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Academic advisement is available to each student at Albany State University. An advisor will assist each student in planning a program of study in keeping with the student’s educational-vocational objectives. Advisors aid the student in selecting academic subjects, in interpreting Univer- sity regulations and requirements, and in meeting these requirements in correct sequence. Advisors maintain a record of the student’s academic progress on a semester basis.

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The student is responsible for consulting the advisor on all aspects of his/her educational program. No student is expected to register for a course which has not been approved by the advisor or departmental chairperson. Each student should visit his/her advisor for conferences and program evaluation on a regular basis.

**GRADING SYSTEM**

Final grades are submitted at the end of the semester to the Registrar’s Office, and these are made a part of a student’s permanent record. Copies of final grades are sent to the students, available in Banner for departmental chairpersons, and released to the parents and guardians upon approved request. The official grades with their meanings and quality points follow:

"A" EXCELLENT: Four quality points are allowed for each semester credit hour. "B" GOOD: Three quality points are allowed for each semester credit hour.

"C" SATISFACTORY: Two quality points are allowed for each semester credit hour

"D" LOWEST PASSING GRADE: One quality point is allowed for each semester credit hour.

"F" FAILURE: This mark indicates poor scholastic work or failure to officially withdraw from the course. In such cases, students must take the required courses at the next opportunity. Students may repeat an elective course if desired. No quality points are allowed.

"I" This symbol indicates that a student has completed the major portion of the requirements for a given course, but for reasons beyond expected control, such as illness or family emergency, could not complete the course requirements. Normally, incomplete grades must be removed by the end of the first semester following the awarding of the incomplete. If an "Incomplete" is not satisfactorily removed after two semesters of matriculation, the symbol "I" will be changed to "F". To remove an “Incomplete”, the student must secure a permit from the Registrar's Office and submit it to the instructor. The instructor will execute a Request to Remove an Incomplete form and submit it to the Office of the Vice President of Academic Affairs for approval.

“IP” The “IP” symbol indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. Students may enroll in and take courses in which the “IP” symbol is awarded for up to three successive terms. With the exception of Learning Support and Regents’ Test remediation courses, this symbol cannot be used for other courses. If the student has not completed the course(s) after successive terms, the student must request and be granted approval to re-enroll in the course(s) by the Department Chair, Dean and Vice President for Academic Affairs. This symbol cannot be substituted for an “I” (incomplete).

“W” This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint of the total grading period.

“WF” This symbol indicates withdrawal with penalty.

“S” This symbol indicates that credit has been given for completion of the degree requirements for work other than academic course work.

Use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, proficiency requirements in graduate programs and Regents remediation courses. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval and requested by the Vice President for Academic Affairs.

“U” This symbol indicates unsatisfactory performance in a student’s attempt to complete degree requirements other than academic course work.

The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval by the Vice President of Academic Affairs.

“V” This symbol indicates that a student was given permission to audit a course. The student may not transfer from audit to credit status or vice versa during the semester.

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“K” This symbol indicates that a student was given credit for a course via a credit by examination program approved by the respective institutions (CLEP, AP, Proficiency, etc.).

“NR” This symbol indicates no grade reported by the instructor.

**GRADUATION/DEGREE AUDIT**

1. The graduation/degree application process is initiated by the student.

2. The completed application is to be submitted to the Registrar’s Office when a student has the following hours remaining to satisfy graduation requirements: 50 hours-Bachelors, 20-Masters or 16 hours-Specialist.

3. In order for the degree audit application to be valid, the student must have taken and passed the Regents’ Test and have the required cumulative grade point average for their academic major.

4. Each student should update name and/or address with the Registrar’s Office.

5. The student will receive his degree audit check sheet in the mail. The department chairperson prepares the degree audit check sheet. If the student has any questions, contact the department chairperson as soon as possible. He should not wait until his expected semester of graduation to resolve any outstanding problems.

6. Students must have the required cumulative grade point average and must have passed the Regents’ Test prior to the beginning of the semester in which he is scheduled to graduate.

7. Each student must attend the commencement exercise or request in writing permission to graduate in absentia from the Vice President for

Academic Affairs.

