

**Georgia Southern University**

**Allen E. Paulson**  
**College of Science and Technology**



**Academic Advising Handbook**  
**2008-2009**

## **Introduction**

This Advisor's Handbook is designed to give the faculty advisor quick access to information about academic policies, procedures and curriculum information that is useful in advisement. Most of this information is also available via other resources which we encourage you to use as needed. Some of those resources include:

- Departmental Websites:
  - Check sheets
  - 4-year plans
  - 2-year course rotation
- Undergraduate Catalog: <http://students.georgiasouthern.edu/registrar/catalog.htm>
- Registrar's Website: <http://students.georgiasouthern.edu/registrar/>
- COST Advisement Center Website:  
[http://cost.georgiasouthern.edu/Advisement\\_Center/](http://cost.georgiasouthern.edu/Advisement_Center/)
- Pre-Professional Website: <http://cost.georgiasouthern.edu/PreProfWebsite/>

**We hope you find this document helpful. Feel free to contact the COST Advisement Center with comments regarding this document. We are happy to include additional information or to clarify the contents as needed.**

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## **Advisement**

### **Philosophy**

A student's satisfactory completion of a degree program is his or her own responsibility. Any system of advisement must reflect students' freedom of choice and their right to make their own decisions.

It is the institution's responsibility to provide guidance, information, and assistance to the student whenever possible. It is the institution's responsibility to see that advisors have accurate information, are concerned about students, and are accessible to students on a reasonable basis. The institution also has responsibility to provide the necessary support to those faculty members who choose advisement as an area of service and to see that good advisement is appropriately included in merit considerations.

Georgia Southern accepts the philosophy that faculty members should be involved in student advisement since they provide a necessary academic orientation to the process. It is important that students have as much direct contact with faculty as possible, and advisement is a particularly individualized avenue of communication. Advisement also provides the faculty member with a vital area of service.

### **Definition of the Role of Advisors**

Advisors should fill three roles. They should serve as a resource, providing information about university programs and institutional requirements to assist students in developing the most coherent plan for their college years. Second, they should serve as a link between students and the university community, referring them to areas of assistance and familiarizing them with the resources provided by the institution to meet their needs and goals. Finally, advisors should assist students in understanding the nature and purpose of higher education and help them develop self-direction in decision making.

### **Responsibility for Advisement**

Advisement for students who are in their freshman and sophomore years is generally provided by a combination of professional advisors and professors in advisement centers. Juniors and seniors are normally advised by faculty members in their major areas—except in the College of Education, which provides faculty mentors to majors, but continues advisement through the College of Education Student Success Center. Undeclared students are advised in the First Year Experience Office. Majors in General Studies are advised in the College of Liberal Arts and Social Sciences Advisement Center. Transients, non-degree students, Accel students (joint enrolled high school students), and post-baccalaureate students are advised in the Registrar's Office. Majors in International Studies and International Trade are advised in the Center for International Studies.

The Academic Advisement Council serves as a university-level advisory body to the Provost and academic deans. Membership is comprised of the advisement coordinators

from each college advisement center as well as other university professionals from related areas, and the Council is chaired by the Associate Provost. Advisement coordinators and faculty advisors report to their respective deans who, in turn, report to the Provost. Advisement coordinators oversee the professional advisors located in the advisement centers.

### **COST Advisement Center**

The College of Science and Technology (COST) Advisement Center offers one location for first year students to meet their academic advisor and a career services specialist. Beginning in Fall 2008 first and second year students will be seen in the center. Ten faculty advisors, two staff advisors, an advising coordinator and a career services specialist will assist the student during the transition to college life by addressing the student's concerns, providing support, resource information, and referrals as well as course scheduling.

The COST Advisement Center's (CAC) mission is to help students achieve academic and personal excellence by doing the following:

- Provide academic advisement on major requirements, course selection, and registration.
- Provide a contact on the faculty that may address concerns and provide support. Students meet with their faculty advisor twice a semester.
- Provide meaningful interaction and mentoring by faculty and other students.
- Offer on-site career services counselor.
- Offer workshops on study skills, time management, introduction to resources on campus, and other important topics that impact students.
- Promote usage of all resources that Georgia Southern University offers.
- Provide information on scholarship offered by COST departments.
- Monitor and counsel students' academic progression.

