIMINAL JUSTICE (3)

Course examines the emergence, progress, and problems of the criminal justice technology system in the United States. Topics include: the American criminal justice technology system, constitutional limitations, organization of enforcement, adjudication and corrections, and career opportunities and requirements.

CRJ 112 – PRINCIPLES OF LAW ENFORCEMENT (3)

Course examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime programs.

CRJ 120 - LEGAL ENVIRONMENT (3)

This is an introduction to the legal system, including the courts, litigation, business management and relations, anti-trust law, consumer protection, personal, and environmental law. Basic political and economic concepts are integrated with all areas of the legal environment.

CRJ 211 – CONSTITUTIONAL LAW (3)

Criminal Law emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government, principles governing the operation of the Constitution, Bill of Rights, and the Constitutional Amendments. *Prerequisite: CRJ 111*

EDUCATION (EDU)

EDU 081 – FOUNDATIONS OF READING I (4)

This course emphasizes knowledge acquisition, comprehensive strategies and application in college level print material. It focuses on vocabulary development, reading rate and flexibility, study and test taking skills. A reading laboratory component is an integral part of the course. Students must attain a minimum grade of “C” before they can enroll in EDU 091. Hours are not counted toward honors or graduation.

EDU 091 – FOUNDATIONS OF READING II (4)

This course provides in-depth study of reading skills as applied to specific subject matter areas with concentrated reading, vocabulary development and systematic critical analysis of topics, sub-topics and whole chapters. Additionally, students will gain skills in inference reading, patterns of organization, purpose and tone and vocabulary in context. A minimum grade of “C” must be attained and the student must pass the English & Reading portion of the COMPASS to advance to ENG 111. Hours are not counted toward honors or graduation.

EDU 111 – SPEECH (3)

This is a general education course that includes the fundamental principles of oral communication, the selection and organization of materials and the presentation of speeches. It is designed to provide students with principles and skills in interpersonal communication, small group discussion, organizational communication, public speaking and mediated communication (including both mass media and computer-related communication). Emphasis is upon coaching students through the foundations of human communication.

EDU 211 - INVESTIGATING ISSUES IN EDUCATION (3)

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will explore issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. The course will include 10 hours of field experiences. *Prerequisites: Exit or exemption from Learning Support Reading and English.*

EDU 212 - EXPLORING DIVERSITY IN EDUCATION (3)

This course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine: (1) the nature and function of culture; (2) the development of individual and group cultural identity; (3) definitions and implications of diversity; and (4) the influences of culture on learning, development, and pedagogy. The course will include 10 hours of field experiences.

EDU 213 - EXPLORING LEARNING & TEACHING (3)

This course is designed to explore key aspects of learning and teaching through examining learning processes with the goal of applying knowledge to enhance the learning of all students in a variety of educational settings and contexts. Field Experience Required. The course will include 10 hours of field experiences.

EDU 221 - FOUNDATION OF EDUCATION (3)

This course is designed as an introduction to the teaching profession. Emphasis will be placed on the role of the professional educator, including ethical and effective practice. Additionally, students will examine the social, historical and philosophical perspective and methods of inquiry used in the analysis of educational issues. Activities utilizing the current use of technologies in effective teaching will be a course component. Fifteen clock hours of a public school field experience are required. *Prerequisite: EDU 201*

EDU 222 - HUMAN GROWTH & DEVELOPMENT (3)

This course is an introduction to scientific facts and principles that explain human growth and development. Students will gain knowledge of the teaching process as it evolves from the study of human growth and development, learning and instruction. Fifteen clock hours of a case study will be required. *Prerequisite: EDU 201*

EDU 227 - IDENTIFICATION & INSTRUCTION OF EXCEPTIONAL LEARNERS (3)

This course is an introduction to the wide range of abilities and exceptionalities representative of students in schools and teaching practices that are effective with these abilities. Current technologies that are directly related to effective teaching with exceptional learners will be utilized. Fifteen clock hours of a public school field experience with exceptional learners is required. *Prerequisite: EDU 201*

EDU 237 - SPECIAL TOPICS—E-Folio Assessment (1)

A combination of instruction and lab activity to complete a working electronic portfolio for assessing student mastery of skills and knowledge applicable to the profession of teaching. *Prerequisite: ENG 111 and EDU 201 or ENG 111 and IFS 101*

ENGLISH (ENG)

ENG 081 – FOUNDATIONS OF ENGLISH I (4)

This course includes a study of fundamental grammar, punctuation, sentence structure, and paragraph construction. In order to pass the class, students must attain a minimum grade of "C" and pass an exit writing test (minimum of four paragraphs). That writing test will be graded by three members of the Humanities Division on a Pass/Fail basis. Students must receive two Passes for successful completion of this course. This course requires writing totaling about 3,000 words. Hours will not count toward honors or graduation.