**HONORS AND AWARDS**

To be eligible for the Dean’s List, a student must maintain a “B” average and must have carried a credit load of at least 12 semester hours. Aca- demic achievement may be recognized by election to membership into Alpha Kappa Mu National Honor Society and/or one of the discipline honor societies during the junior or senior year. To graduate with honors, a student must have a cumulative grade point average of 3.5 or higher based on the 4.0 system, must have been in residence at Albany State University, and must have completed a minimum of 60 semester hours. The av- erage will be based on all college work completed. The notation of honors is made on the commencement program, the student’s permanent record and transcripts as follows:

|  |  |  |
| --- | --- | --- |
|  | **Baccalaureate Degree** | **Associate Degree** |
| Summa Cum Laude | 3.90 – 4.00 Honors | 3.75 – 4.00 |
| Magna Cum Laude | 3.75 – 3.89 With Distinction | 3.50 – 3.74 |
| Cum Laude | 3.50 – 3.74 |  |

\* For exclusion information regarding Graduation with Honors’ requirements, please contact the Registrar’s Office.

**ACADEMIC STANDING**

To assure the most beneficial use of time and resources of both the student and the institution, certain academic standards have been set by Al- bany State University. If a student is to make and maintain satisfactory progress, he must adhere to these standards. Three factors affect a student’s academic status; namely, the cumulative grade point average (CGPA), the number of semester hours earned, and the number of semesters com- pleted. The maximum time allotted for completing degree requirements is six (6) years or eighteen (18) semesters. A student whose academic stand- ing falls below the minimum prescribed standards will be governed by the following:

1. An Academic Probation status will be indicated when a student’s cumulative GPA falls below 2.00.

2. The Academic Probation status will be removed if the student’s cumulative GPA becomes 2.0 or above at the end of the next semester.

3. If the student’s semester GPA is not 2.0 or greater at the end of the subsequent semester, he/she may be suspended for one semester.

4. Learning Support Status. To preclude having two standards (one for Learning Support students and another for new students), the same standards above will apply for all students. Both new students and students exiting Learning Support courses will be tracked using the standards described above beginning with their first semester entering the University or their first semester exiting Learning Support.

5. Readmission. Upon being readmitted after suspension, students must pay for and carry a minimum of 6 credits and achieve a minimum semester GPA greater than 2.0 to preclude subsequent suspension for at least a year. For any new readmissions, this same standard will apply.

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**ACADEMIC PROBATION/SUSPENSION**

A minimum of 12 hours must be completed by part-time students by the end of the first two semesters. They will be expected to complete one- half of the credit hours designated under each academic year. A student who fails to meet the minimum standards will be placed on academic probation. He may be considered making satisfactory progress if he completes at least six hours, with a minimum grade point average of 2.0 for the semester. If the student does not meet the minimum standards after the additional semester, he may be suspended for one semester. If a stu- dent elects to change his major or course of study after completing 76 semester hours, the institution will reconsider the student’s adherence to the maximum time frame and reevaluate, on an individual basis, for an additional year on the maximum time frame. Only one major course of study change will be considered for increasing the maximum time frame. An appeal process is available for students who have extenuating cir- cumstances which account for their lack of progress. The appeal process is initiated by writing a statement including support documents to the Admissions and Academic Evaluation Committee c/o the Vice President for Academic Affairs indicating the specific reasons for the failure to make satisfactory progress.

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The Committee will review the statement as well as past academic progress and will notify the student of its decision. The appeal process must be initiated by the student within 10 days of the notice of probation or suspension. If suspended, students must apply for readmission. Readmit- ted students will remain on probation until satisfactory academic progress is achieved.

**RESIDENCE CLASSIFICATION**

Residence status is not changed automatically, and the burden of proof rests with the student to provide documentation that he or she qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia. To insure timely completion of required pro- cessing, a student/applicant requesting a change in residence classification for a specific semester should file the “Petition for Georgia Residence Classification” and all supporting documentation not later than three weeks (20 working days) prior to registration.