Students who started at Georgia Southern as of Summer 2007 (or after as freshmen) will be advised in the COST Advisement Center for their first two years and then by faculty in their major department beginning their third year. Students meet with their faculty advisor for academic advisement on major requirements, course selection, registration and other student concerns during two meetings each semester. Students with majors in the following areas will be advised in the COST Advisement Center: Biology, Chemistry, Geology, Geography, Mathematical Sciences, Physics, Construction Management, Civil Engineering Technology, Electrical Engineering Technology, Mechanical Engineering Technology and the Technology Options Program.

Students advised in the COST Advisement Center are required to meet with their advisor twice a semester: pre-registration and post-registration appointments. Students should schedule appointments beginning the second week of classes.

Students with 30+ credit hours or those who started at Georgia Southern prior to Summer 2007 will be advised by faculty members within their major department. Students should check their WINGS account via "[My.GeorgiaSouthern](http://My.GeorgiaSouthern)" website to find out their advisor's name.

All GTREP, RETP students should check their WINGS account to find out their advisor's name. These students will be advised by faculty members within their major department

While faculty advisors provide information and guidance, final responsibility for completion of degree requirements rests with the student. All Georgia Southern students will complete the Core Curriculum as outlined. All majors have specific mathematics and science requirements. Therefore, it is to the student's advantage to fit these specific requirements into the Core Curriculum whenever possible. In this way, both the Core Curriculum and the requirements of the major may be met.

Some of the services provided by the COST Advisement Center are:

- Academic advisement and course selection
- Change of major processing for all COST students
- Evaluating student academic records for COST requirements
- BANNER related duties: assisting students with registration problems; releasing pre-requisite holds with authorization.
- Statistical reports and analysis
- Counseling students regarding academic progression (academic intervention, probation, mid-term grade, strategies for success)
- Career counseling
- SOAR Sessions – presentations, advising, assisting with registration
- Recruitment – Open Houses

## Advising Tips

Get to know your advisee

Review the requirements for the major with the advisee

Provide accurate information so student can make informed decisions

Discuss life and career goals and how the major plays a role

Students should register for 15-16 hours per semester and plan on attending at least one summer session.

Encourage student to get involved with student organizations in his/her major

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### Preparation in Mathematics Expected for Majors in Scientific and Engineering Programs

Students who plan to major in scientific programs (biology, chemistry, physics, mathematics, secondary mathematics education, secondary science education, computer science, engineering technology, geology, geography, forestry, pharmacy, agricultural science, and environmental science) will be expected to begin their college or university studies in mathematics prepared for pre-calculus. Students in these majors who are not prepared to begin with pre-calculus will be required to take additional mathematics courses that will not count in their degree programs. (Source: Board of Regents of the University System of Georgia, Academic Handbook. Please see the following webpage for additional information.

<http://www.usg.edu/academics/handbook/section3/301-310/301-310.phtml>

Each department provides advisor training for their new faculty members. Specific information on major requirements (curriculum checklist, program of study, two-year course rotation) can be found on each department's website or

[http://cost.georgiasouthern.edu/Advisement\\_Center/](http://cost.georgiasouthern.edu/Advisement_Center/).

## **Change of Major Process**

All GSU Advisement Centers will serve as “Clearinghouses” for students changing their major to and away from their respective colleges. The following procedure has been established to assist and counsel these students.

### **Changing from a COST major to a non-COST major**

1. All students requesting a change of major should be referred to the COST Advisement Center. If the student comes to a departmental office, please call 681-0649 to arrange an appointment. Appointments are preferred but walk-ins will be accepted. Academic folders should not be released to the student.
  