ENG 091 – FOUNDATIONS OF ENGLISH II (4)

This course is an in-depth study of grammar, punctuation, and sentence structure. The student will combine these skill areas with detailed practice in outlining and writing complete essays. Students enrolled in English 091 must score at the appropriate levels on the COMPASS to be placed in the next higher-level English class. Before students can take the COMPASS, they must attain a minimum grade of "C" and pass an exit writing test (minimum of 4 paragraphs). That exam will be graded by three members of the Humanities Division on a Pass/Fail basis. Students must receive two Passes for successful completion of this course. This course requires writing totaling approximately 4,000 words. Hours will not count toward honors or graduation. *Prerequisite: English 081 or placement by examination*

ENG 092 – SUPPORT FOR ENG 111 (1)

This course is designed to provide additional intensive instruction to Learning Support students who are embedded in the ENG111 "gateway" course. Only students scoring between 60 and 69 on the English Compass and 68 and 77 on the Reading Compass are eligible. This one-credit-hour class meets on alternate days of the gateway, reinforces its curriculum, and is taught by the same instructor, who does not indicate embedded students in order to safeguard student privacy.

ENG 111 - ENGLISH COMPOSITION I (3)

This is a course emphasizing all skills related to expository writing, including practice in employing the major rhetorical modes. Prewriting, writing, and revision are the activities stressed. A research paper is required. This course requires written compositions totaling at least 6,000 words. A minimum grade of "C" must be attained.

ENG 112 – ENGLISH COMPOSITION II (3)

This course emphasizes a further development of the student's writing skills and provides an introduction to significant literature in all genres. This course requires written compositions totaling at least 6,000 words. A research paper is required. *Prerequisite: ENG 111.*

ENG 120 - LITERARY MAGAZINE (1)

Practical experience of writing, editing, and publishing the literary magazine is the focus of this course. No more than a total of two credit hours will be offered to the students in this course.

ENG 121 - WORLD LITERATURE I (3)

This course is designed to acquaint the student with the masters of world literature and their more significant works. Beginning with Homer and concluding with Shakespeare, this course embraces nearly twenty-four centuries of human thought. This course requires written compositions totaling 6,000 words. A research paper is required. *Prerequisites: ENG 111 and ENG 112.*

ENG 122 - WORLD LITERATURE II (3)

This course begins with the literature of the Enlightenment and continues into the Twentieth Century, emphasizing the ideas and movements that have shaped the modern world. This course requires written compositions totaling 6,000 words. A research paper is required. *Prerequisite: English 111 and 112.*

ENG 123 - AMERICAN LITERATURE (3)

This course is a survey of major American writers from the Colonial period to the present. During any one quarter, the instructor may elect to emphasize writers of a particular literary period, such as the Romantic Age or the American writers influential during a single century. This course requires written compositions totaling 6,000 words. A research paper is required. *Prerequisites: ENG 111 and ENG 112.*

ENG 127 - ENGLISH LITERATURE I (3)

This course surveys English writers from Beowulf to the Enlightenment. This course requires written compositions totaling 6,000 words. A research paper is required. *Prerequisites: ENG 111 and ENG 112.*

ENG 128 - ENGLISH LITERATURE II (3)

This course surveys English writers from the Romantic Age through the Twentieth Century. This course requires written compositions totaling 6,000 words. A research paper is required. *Prerequisites: ENG 111 and ENG 112.*

ENG 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

FOREIGN LANGUAGE

Students who have reached a satisfactory level of foreign language proficiency will be exempt from one or two courses of a foreign language upon the recommendation of the instructor.

SPANISH (SPA)

SPA 101 - ELEMENTARY SPANISH I (3)

This course is designed to give students a firm foundation in the Spanish language. Special stress is given to vocabulary and oral practice in the language laboratory.

SPA 102 - ELEMENTARY SPANISH II (3)

This course is a continuation of Spanish 101. *Prerequisite: SPA 101*

HEALTH & EDUCATION (HED)

HED 115 - HEALTH AND FIRST AID (3)

This course deals with current health issues including drugs, birth control, sexually transmitted diseases, and mental and physical health maintenance and first aid.

HED 221 - INTRO TO ATHLETIC TRAINING (3)

This course provides basic information concerning the required competencies for the National Athletic Trainers Association Certification in athletic training.

HED 230 - PREVENT & CARE OF ATHLETIC INJURIES (3)

The course will provide athletic trainers and exercise science majors with the basic knowledge of physical activity-related injury prevention, treatment, and rehabilitation.