Decisions prior to registration cannot be guaranteed when petitions and all supporting documentation are received after the specified deadline. If the petition is denied and the student wishes to petition for a later semester, a new Petition for Georgia Residence Classification must be submit- ted for that semester. A petition to be reclassified as a resident of Georgia can be obtained from the Registrar’s Office. Supporting documents and petition should be returned by July 1 for fall semester, November 15 for spring semester and May1 for summer semester. Legal residents of Georgia, as well as certain categories of nonresidents, may be enrolled upon payment of resident fees in accordance with the following Regents’ rules:

**LEGAL RESIDENCY REQUIREMENTS (REGENTS’ RULES)**

1. (a) If a person is 18 years or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately before the date of registration. (b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the

12-month period, the student may continue his or her registration only upon the payment of fees at the out of state rate.

4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.

5. Aliens shall be classified as nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in state tuition as a citizen of the United States.

6. Waivers: An institution may waive out-of-state tuition for: (a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration; (b) international students, selected by the institutional president or his or her authorized representative, provided that the number of such waivers in effect does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall semester immediately preceding the semester for which the out-of-state tuition is to be waived; (c) full-time employees of the University System, their spouses and their dependent children; (d) medical and dental residents and medical and dental interns at the Medical College of Georgia. (e) full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education, and their dependent children. Teachers employed full time on military bases in Georgia shall also qualify for this waiver; (f) career consular officers and their dependents who are citizens of the foreign nation which their consular officer represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;

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(g) military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to system institutions for educational purposes. (h) selected graduate students at university-level institutions. (i) students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are e rolled in said institution.

A student who is classified as a resident of Georgia must notify the Registrar immediately of any change in residence status. If it is determined that the student has misrepresented or omitted facts which result in classification or reclassification as a resident student, retroactive charges for non-resident fees will be made by the Fiscal Affairs officer. PLEASE NOTE: In order to avoid delay and inconvenience upon arrival for regis- tration, prospective students should seek clarification of all questions concerning residence status at the time of admission. Questions for clarifi- cation should be addressed to The Registrar, Albany State University, Albany, Georgia 31705.

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**REGISTRATION AND SCHEDULE CHANGES**

Course registration offered by the University is under the direct supervision of the Vice President for Academic Affairs. Complete instructions for registration are printed in the schedule of classes each term. The registration process is vital to the organization and structuring of the student’s program. The student is expected to participate in the process and check the courses for which he registers in an attentive and responsible man- ner. Any student adding a course to his schedule without authorized permission from his/her advisor or departmental chairperson in which he/she is majoring may lose credit for the course added.

Dates, times and places for regular registration, late registration, and schedule changes can be obtained from the class schedules. Late registrants are accepted for a limited time after regular registration is announced in the class schedule. A late fee may be charged to late registrants. A stu- dent’s enrollment status is determined by the credit load he/she has paid for on the last day of registration. The student is responsible for attend- ing the class(es) for which he/she officially registers.

**AUDITING COURSES FOR NONCREDIT**

Students may register to audit a course with the permission of the instructor. Audited courses will not be counted as a part of the normal course load, and a grade of “V” will be awarded. Instructors may establish special conditions for students who audit their courses. Students must pay for audited courses at the same rate as regular courses. Students who wish to audit a course(s) must register as auditors and are not permitted to change from audit to credit or from credit to audit after the last day for late registration. A form to audit a course and instructions for processing the form must be obtained from the Registrar’s Office prior to registration.

**WITHDRAWAL FROM UNIVERSITY**

Students matriculating at the University will be limited to a maximum of 16 semester hours of course withdrawal (drops) during the completion of their undergraduate degrees.

• Students who make changes to their schedules during the add/drop registration period will not be affected.

• Withdrawal hours associated with classes that are dropped due to documented extenuating circumstances will not be included in the 16 hour total.

• Students will receive a “WF” for course withdrawals identified after the 16 hour limit has been reached. There are financial and G.P.A. conditions associated with the “WF”.

• “W” grades will be awarded to students who withdraw from classes prior to the end of the schedule change deadline and to those students who are authorized to withdraw due to extenuating circumstances.