2. All students should print a “what-if” degree evaluation for the new major and bring to the COST Advisement Center. The “what if” degree evaluation can be found on the student’s My.GeorgiaSouthern WINGS account, under “Student Services and Financial Aid,” by selecting “Student Records,” then “Degree Evaluation.” The student will meet with a faculty advisor in the COST Advisement Center if he/she is available. If the faculty advisor is not available, the student will meet with Lisa Vance, Kristen Ruhland or Latoya Oglesby Smith to discuss the degree evaluation, fill out exit survey and complete the change of major request form. The advisor will find out why the student has decided to change their major and ask if they would like to meet with a faculty advisor in their current major to discuss the change. In cases where the reason provided by the student is in question, the department chair will be notified prior to releasing the student to the new major. *NOTE: If the student does not provide the “what-if” degree evaluation, the faculty member or advisor meeting with the student should print the document or allow the student to print it (if faculty member does not have access to student’s transcript information) at the time of their meeting.*
  
3. The COST Advisement Center will notify the Major Department and obtain the student’s folder. (Do not release the folder to the student. All folders must be hand-delivered or picked-up.) The Major Department has 24 hours from the time of the request to deliver the folder to the COST Advisement Center.

If the student is a GSU NCAA Athlete, continue with Step 4.

If the student is not a GSU NCAA Athlete, skip Step 4 and continue with Step 5.

4. If the student is a GSU NCAA Athlete, Keith Roughton, Director of Athletic Student Services, must approve the change of major. The COST Advisement Center will notify Mr. Roughton and send a copy of the change of major form to her for approval. If the change is not approved, the COST Advisement Center will notify the student by email. If the student’s request is approved, the following steps will be followed.

5. The COST Advisement Center will deliver the student's folder to the appropriate Advisement Center for the new major within 48 hours of meeting with the student.
6. The receiving Advisement Center will be responsible for delivering the student's file to the appropriate area in their college and in consultation with the major department determine if student's request for a change of major is approved.
7. If the student is accepted, the new Advisement Center would key in the appropriate advisor (after consulting department) in BANNER and deliver the change of major form to the Registrar's office.
8. The student will be advised by the new major advisor.
9. If the student is not accepted, the receiving Advisement Center would notify the student by email to return to his original major. The student's folder would be returned to the previous Advisement Center.

**EXCEPTION:** *Students with majors in GTREP or RETP must meet with faculty in the METEET department to be "released". Student should be seen at that time by advisor (if available) or another faculty member within department since there is a 48 hour period for completing the process. Faculty in this department complete steps 1-2 and then notify the COST Advisement Center of the request. The COST Advisement Center completes the rest of the process. The department has 24 hours from the time the student makes the request to send the folder and form to the COST Advisement Center for processing.*

### **Changing from a COST Major to a COST Major in another department**

1. All students requesting a change of major should be referred to the COST Advisement Center. If the student comes to a departmental office, please call 681-0649 to arrange an appointment. Appointments are preferred but walk-ins will be accepted. Academic folders should not be released to the student.
2. All students should print a "what-if" degree evaluation for the new major and bring to the COST Advisement Center. The "what if" degree evaluation can be found on the student's My.GeorgiaSouthern WINGS account, under "Student Services and Financial Aid," by selecting "Student Records," then "Degree Evaluation." The student will meet with a faculty advisor in the COST Advisement Center if he/she is available. If the faculty advisor is not available, the student will meet with Lisa Vance, Kristen Ruhland or Latoya Oglesby Smith to discuss the degree evaluation, fill out exit survey and complete the change of major request form. The advisor will find out why the student has decided to change their major and ask if they would like to meet with a faculty advisor in their current major to discuss the change. In cases where the reason provided by the student is in question, the department chair will be notified prior to releasing the student to the new major. *NOTE: If the student does not provide the "what-if" degree evaluation, the faculty member or advisor meeting with the student should print the document or allow the student to print it (if faculty member does not have access to student's transcript information) at the time of their meeting.*

3. The COST Advisement Center will notify the Major Department and obtain the student's folder. (Do not release the folder to the student. All folders must be hand-delivered or picked-up.) The Major Department has 24 hours from the time of the request to deliver the folder to the COST Advisement Center.