HED 240 - SPORTS NUTRITION AND FITNESS (3)

This course teaches students the nutrients that the body needs and how these nutrients serve as building blocks for performance. The course covers the specifics of nutrition and fitness as it relates to both men and women.

HISTORY (HIS)

HIS 101 - SURVEY OF WORLD CIVILIZATION (3)

This is an introductory level course in the development of world civilizations to 1500 C.E. It is designed to give the student an overview of the rise of humanity from its origins to the dawn of the "modern" age.

HIS 102 - SURVEY OF WORLD CIVILIZATION (3)

This course is a study of the internal developments of and the relations among civilizations of the world since 1500 C.E. It is a continuation of HIS 101.

HIS 105 - UNITED STATES HISTORY TO 1865 (3)

This course surveys events from the age of exploration and colonization through the Civil War. Special attention is given to Georgia's role during this period of our history. This course satisfies the U.S. History and Georgia Constitution requirement.

HIS 106 - UNITED STATES HISTORY SINCE 1865 (3)

This course is a continuation of History 105. It surveys American history from reconstruction to the present. Students examine trends of the period and relate them to contemporary America. Special attention is given to Georgia's role during this period of our history. This course satisfies the U.S. History and Georgia Constitution requirement.

HIS 237 - SPECIAL TOPICS (1-3)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

HUMANITIES (HUM)

HUM 121 - SURVEY OF THE HUMANITIES ANCIENT-MEDIEVAL (3)

This is an interdisciplinary survey of thought, values and arts of culture from the Greeks through the Middle Ages. *Prerequisites: ENG 111 or approval of the instructor*

HUM 122 - SURVEY OF THE HUMANITIES RENAISSANCE TWENTIETH CENTURY (3)

An interdisciplinary survey of thought, values and arts of culture from the Renaissance to the present are presented in this course. *Prerequisite: ENG111 & HUM 121 or approval of the instructor*

HUM 137 - FOREIGN STUDIES AND TRAVEL SEMINAR (3)

This course presents students with an opportunity to travel in a number of selected foreign countries for a period of three weeks. It is designed to provide learning opportunities and enrichment experience in history, geography, and the humanities. Learning activities will include orientation sessions, seminars, visits to museums and historical sites. The tour will be under the supervision of an experienced college faculty advisor.

HUM 237 - SPECIAL TOPICS (1-3)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

INFORMATION SYSTEMS (IFS)

IFS 101 - COMPUTER FUNDAMENTALS (1)

This course provides the student an introduction to computer terminology and technology. Emphasis is placed on gaining a working knowledge of word processing with an introduction to web page development.

IFS 150 - INTRO TO COMPUTER APPLICATIONS (3)

This is an introduction to computer systems examining their development and use in the professional world. Emphasis will be given to terminology, the understanding of file management techniques, word processing, web page creation, spreadsheet applications and database management. *Prerequisite: IFS 101*

IFS 201 - INTRO TO COMPUTER PROGRAMMING (4)

This is an introduction to the fundamentals of computer programming emphasizing problem solving, development of algorithms and structured programs using modern programming techniques. Simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, and procedural abstraction and software design are included. This course involves extensive programming activities and consists of three hours of lecture and two hours of lab per week. *Prerequisite: IFS 150*

IFS 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

MATHEMATICS (MAT)

MAT 081 – FOUNDATIONS OF MATH I (4)

Prerequisites: Placement by examination

This course is designed to prepare students for college level mathematics. Topics will include: real-number concepts, linear equations in one variable, problem solving involving linear, integral exponents, graphing linear equations, rational expressions, integral and rational exponents, solving rational and radical equations, problem solving involving linear equations, rational equations, and systems of equations in two variables, and writing equations of lines.

MAT 091 - FOUNDATIONS OF MATH II (4)

This course is designed to prepare students for college level mathematics. Topics will include: problem solving involving linear or factorable quadratic equations as models, factoring, integral exponents, graphing linear and quadratic equations in two variables, rational expressions, function notation, integral and rational exponents, solving quadratic equations, solving rational and radical equations, problem solving involving linear equations, rational equations, and quadratic equation.

Prerequisites: Placement by examination

MAT 099 -ACCELERATED FOUNDATIONS OF MATH II (2)

This course is designed to prepare students for college level mathematics. Topics will include: problem solving involving linear or factorable quadratic equations as models, factoring, integral exponents, graphing linear and quadratic equations in two variables, rational expressions, function notation, integral and rational exponents, solving quadratic equations, solving rational and radical equations, problem solving involving linear equations, rational equations, and quadratic equation.