Students who find it necessary to withdraw from Albany State University must secure and complete withdrawal forms from the Registrar’s Of- fice and have them signed by the Vice-President for Student Affairs, the Vice-President for Fiscal Affairs, the Director of Financial Aid. The stu- dent is responsible for submitting one copy of the properly signed form to each of the above listed offices and for retaining a copy of the form for personal records. The Registrar’s Office notifies instructors of a student’s official withdrawal after the University has received a properly signed form. Students entitled to a fee refund will receive a check from the Office of Fiscal Affairs.

**TRANSCRIPTS**

The Registrar’s Office maintains the academic records of students and issues transcripts of credits for any student who has fulfilled all financial obligations to Albany State University. The official transcript will be issued to any institution, organization or agency if a written request is made by the student. Three to five working days should be allowed for processing of transcripts. The transcript fee is $3.00. Transcripts from other col- leges and high schools are not provided to the student. The student must contact the previous college or high school for those transcripts. All tran- script requests must be made in writing. Students can receive unofficial copies of the transcript. Official transcripts with the seal of the institution must be sent directly to the institution or agency using them. In special cases, unofficial transcripts can be transmitted via telecopier/FAX at an additional cost of $10.

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**ACADEMIC CLASSIFICATION**

Students at Albany State University are classified at the beginning of each term based on the following earned hours: Freshmen 0-29

Sophomores 30-59

Juniors 60-89

Seniors 90 & above

Special–College graduates who are not studying toward another undergraduate degree are classified as special students. ACADEMIC RENEWAL POLICIES AND PROCEDURES POLICIES

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**OLICIES**

University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible for academic renewal. Academic renewal for the student signals the initiation of oa new grade point average to be used for determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier expe- rienced academic difficulty (probation, continued probation, suspension, cgpa below 2.00) to make a fresh start and have one final opportu- nity to earn a bachelor’s degree.

Former Developmental Studies students may apply for Academic Renewal only if they successfully completed all developmental Studies requirements prior to the beginning of the five-year absence.

The granting of Academic Renewal does not supersede institutional financial aid policies governing Satisfactory Academic Progress and does not supersede the admissions requirements of certain programs (e.g., teacher education) that require a specific minimum grade point average based on all coursework. Re-entry into any academic program is not automatic.

**PROCEDURES**

Students who wish to apply for Academic Renewal must submit an Application for Academic Renewal. The application may be submitted at the time of readmissions, but no later than the end of three semesters or re-enrollment or one calendar year following re-enrollment, whichever comes first. The Renewal GPA begins with the semester following re-enrollment.

Academic credit for previously completed coursework – including transfer credit – will be retained only for courses in which grades of A,

B, C, S or K have been earned. Courses with D or F grades must be repeated if they are required in the student’s degree program. Retained grades are not calculated in the Academic Renewal GPA, but are counted in the Academic Renewal Hours Earned.

To earn a degree, a student must meet the institution’s residency requirements after acquiring academic renewal status. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at gradua- tion.

**Note:** Please refer to the Board of Regents, Academic Affairs Handbook, Section 3.16 for additional information on Policies and Proce- dures.

**REPEAT POLICY STATEMENT**

The University provides an opportunity for students to repeat courses in which “D” or “F” grades are earned. The following stipulations apply:

1. Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only the first passing grade will be used to compute the GPA.

2. The first passing grade earned above “D” will be reflected in the cumulative GPA, in lieu of the immediate prior grade.

3. Grade(s) earned in any subsequent repeat of the same course will not be counted.

4. For potential graduates the form must be submitted to the Registrar’s Office by the deadline date posted in the Graduation Planning

Guide.

Any forms submitted after teh deadline will not be processed.

5. In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.

6. The Repeat Policy pertains only to courses taken at the attending university (Albany State University).

7. See departmental chairperson for additional information.

**TRANSIENT STATUS**

Students enrolled in the University as candidates for degrees should not take courses at other colleges without first obtaining written permis- sion from departmental chairpersons and approval of the Vice-President for Academic Affairs. Graduating seniors will not be permitted to take courses at another institution as transient students during the semester in which they are to graduate. The University reserves the right to re- fuse transient credit when this procedure has not been followed. In no cases will a student be permitted to take a course, through correspon- dence or as a transient, if he/she has failed the course or received a deficient grade while in residence at the University. A maximum of 30 credit hours on a semester system of correspondence and/or transient courses will be accepted toward the requirements for any degree.