If the student is a GSU NCAA Athlete, continue with Step 4.

If the student is not a GSU NCAA Athlete, skip Step 4 and continue with Step 5.

4. If the student is a GSU NCAA Athlete, Keith Roughton, Director of Athletic Student Services, must approve the change of major. The COST Advisement Center will notify Mr. Roughton and send a copy of the change of major form to her for approval. If the change is not approved, the COST Advisement Center will notify the student by email. If the student's request is approved, the following steps will be followed.
5. The student's records will be reviewed and accepted or declined by the Center's staff. Only requests for the GTREP, RETP and TOP programs will be evaluated by the department chair.
6. The COST Advisement Center will be responsible for contacting the intended new home department to receive the name of an advisor for the student. The COST Advisement Center will change the advisor in BANNER and deliver the student's folder to the appropriate COST department. The COST Advisement Center will send an acceptance email instructing the student how to make an appointment with the new advisor.
7. If the student is not accepted, the student would be notified by email. The student's folder would be returned to releasing major department.

**EXCEPTION 1:** *Students with majors in GTREP or RETP must meet with faculty in the METEET department to be "released". Student should be seen at that time by advisor (if available) or another faculty member within department since there is a 48 hour period for completing the process. Faculty in this department complete steps 1-2 and then notify the COST Advisement Center of the request. The COST Advisement Center completes the rest of the process. The department has 24 hours from the time the student makes the request to send the folder and form to the COST Advisement Center for processing.*

**EXEPTION 2:** *If a student is changing to Biology and is not a freshman, the student is asked to complete the major information sheet and return it to the Biology department office. Upon receipt of the information sheet, the department secretary will assign an advisor to the student, enter advisor into BANNER and email the COST Advisement Center with the advisor's name.*

### **Changing majors within same department**

*Example: Changing from BA to BS (or vice versa), changing from MET to EET, etc.*

1. If the student is changing the degree for the major (BA to BS; BS to BA) or changing majors within the same department, the department chair will forward

the completed change of major form and the new advisor's name to the COST Advisement Center. If the form is not sent to the COST Advisement Center, an email must be sent to Kristen Ruhland ([kruhland@georgiasouthern.edu](mailto:kruhland@georgiasouthern.edu)) with the details of the request and the new advisor's name.

***EXEPTION:** If a student is changing from GTREP or RETP major to another major within the same department (MET, EET) and is a freshman, the folder and form must be forwarded to the COST Advisement Center for advisement and processing.*

### **Changing to a COST Major for a Non-COST Student**

1. Once the student has met with the current Advisement Center, completed the change of major request form, discussed the "what if" degree evaluation, and received approval from the Athletic Advisor (if appropriate) the releasing Advisement Center has 48 hours to deliver the student file to the COST Advisement Center.
2. The student's records will be reviewed and accepted or declined by the COST Advisement Center's staff. Only requests for the GTREP, RETP and TOP programs will be evaluated by the department chair.
3. The COST Advisement Center will be responsible for contacting the intended new home department to receive the name of an advisor for the student. The COST Advisement Center will change the advisor in BANNER and deliver the student's folder to the appropriate COST department. The COST Advisement Center will send an acceptance email instructing the student how to make an appointment with the new advisor.
4. If the student is not accepted, the releasing Advisement Center and student would be notified by email. The student's folder would be returned to the previous Advisement Center.

***EXEPTION:** If a student is changing to Biology and is not a freshman, the student is asked to complete the major information sheet and return it to the Biology department office. Upon receipt of the information sheet, the department secretary will assign an advisor to the student, enter advisor into BANNER and email the COST Advisement Center with the advisor's name.*

## COST Majors

### Biology

- BA with major in Biology
- BS in Biology
- Minor
- Pre-Natural Resources Transfer Program

Biology majors should not take BIOL 1130/1110 (General Biology).