Corequisite: MAT-111; Prerequisites: Placement by examination

MAT 111 – COLLEGE ALGEBRA (3)

This course provides an in-depth study of the properties of algebraic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial functions. *Prerequisites: Placement by examination*

MAT 113 - PRECALCULUS TRIGONOMETRY (3)

This course focuses on the study of trigonometry, including circular functions, triangle trigonometry, trigonometric equations and identities, inverse

trigonometric functions, and exponential and logarithmic functions. Selected topics from algebra are reviewed and extended. This course is designed to prepare students for calculus, algebra-based physics, and related technical subjects. *Prerequisites: MAT-111 or concurrent enrollment in MAT-111*

MAT 201 - INTRODUCTION TO STATISTICS (3)

This course is designed for students whose programs require a course in statistics as well as for those who wish to elect such a course. Topics to be covered include descriptive statistics, basic probability, discrete and continuous distributions, sample estimation of parameters, hypothesis testing, tests on means and proportions, chi-square tests, correlation, and linear regression. *Prerequisites: Any collegiate level mathematics course*

MAT 202 - CALCULUS & ANALYTIC GEOMETRY I (4)

This course includes the study of the derivative and its applications, limits and continuity, antidifferentiation, the definite integral, and the Fundamental Theorem of Calculus. Algebraic, trigonometric, exponential, and logarithmic functions are studied. *Prerequisites: MAT-113*

MAT 203 - CALCULUS AND ANALYTIC GEOMETRY II (4)

This course includes the study of techniques of integration, applications of the definite integral, an introduction to differential equations, polar graphs, and power series. *Prerequisites: MAT-202*

MAT 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

MUSIC

The Music department offers courses that serve three purposes:

1. to increase the appreciation of music;
2. to provide a course of study for students with a musical background who wish further study in music; and
3. to provide for the students accepted into the program of study in music the technical training necessary to transfer into a Bachelor of Music program.

Prerequisite for Study

All students desiring to enter the program of study in music must have an audition-interview with the music faculty. Students must meet the minimum proficiency requirements in order to be admitted into the program. Students who do not meet minimum proficiency requirements must pass Music 091 with a grade of C or higher in order to take Music 111. All music program students taking music theory courses must pass each with a grade of C or higher in order to take the next level of music theory.

Additional Requirements

Since music is a performance art, much emphasis is placed on the active participation of both listener and performer. Therefore all students in this program of study must take applied music each semester, attend required seminars, and attend all professional and student recitals on campus. All students taking applied music may be required, at the request of their instructor, to appear in at least one recital performance per semester.

Additionally, all students in this program of study must perform a public recital of at least thirty minutes duration. Students must perform a recital hearing before the entire music faculty at least two weeks prior to their public recital.

MUSIC (MUS)

MUS 090-VOCAL MUSIC SKILLS (1)

Beginning instruction of fundamentals of singing for choral students, including vocal technique, ear training, and solfege. Hours will not count toward honors or graduation.

MUS 091 - MUSIC FUNDAMENTALS (3)

An introduction for prospective music program students with limited background to the rudiments of music theory. Basic concepts of music triads, chord writing, and elementary part writing are the focus of this course. Hours will not count toward honors or graduation

MUS 101– AURAL SKILLS I (1)

The beginning study of sight singing, keyboard harmony, and ear training. *Co-requisite for music majors: MUS 111*

MUS 102– AURAL SKILLS II (1)

The continuation of beginning study of sight singing, keyboard harmony, and ear training. *Co-requisite for music majors: MUS 112; Prerequisite: MUS 101*

MUS 111- MUSIC THEORY I (3)

This is the study of diatonic harmony through writing and analysis. *Co-requisite for music majors: MUS 101*

MUS 112- MUSIC THEORY II (3)

The continued study of diatonic harmony through writing and analysis. *Co-requisite for music majors: MUS102; Prerequisite: MUS 111*

MUS 116-CONCERT CHOIR (1)

A non-auditioned choral group open to the entire student body. Required of all choral scholarship students. Emphasis on building choral skills and on-campus performances of basic choral repertoire.

MUS 117 – CHORALIERS (1)

A choral group open to the entire student body by audition. Smaller vocal chamber groups are formed as needed from within the Choraliars. Public performances on campus and at other locations will be scheduled each semester. This course may be repeated for credit.

MUS 123 - MUSIC APPRECIATION (3)

This is an introduction, for non-program students, to the music of Western civilization from the Middle Ages to the present.

MUS 136 – MUSICAL (1)

This is a course designed for students to obtain practical experience in the college's spring musical.

MUS 160 - GROUP VOICE (2)

This course is beginning instruction of the fundamentals of vocal production in a laboratory setting.