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**VETERANS ASSISTANCE PROGRAM**

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Veterans, active duty personnel, and eligible dependents are entitled to certain benefits available through the Department of Veteran Affairs (DVA). Those students eligible for benefits should apply for admission to the University and complete the admission process. An application for DVA Educational Benefits should be completed prior to entering the institution. Students receiving DVA Education Benefits may be certified for a total of 36 non-degree credit hours in Developmental Studies without loss of entitlement if academic progress is satisfactory. Twelve hours only in each of the basic skills may be certified. Veterans experiencing academic difficulty may be eligible for additional benefits to help defray the costs of tutoring services. Veterans or other eligible persons are advised to have money available to cover the tuition and fees for the semester at the time of enrollment. Albany State University does not participate in advance payment with the Veterans Administration. Based on proof of military serv- ice, eligible veterans may be granted credit for physical education activity courses required for graduation.

**BUCKLEY AMENDMENT**

Albany State University is in full compliance with the Family Educational Rights and Privacy Act of 1974, U.S. Public Law 93-380. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Copies of this policy are on file in the Registrar’s Office, and are made available at registration.

**GRADE POINT AVERAGE**

The grade point average is the ratio of quality points earned to the number of credit hours attempted. The grade point will be calculated for each student at the end of each semester and will be printed on the grade report as follows:

1. The term grade point average is the number of grade points earned for the term divided by the number of credit hours attempted for that term.

2. The cumulative grade point average is the number of all grade points earned divided by the total number of hours attempted.

3. Incomplete “I” grades are not calculated in the grade point average until the “I” is removed.

**POLICY: VISITORS IN UNIVERSITY CLASSROOMS**

Albany State University (herein after called the University) seeks to provide a wholesome learning environment that is professional and free from distraction. Therefore, the University allows only persons who are enrolled, invited or authorized to its classrooms or other services. Time spent attending to a personal visitor, especially a child, distracts from the learning environment. University classrooms are not a substitute for day care centers, and personal liability issues regarding children and other unauthorized visitors do not allow the University to permit unauthorized visitors or children in classrooms. This restriction on children and other persons does not apply to attendance at public University functions, as family members are always welcome at public activities on campus, such as graduation or nurse pinning ceremonies.

**STATE OF GEORGIA LEGISLATIVE REQUIREMENTS**

An act of the General Assembly of the State of Georgia requires that all candidates for degrees possess and demonstrate a reasonable mastery of United States history, Georgia history, United States Constitution and Georgia Constitution. These requirements can be met at Albany State Uni- versity by taking and passing POLS 1101 American Government. Transfer credits from out-of-state institutions may not satisfy the requirements of the State of Georgia Act. An exemption test is offered to transfer students whose courses did not include Georgia History and Georgia Consti- tution. Information about the exemption test can be obtained by contacting the chairperson of the Department of History, Political Science and Public Administration.

**SECOND DEGREES**

Students who want to obtain a second degree may use credits from the first degree when the courses from the first degree can be appropriately applied. A student should inform the Registrar’s Office if he is pursuing a second degree. Students seeking an additional degree should apply for admission and have official transcripts from each institution sent to the Director of Admissions. A person who already has a degree from Albany State should complete an application for readmission and inform the Registrar’s Office of the intent to obtain the second degree.

**PROCEDURE FOR APPLYING TO TAKE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP):**

1. Obtain a request to take Credit by Examination from the Office of the Registrar or Office of Counseling and Testing.

2. Confer with academic advisor about the CLEP test(s) you want to take.

3. Complete a request to take Credit by Examination and have it signed by advisor and departmental chairperson.

4. Take signed form to the Office of the Registrar for approval.

5. Take copy of approved request and obtain an application and registration form for the CLEP in the Office of Counseling and Testing. Be sure to place the Albany State University code, 5004, in the space where scores are to be sent.