Biology majors should take BIOL 1230/1210 (Environmental Biology).

Students who matriculated prior to Fall 2007 will have the choice of which curriculum they complete. The following equivalencies should allow students to make the most parsimonious choice.

1. Student has taken BIOL 2131: gets credit for BIOL 2107
2. Student has taken BIOL 2111: gets credit for BIOL 2107L
3. Student has taken BIOL 3132: gets credit for BIOL 2108
4. Student has taken BIOL 3112: gets credit for BIOL 2108L
5. Student has taken BIOL 3133/3113: gets credit for an upper level evolution and ecology area course. Students must still take genetics (BIOL 3130).
6. Student has taken BIOL 2131/2111, BIOL 3132/3112 and BIOL 5132 (Eukaryotic Molecular Genetics): gets credit for BIOL 2107 & 2107L, BIOL 2108 & 2108L and the genetics requirement is fulfilled.

Some considerations:

1. If a student has taken Cell and BOO, but not E&E, they may complete the requirements for the new curriculum simply by taking BIOL 3130.
2. If a student has taken Cell and E&E, or BOO and E&E, they must still take either (as appropriate) BIOL 2107/2107L or BIOL 2108/2108L to fulfill the deficiency.

### Chemistry

- B.S. in Chemistry (ACS Certified)
- B.A. with major in Chemistry
- Minor

Students wishing to change their major to chemistry must have a GPA of 2.0 or better in all course work completed at Georgia Southern.

Transfer students from other institutions who wish to major in chemistry must have a GPA of 2.0 or better on all hours attempted at other institutions and at GSU.

### Construction Management and Civil Engineering Technology

- BS in Civil Engineering Technology
- BS in Construction Management

If students majoring in Construction Management want to minor in business, they need TWO additional business classes beyond what is required for the Construction Management degree.

### Geology and Geography

- BS in Geology
- BA with major in Geology
- Minor

Geology majors need to take their foundation courses (GEOL 1121/1121 and GEOL 1122 – spring only) as soon as they can so they will be prepared to take major courses offered on rotating year basis.

- BS in Geography
- BA with major in Geography
- Minor
- Minor in Geographic Information Science
  - Geographic Information Science Second Discipline Concentration

### Mathematical Sciences

- BS in Mathematics
- BS with major in Mathematics
- Minor

BS in Mathematics: designed primarily for students wishing to pursue graduate studies in mathematics, the program provides a solid background in all areas of mathematics.

BS with a major in Mathematics: The program provides a solid background in mathematics while allowing time for the student to pursue interests in other areas

### Physics

- BS in Physics
- BA with major in Physics

Studio Physics courses are linked courses (lecture and lab)

PHYS 1111/1112 – Trigonometry based

PHYS 2211/2212 – Calculus based

- Typically students find the 2211/2212 easier because they can dive into the theories rather than dance around them in 1111/1112 (trig based) courses.

Mechanical and Electrical Engineering Technology

- BS in Electrical Engineering Technology
- BS in Mechanical Engineering Technology
- BS in Manufacturing
- BS in Manufacturing with emphasis in Industry Safety
  - Minor in Industrial Safety and Environmental Compliance
  - Minor in Manufacturing
- Engineering Studies Program (GTREP, RETP, TOP)

Mechanical Engineering Technology

#### Math Sequence

1. Must have 12 credits of calculus mathematics
  - i. This can be Pre-calculus, Calculus I and Calculus II
  - ii. If students transfer from Engineering Study, they can use Calculus I, II and III
2. Pre-calculus must be completed before Statics (3<sup>rd</sup> semester)
3. Calculus I must be completed by third semester (Electrical Devices & Measures)

#### Physics Sequence

1. Students must take Physics I and II
2. Students can either take trig-based or calculus based Physics
3. The same Physics Lab I and II are used for either Trig or Calculus based physics
4. It is recommended that PHYS I be completed before Statics

#### Chemistry

1. CHEM 1145 or CHEM 1147 is currently accepted
2. CHEM 1147 is preferred
3. Chemistry must be completed before Materials Science (usually 5<sup>th</sup> semester)
4. Chemistry is recommended in the 4<sup>th</sup> semester just to balance out the load.