MUS 201– AURAL SKILLS III (1)

The advanced study of sight singing, keyboard harmony, and ear training. *Co-requisite for music majors: MUS 211; Prerequisite: MUS 102*

MUS 202– AURAL SKILLS III (1)

The continuation of advanced study of sight singing, keyboard harmony, and ear training. *Co-requisite for music majors: MUS 212; Prerequisite: MUS 201*

MUS 211- MUSIC THEORY III (3)

The study of chromatic harmony through writing and analysis. *Co-requisite for music majors: MUS201; Prerequisite: MUS112*

MUS 212- MUSIC THEORY IV (3)

The study of twentieth century music techniques and post-tonal theory. *Co-requisite for music majors: MUS202; Prerequisite: MUS 211*

MUS 237-SPECIAL TOPICS (1-3)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

APPLIED MUSIC

Private lessons in voice, keyboard, woodwinds, brass, guitar and percussion are taught as applied music at Andrew. The student is required to practice from 6 to 12 hours per week for each lesson. All applied music students are required to attend studio classes, seminars, and recitals as scheduled.

MUS 161, 171, 261, 271, 281, 291 SECONDARY APPLIED INSTRUMENT (1)

These courses are beginning instruction, with emphasis on music reading and elementary techniques. One semester hour of credit, one twenty-five minute lesson per week; open to all students as elective credit, secondary instrument credit for music program students. Students are required to practice six hours per week. Instead of private instruction, the faculty may offer class instruction.

MUS 162, 172, 262, 272, 282, 292 PRIMARY APPLIED INSTRUMENT (1)

These courses provide private instruction for music program students. One semester hour credit, one fifty minute lesson per week; primary instrument credit for music program students, a minimum of twelve hours per week of practice.

PHYSICAL EDUCATION (PED)

The primary purpose of physical education at Andrew College is to offer a variety of courses which have basic fitness value, and leisure time or recreational values that contribute to the ultimate attainment of the physically, mentally, and socially integrated, effective individual.

All students are required to take 4 semester hours of physical education. One hour must be taken from each area of concentration.

Area I: Wellness

PED 101 Wellness

Area II: Fitness and Conditioning

PED 110 Basic Conditioning
PED 111 Walk/Jog For Life
PED 113 Basic Running
PED 115 Aerobics

PED 116 Advanced Aerobics
PED 118 Weight Training
PED 119 Adv. Weight Train

Area III: Team Sports

PED 121 Touch Football
PED 122 Basketball
PED 123 Softball
PED 124 Volleyball
PED 125 Advanced Volleyball
PED 126 Beginning Soccer
PED 128 Wallyball

Area IV: Individual/Combative Sports

PED 130 Racquetball
PED 131 Advanced Racquetball
PED 132 Archery
PED 134 Badminton
PED 135 Advanced Badminton
PED 138 Tennis
PED 139 Intermediate Tennis
PED 144 Beginning Golf
PED 146 Snow Skiing
PED 151 Fencing
PED 152 Wrestling
PED 153 Karate
PED 154 Judo
PED 160 Canoeing
PED 161 Rock Climbing
PED 175 Beginning Swimming
PED 176 Intermediate Swimming
PED 179 Lifeguard Training

Area V: Recreation

PED 162 Backpacking & Camping

Student-athletes will get 1 hour P.E. credit for participating in a varsity sport, provided their participation is for two seasons. The credit will be given at the end of their second season. The 1 hour credit would apply to the individual or team sport area that is appropriate.

Varsity Sports:

PED 180 Tennis
PED 182 Baseball
PED 183 Basketball
PED 185 Golf
PED 186 Soccer
PED 188 Softball
PED 190 Cross Country
PED 192 Volleyball

Advanced Physical Education

PED 220 Intro to Phys Ed

PED 230 Intro. to Sports Mgmt
PED 210 Golf Shop Management
PED 211 Golf Course Management
PED 215 History and Rules of Golf

PED 210 – GOLF PRO SHOP MANAGEMENT (2)

Students will intern at Bagby Golf Course where they will learn club management policies and procedures, merchandising, golf club repair and computer operations.

PED 211 – GOLF COURSE MANAGEMENT (2)

Student will intern at Bagby Golf Course where they will learn turf management procedures and golf cart use and repair.

PED 215 – HISTORY AND RULES OF GOLF (2)

This course is a study of the history of golf from its beginning to the present day and of the rules and etiquette of golf.

PED 220 – INTRO. TO PHYSICAL EDUCATION (3)

This course gives the student an insight into the foundations of physical education. An introduction to career possibilities helps to prepare the students for professional service in all area of physical education. Biological, physiological and sociological principles are stressed.