NOTE: Allow four to six weeks after test(s) for results to be processed. You should receive an evaluation sheet indicating whether you have passed the test(s). If you have not received CLEP evaluation in 14 days after you receive your results, please contact the Registrar’s Office. Credit by Examination is available to all students who wish to validate knowledge for which they have acquired college level proficiency through in- dependent study or other life experiences and to students who were not granted transfer credit for course work completed elsewhere. The following is a list of the courses approved for CLEP credit:

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**Course Prefix Course No. Credit Hours CLEP Test**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCT | 2101 | Principles of Accounting I | 3 | Introductory Accounting |
| ACCT | 2102 | Principles of Accounting II | 3 | Introductory Accounting |
| BIOL\* | 1111K | Introduction to Biological Sci | 4 | General Biology |
| BIOL\* | 1112K | Introduction to Biological Sci | 4 | General Biology |
| CHEM | 1211K | General Chemistry I | 4 | General Chemistry |
| CHEM | 1212K | General Chemistry II | 4 | General Chemistry |
| CCSI | 1101 | Introduction to Computers | 3 | Computers and Data Processing |
| ECON | 2105 | Principles of Macroeconomics | 3 | Introductory Macroeconomics |
| ECON | 2106 | Principles of Microeconomics | 3 | Introductory Microeconomics |
| EDUC | 2205 | Human Growth & Development | 3 | Human Growth & Development |
| EDUC | 3306 | Education Psychology | 3 | Educational Psychology |
| ENGL | 1101 | English Composition I | 3 | College Composition I |
| ENGL | 1102 | English Composition II | 3 | Freshman English |
| ENGL | 2111 | World Literature I | 3 | Analysis & Interpretation of Lit. |
| ENGL | 2112 | World Literature II | 3 | Analysis & Interpretation of Lit. |
| ENGL | 2131 | American Literature I | 3 | American Literature |
| ENGL | 2132 | American Literature II | 3 | American Literature |
| ENGL | 2298 | English Literature | 3 | English Literature |
| HIST | 1111 | Survey of World History I | 3 | Western Civilization |
| HIST | 1112 | Survey of World History II | 3 | Western Civilization |
| HIST | 2111 | Survey of American History I | 3 | American History |
| HIST | 2112 | Survey of American History II | 3 | American History |
| FREN | 1101 | Elementary French | 3 | College French |
| FREN | 1102 | Elementary French | 3 | College French |
| FREN | 1103 | Elementary French | 3 | College French |
| GRMN | 1121 | Elementary German | 3 | College German |
| GRMN | 1122 | Elementary German | 3 | College German |
| GRMN | 1123 | Elementary German | 3 | College German |
| SPAN | 1131 | Elementary Spanish | 3 | College Spanish |
| SPAN | 1132 | Elementary Spanish | 3 | College Spanish |
| SPAN | 1133 | Elementary Spanish | 3 | College Spanish |
| BISE | 2010 | Fund of Computer Applications | 3 | Computer and Data Processing |
| MGMT | 3105 | Legal Environment of Business | 3 | Introductory Business Law |
| MGMT | 4110 | Organizational Behavior | 3 | Introduction to Management |
| MKTG | 3120 | Principles of Marketing | 3 | Introductory Marketing |
| MATH | 1111 | College Algebra | 3 | College Algebra/Trigonometry |
| MATH | 1113 | PreCalculus w/Trigonometry | 3 | Trigonometry |
| MATH\*\* | 1211 | Calculus I | 4 | Calculus w/Elementary Function |
| MATH\*\* | 2211 | Calculus II | 4 | Calculus w/Elementary Function |
| POLS\*\*\* | 1101 | U.S. & Georgia Government | 3 | American Government |
| PSYC | 1101 | General Psychology | 3 | General Psychology |
| SOCI | 2011 | Principles of Sociology | 3 | Introductory Sociology |

Credit will be awarded based on the minimum scale score recommended for passing by the American Council on Education.

\*Approved for non science majors.

\*\*If a student has passed MATH 1211 or 2211 and takes this test, he will only receive four credit hours.

\*\*\*Student must also pass the U.S. and GA History and Constitution Examination.

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