#### Computing

1. Currently BASIC Program is accepted CSCI 1230
2. Digital Computation is now being offered and should be emphasized over BASIC
3. Fortran is no longer acceptable

4. Computing for Engineers (ENGR 1731) is currently accepted for transfer students. This may be changed in the future. Current MET students are discouraged from taking this course if Digital Computation is available.
5. Pre-Calculus is an unofficial pre-requisite of Digital Comp.
6. The computing course must be completed before Mechatronics and Solid Modeling.

#### ENGR Transfer Equivalencies

1. Thermodynamics: ENGR 3431 can be substituted for TENS 2135. TMET 3232 (Thermodynamics II) must also be taken.
2. ENGR 3233 Mechanics of Material can be substituted for TENS 2143 Strength of Materials. The laboratory is waived, although the credit must be made up.
3. ENGR 2230 or 2231 Mechanics can be substituted for TENS 2141 Statics. The laboratory is waived, although the credit must be made up.
4. ENGR 2232 Dynamics of Rigid Bodies can be substituted for TENS 2142. The laboratory is waived, although the credit must be made up.

### Pre-Professional Programs

#### Pre-Medicine/Pre-Dentistry

- For the most up-to-date information on courses, please go to the Pre-Medical/Pre-Dental Program website: <http://cost.georgiasouthern.edu/PreProfWebsite/>

#### Pre-Veterinary

- For the most up-to-date information on courses, please go the Biology Department website: <http://www.bio.georgiasouthern.edu/index2.html>

#### Pre-Optometry

- For the most up-to-date information on courses, please to the Biology Department's website: <http://www.bio.georgiasouthern.edu/index2.html>

#### Pre-Pharmacy

- For the most up-to-date information on courses, please go to the student's major website.

# Student Organizations

## BIOLOGY



### **Beta Beta Beta**

Beta Beta Beta is a national collegiate honor society recognizing achievement in the biological sciences. This organization is dedicated to promoting involvement in research, particularly at the undergraduate level. Regular membership requires a 3.0 GPA and completion of one year of biology coursework. However, any interested student who does not meet these criteria may join as an associate member. Our chapter meets biweekly and most meetings include guest speakers. *CONTACT: Dr. Bill Irby (478-0076, [wirby@georgiasouthern.edu](mailto:wirby@georgiasouthern.edu))*

### **Parasitology Club**

The club meets weekly for informal discussions concerned with host-parasite interactions. Discussions center on research articles, proposed or in-progress research projects, and reviews of parasite-related topics. Participants also use the club meetings to practice upcoming presentations at scientific meetings. Topics include, but are not limited to, the basic biology, ecology, epidemiology, evolution, systematics, physiology, behavior and relevance of eukaryotic endoparasites, ectoparasites, bacteria and viruses. *CONTACT: Dr. Bill Irby (478-0076, [wirby@georgiasouthern.edu](mailto:wirby@georgiasouthern.edu))*

### **Evolution & Ecology Discussion Group**

The discussion group promotes lively dialog among faculty, students and staff about current research in the fields of evolution, ecology and behavior. *CONTACT: Dr. Ray Chandler (478-5657, [chandler@georgiasouthern.edu](mailto:chandler@georgiasouthern.edu)) or Dr. Lorne Wolfe (478-0848, [wolfe@georgiasouthern.edu](mailto:wolfe@georgiasouthern.edu))*

### **Student Alliance for a Green Earth**

SAGE's mission is to improve environmental awareness and responsibility by actively advocating for current environmental issues. *CONTACT: Dr. Lorne Wolfe (478-0848, [wolfe@georgiasouthern.edu](mailto:wolfe@georgiasouthern.edu))*