PED 230 – INTRO. TO SPORTS MANAGEMENT (3)

This course will be designed to give the student an introduction to the different aspects of organizing and managing the administrative duties in the various categories of sports management.

PHYSICS (PHY)

PHY 100 - PHYSICAL SCIENCE (4)

This course is an introduction to the concepts of physical science, astronomy and current space exploration. Topics include mechanics, heat, light, sound and the structure and evolution of the universe. A minimal mathematical treatment is used. This course is primarily designed for non-science majors. There are

three hours of lecture and two hours of laboratory each week.

PHY 111- ASTRONOMY (4)

Astronomy is an introductory astronomy course for non-science majors. An understanding of basic algebra will be beneficial for this course. This course is designed to give an overview of the varying phenomena in our universe. Some of the topics covered will be the history of astronomy, structure of our solar system, and the formation of our Sun, other stars, planets, satellites, comets, asteroids, and meteors. It is a 4 hour course consisting of the equivalent of 3 lecture/discussion hours each week and one laboratory session (approximately 2 hours) each week.

PHY 201 - GENERAL PHYSICS I (4)

This is the first of a two-course laboratory science sequence that introduces the student to the basic principles of mechanics, heat and thermodynamics and wave motion with emphasis on theory and application to practical problems. There are three hours of lecture and two hours of laboratory each week. *Prerequisite: MAT 113*

PHY 202 - GENERAL PHYSICS II (4)

This is the second of a two-course laboratory sequence that introduces the student to the basic principles of electricity and magnetism, light and optics, relativity, atomic physics, nuclear physics and solid state physics with emphasis on theory and application to practical problems. There are three hours of lecture and two hours of laboratory each week. *Prerequisite: PHY 201*

PHY 211- PHYSICS I (4)

This is the first of a two-semester sequence that introduces fundamental topics in calculus and physics in a cohesive fashion and is recommended for physics and engineering majors. The subject matter in PHY211 involves mechanics and thermal physics using calculus. The topics covered include: Newton's laws, conservation of momentum, energy, and angular momentum, rotational dynamics, gravitation, fluids, oscillations, waves, and thermal physics. (Prerequisite: MAT 202)

PHY 212- PHYSICS II (4)

This is the second of a two-semester calculus-based introductory physics sequence, and is recommended for physics and engineering majors. The topics covered include: electric and magnetic fields, electric circuits, Faraday's Law, Maxwell's Equations, electromagnetic waves, light, geometric optics, diffraction, and selected topics from modern physics including relativity, quantum mechanics, and nuclear physics. *Prerequisite: PHY 211, MAT 203*

PHY 237- SPECIAL TOPICS IN PHYSICS (1-2)

This course is designed to offer students an opportunity to gain knowledge in a specialized area of interest not otherwise covered in the curriculum. The subject and its treatment will be derived from consultation between the student(s) and the instructor. All special topics proposals must be approved by the Academic Dean. Students may not receive more than four semester hours of Special Topics credit as a part of their program of study. *Prerequisite: Permission of the instructor.*

POLITICAL SCIENCE **(POS)**

POS 111 – GOV. OF THE UNITED STATES (3)

This is a study of the federal government of the United States with its historical background, the constitutional principles involved in our federal form of government, and analysis of the powers and functions of the Legislative, Executive and Judicial branches. The state government is studied through the use of the Georgia Constitution.

POS 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

PSYCHOLOGY (PSY)

PSY 121 - INTRODUCTION TO PSYCHOLOGY (3)

This course acquaints the student with the scientific study of human behavior and cognition. The major areas of interest within psychology are examined. A community service learning component is required to expose the student to the practical aspects of the discipline, along with the academic nature of psychology.

PSY 202 - HUMAN GROWTH & DEVELOPMENT (3)

The topical approach is used to trace the physical, cognitive, social, moral, and behavioral development of individuals throughout a lifetime. Issues related to effective parenting are emphasized. In addition, a community service learning component is required to enhance students' professional development. *Prerequisite: PSY 121*

PSY 204 – THEORIES OF PERSONALITY (3)

This course will provide a framework that defines personality along with an overview of personality theory and introduction to major classical and contemporary theoretical approaches of personality. Students will be introduced to personality research assessment techniques, and application of specific theories as well as how "personality" applies to everyday life experiences.