## CHEMISTRY

### **Southern Chemical Society**



The GSU Student Affiliates chapter of the ACS was founded to promote the field of chemistry, to participate in civic and university events, and to provide the public with knowledge of the chemical sciences. Any student studying chemistry, biochemistry, or another science at Georgia Southern University is eligible to join. *CONTACT: Dr. Michelle McGibbony (478-5919, [mdavis@georgiasouthern.edu](mailto:mdavis@georgiasouthern.edu))*

## GEOLOGY & GEOGRAPHY

### **GeoClub**



GeoClub's mission is to inform its members of local, national and worldwide environmental issues. Discussion, trips and volunteer activities are centered on geological and geographical aspects of today's world. If you like the outdoors and want to travel (near or far) to discover some of the most fascinating sites on Earth, then join GeoClub! *CONTACT: Dr. Eleanor Camann (478-5943, [ecamann@georgiasouthern.edu](mailto:ecamann@georgiasouthern.edu))*

## MATHEMATICAL SCIENCES

### **Mathematical Association of America**



The MAA Student Chapter is designed to encourage students to continue study in the mathematical sciences. It provides opportunities to meet with other students interested in mathematics and to interact with prominent mathematicians at state, regional and national meetings. Student Chapter members need not be mathematics majors; we seek to offer all students interested in exploring mathematics outside of the regular classroom a chance to challenge their intellect and learn more about the role of mathematics in our world.

*CONTACT: Dr. Jiehua Zhu (478-1470, [jzhu@gorgiasouthern.edu](mailto:jzhu@gorgiasouthern.edu)), Dr. David Stone (478-5335, [dstone@GeorgiaSouthern.edu](mailto:dstone@GeorgiaSouthern.edu)) or Dr. Pat Humphrey (478-5706, [phumphre@GeorgiaSouthern.edu](mailto:phumphre@GeorgiaSouthern.edu))*

## PHYSICS

### **Sigma Pi Sigma**

*CONTACT: Dr. Mark Edwards (478-5292, [edwards@georgiasouthern.edu](mailto:edwards@georgiasouthern.edu))*

### **Society of Physics Students**

*CONTACT: Dr. Mark Edwards (478-5292, [edwards@georgiasouthern.edu](mailto:edwards@georgiasouthern.edu))*

## CONSTRUCTION MANAGEMENT

### **Construction Management Guild**

The Construction Management Guild serves as a professional link to the construction industry. The CM Guild is a recognized student chapter of the Associated General Contractors of America, the National Association of Home Builders and the Georgia Utility Contractors Association. When students join the Guild they automatically become members of these important organizations, gaining access to their websites, conventions and monthly publications. The Guild also provides opportunities for students to network with other CM students, attend job fairs, gain hands-on experience through community service opportunities and participate in construction management competitions.

*CONTACT: Dr. Gustavo Maldonado (478-0016, Rm. 1028C Carruth Building, gmaldonado@georgiasouthern.edu)*

## ENGINEERING TECHNOLOGY



### **American Society of Civil Engineers**

The American Society of Civil Engineers (ASCE) is designed to develop leadership, advance technology, advocate lifelong learning and promote the advancement of the profession of civil engineering. *CONTACT: Dr. Nirmal Das (478-5001, ndas@georgiasouthern.edu)*



### **American Society of Mechanical Engineers**

ASME is the student chapter of an international professional society focused on technical, educational and research issues of the engineering and technology community. ASME promotes activities related to professional development, social gatherings and networking, and community service. The student section sponsors participation in the ASME Regional Student Leadership Conference and the Regional Student Conference, and ASME students have designed, fabricated and raced an off-road vehicle in the 2002, 2003 and 2004 Mini Baja Competitions.

*CONTACT: Dr. Brian Vlcek (478-5721, blvlcek@georgiasouthern.edu)*



### **Institute of Electrical and Electronics Engineers**

The IEEE at Georgia Southern University facilitates contact among students and professional engineers. The IEEE promotes the engineering process of creating, developing, integrating, sharing and applying knowledge about electro and information technologies and sciences for the benefit of humanity and the profession. *CONTACT: Dr. Youakim Al-Kalaani (478-0006, yalkalaani@georgiasouthern.edu)*



### **Society of Manufacturing Engineers**

The mission of the student chapter of the Society for Manufacturing Engineers at Georgia Southern University is to enhance student education, to provide an interface between students and industry, and to increase students' marketability in the workplace.