PSY 207 - RESEARCH METHODS IN PSYCHOLOGY (3)

The scientific methods used to study behavior and cognition are emphasized in this course. Students learn to read professional material, use various scientific methods, accurately interpret data, and write formal research papers. Students will develop and conduct independent research projects. (Prerequisite: MAT 201 and PSY 121)

PSY 225 - PSYCHOLOGY OF ADJUSTMENT (3)

This course addresses common problems faced in daily adjustment. Productive and non-productive coping strategies are distinguished. Techniques which facilitate mental fitness are presented. Extensive self-assessment is utilized. (Prerequisite: PSY 121)

PSY 227 - ABNORMAL PSYCHOLOGY (3)

Variations in normal and abnormal adjustments are examined as the etiology, manifestations, and treatment of behavior disorders are studied in this course. Diverse theories and their therapeutic implications are outlined, along with prevention strategies. (Prerequisite: PSY 121)

PSY 237 -SPECIAL TOPICS (1)

Selected topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

RELIGION/PHILOSOPHY **(RPH)**

RPH 101 - INTRODUCTION TO RELIGION (3)

This course is an examination of religious experience, giving special attention to its social, psychological and ethical dimensions.

RPH 111 - RELIGION OF THE OLD TESTAMENT (3)

This course is a study of the cultural background, formation, diversity and content of the Old Testament traditions.

RPH 112 - RELIGION OF THE NEW TESTAMENT (3)

This course is a study of the cultural background, formation, diversity and content of the New Testament traditions.

RPH 113 - WORLD RELIGIONS (3)

This course is a study of the history and beliefs of the major living religions of the world, emphasizing their historical evolution and current character.

RPH 121 - INTRO TO WESTERN PHILOSOPHICAL THOUGHT (3)

This course is a study of the major issues in the development of western philosophy and their significance to contemporary culture. *Prerequisite: ENG 111*

RPH 122 - INTRO TO WESTERN RELIGIOUS THOUGHT (3)

This course is a study of the development of Judaism, Christianity and Islam, their relation to one another and their impact on the contemporary culture.

RPH 123 – INTRODUCTION TO CHRISTIAN ETHICS (3)

This course is a study of the development of ethical theory as it applies to current issues.

RPH 237 - SPECIAL TOPICS (1)

Special topics courses are for the student with a special interest in areas beyond those covered in regular class study. These courses may vary yearly.

SERVANT LEADERSHIP (STL)

STL 101 - BASIC LEADERSHIP (2)

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Students will begin to examine their own beliefs about leaders, leadership, and themselves. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. *Requisite: Acceptance into the Servant Leadership Program*

STL 102 - CONCEPTS OF SERVANT LEADERSHIP (2)

This course examines the concepts of servant leadership. The course will enable students to understand critical developmental issues for college students and to develop their own personal vision in terms of servant leadership. This course focuses on the moral and ethical responsibilities of leadership. *Prerequisite: STL 101*

STL 103 - COMMUNICATION IN LEADERSHIP (2)

This course explores the role of communication in leadership. Student will begin to develop skills for authentic communication. *Prerequisite: STL 102*

STL 104 - SERVANT LEADERSHIP AND POWER (2)

This course explores the meanings of coercion, manipulation, and persuasion. Students examine sources of credibility, logical argument, and emotional appeal. The course integrates readings from the humanities. *Prerequisite: STL 102*

SOCIOLOGY (SOC)

SOC 121 - INTRODUCTION TO SOCIOLOGY (3)

This course covers the general treatment of the origin and antiquity of humanity, the genesis of human personality, group integration and disintegration, current trends in family and community life and environmental issues.

SOC 122 - CONTEMPORARY SOCIAL PROBLEMS (3)

This course explores the following issues: the nature of social problems, the problem of adjustment to external nature, population problems, family and child welfare, crime, the meaning and agencies of social control and environmental issues. (Prerequisite: Sociology 121)

THEATRE (THE)

THE 100 - VOICE AND DICTION (3)

An application of the International Phonetic Alphabet's vowel and consonant symbolization, breath control, vocal relaxation, posture, enunciation, and resonance to students' production of Standard American Speech. Students will speak for an audience during the semester and will record their speech for inclusion in their digital portfolios.

THE 113 - BASIC THEATRICAL TECHNOLOGY (3)

This course introduces students to fundamentals of technical theatre providing an understanding of the processes of production and the skills necessary to operate basic technical equipment.

THE 120 - THEATRE PRACTICUM (1)

This course introduces students to the fundamentals of production offering experience in processes of production.

THE 123 - THEATRE APPRECIATION (3)

This course introduces students to all aspects of the theatrical experience on stage, emphasizing the role of the audience and the artist from the fifth century B.C.E. to the present.

THE 124 – INTRODUCTION TO FILM (3)

This course is an introduction to film as an art form. Students will develop skills in verbal and written critical analysis through viewing and discussing selected films.

THE 210 - THEATRE HISTORY (3)

This course will introduce students to all aspects of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist from the fifth century B.C.E. to the present. Emphasis is placed more on the historical perspective than on production.

THE 211 - BEGINNING ACTING (3)

This course introduces students to the fundamentals of acting and in doing so gives them a solid foundation in which to build their art.

THE 212 – DIRECTING (3)

This course introduces students to all aspects of directing, emphasizing the role of research and script analysis. Emphasis is also placed on production communication and directorial approaches.

THE 237 – THEATRE OR FILM TECHNOLOGY SPECIAL TOPICS (3)

Special topics courses are for students with a special interest in areas beyond those covered in regular class study. These courses vary from semester to semester. Topics covered may include: Improvisation; Performing Shakespeare; Stage Combat; Stage Make-up; Commedia; Mime; Performing Classical Styles; Performing Chekhov, Restoration Theatre; Playwriting; Introduction to Writing and Producing; Introduction to Directing for Stage and Film; Introduction to Acting for Stage and Film; Introduction to Camera, Lights, and Sound; Hair, Makeup and Wardrobe; Video Editing; Intermediate Camera; Intermediate Lighting; Intermediate Audio Sound; Scene Study for Film; Preproduction and Casting; Set Design and

Construction; and Production and Post-Production. This course may be taken for credit up to three times, provided that the content of the course is different each time.

Faculty & Administration

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Wheeler, Wes, Americus (2010)
Wickham, Malon Columbus (2007)
Williams, Rob, Columbus (2014)
Wright, Ernie '76, Columbus (2009)

Faculty

Arrington, Harriette (2014), *Associate Professor of Education*, B.S., Virginia State University, M.A., Ohio State University, Ph.D., Purdue University.
Burnett, Malanie (2011), *Director of AndrenServes*, B.A., Mercer University.
Collins, Caroline W. (2013), *Assistant Professor of English*, B.A., Quincy College, M.F.A., University of Arkansas, Ph.D., University of Arkansas.
Collins, Donnie W. (2004), Associate Professor of Business and Information Systems, B.B.A., Valdosta State University, M.B.A., University of South Florida.
Gille, Philip R. (2003), *Associate Professor Mathematics*, B.S. University of Wisconsin, M.E.D Brigham Young University, M.S. Montana State University.

Gross, Molly (2013), *Assistant Professor of Learning Support Reading*, B.F.A., University of Arizona, M.F.A., University of California, Riverside.
Gross, Nate (2013), *Assistant Professor of Theatre & Director of the Theatre Program*, A.A., American Academy of Dramatic Arts, B.A., California State University Northridge, M.F.A., University of Arizona.
Hallman, David M. (2008), *Assistant Professor of Criminal Justice*, B.S. Georgia Institute of Technology, M.P.A. Columbus State University.
Harris, Katie (2012), *Assistant Professor of Learning Support English*, B.A., Georgia Southwestern State University, M.A.T., Georgia College and State University, Ed.S., West Georgia College and State University.

Johnson, Christopher (2013), *Assistant Professor of Visual Art & Director of the Visual Art Program*, B.F.A., Clemson University, M.F.A., University of South Carolina.

Kenworthy, Rachael (2015), *Associate Professor of Biology*, B.S., Charleston Southern University, Ph.D., Florida State University

Knight, Amanda A. (1999), *Associate Professor of English*, B.S. Ed., Valdosta State University; M. Ed., Georgia Southwestern State University.

Latimer, Phillip (2012), *Director of Athletic Safety and Therapy & Athletic Training Program Coordinator*, B.S. University of Georgia, D.C., Life University.

Luhrs, Ryan (2015), *Assistant Professor of Music & Director of the Choral Music Program*, B.A., Luther College, M.M., Luther Seminary with St. Olaf College, Ph.D., Florida State University

Ogstad, J. Brian (2012), *Assistant Professor of Business Administration*, B.A. Barclay College, M.B.A., Friends University.

Pittman, Karan B. (1989), *Associate Professor & Director of Library Services*, A.A., Andrew College; B.S., Auburn University; M.S.L.S., University of North Carolina-Chapel Hill.

Rhode, David J. (2006), *Associate Professor of Chemistry*, B.S., Shippensburg University, Ph.D., University of Tennessee.

Roberts, Charles (2015), *Assistant Professor of History*, B.A., Birmingham-Southern College, M.A. and Ph.D., University of Alabama

Teal, Teresa (2015), *Assistant Professor of Mathematics*,

B.S., Valdosta State University, M.B.A., University of Phoenix

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Smith, Edith W., Ph.D. (2012), *Director of Institutional Effectiveness & Athletic Director*, B.S., Troy State University, M.Ed., Auburn University, Ph.D., Auburn University