*CONTACT: Dr. Phillip Waldrop (478-0772, pwaldrop@georgiasouthern.edu)*



### **Society of Women Engineers**

SWE strives to serve as a driving force to establish engineering as a highly desirable career aspiration for women. SWE empowers women to succeed and advance in those aspirations, and to be recognized for their contributions and achievements both as engineers and as leaders.

*CONTACT: Dr. Shonda Bernadin (478-5006, sbernadin@georgiasouthern.edu)*

### **Eagle Motorsports**

Eagle Motorsports is an SGA-sponsored club devoted to all aspects of motor sports competition. Students sponsor car shows and racing teams. Club members typically focus on a racing capstone project that utilizes students' technical skills — in 2003 Eagle Motorsports club members participated in the Formula SAE competition in Pontiac, Michigan. *CONTACT: Dr. Brian Vlcek (478-5721, blvlcek@georgiasouthern.edu)*

## Advisement of Student-Athletes

The advisement of Student-Athletes is an extremely important part of the academic process. It is essential that the academic advisor and the Athletics Department work closely together to ensure that the Student Athlete receives quality advice consistent with her/her major and with NCAA policies. It is particularly critical that high risk Student-Athletes receive advisement that represents a coordinated effort between the academic advisor and the Athletics Department. Should any questions about a Student-Athlete's advisement arise, please contact Keith Roughton, Director, Student-Athlete Services.

For academic eligibility as well as staying on track for graduation, student-athletes must remember the difference between enrolled, attempted, earned, dropped, retake and countable hours.

Below are general facts provided the Student-Athlete Services that advisors need to remember when working with new incoming freshmen or currently enrolled student-athletes.

6 hours	Maximum number of credits/hours an athlete must earn (pass) fall and spring semesters
6 hours	Maximum number of Learning Support credits/hours a freshman can count for eligibility his/her first year.
12 hours	Minimum number of enrolled (attempted) hours to be considered a full-time student
15 hours	Typical course load per term
18 hours	Minimum number of hours an athlete must earn (pass) at the end of every spring semester. This is the total of fall and spring earned credits. Freshmen should have a minimum of 1.8 GPA
24 hours	Minimum number of hours all freshmen athletes must earn at the end of their first year. This is a total of fall, spring, and possibly summer semesters credits. Preferably the 24 hours are earned during fall and spring semesters. This requirement changes every academic year.

**Grades and Course Requirements** – Some courses have specific grade requirements and some majors have specific course requirements. If a student-athlete does not meet these requirements, then these courses may not count in his/her eligibility. Courses must be completed, passed and applicable to a major to be counted toward eligibility. The

total “earned” hours will be the number Student-Athlete Services uses to determine eligibility credits.

**Retakes** – If a student-athlete makes a “D” in a course and the major requires a “C” or better, the course will not count toward eligibility until it is retaken and passed with a “C” or better. If a student-athlete wants to repeat a course to improve the GPA and the original grade was accepted by the major, then the retake credits will not count “again” in their eligibility.

**Remedial/Review Courses** – MATH 0091, RGTE 0199 and RGTR 0198 courses will not count in a student-athlete’s eligibility even though they count in the semester hours when determining full time student status. This rule applies to most institutional courses.

When in doubt about advisement, change of major, enrollment or grades, please consult with the director of Student-Athlete Services for advice or recommendations.

Encourage your student-athlete to balance their course loads. If possible, help them select their course load based on the semester of participation in their sport.

**Time Constraints** – Due to practice, weight training, travel, etc., athletes are not able to take classes any time of the day. Typically, athletes must finish their classes by 2 p.m. However, each coach’s practice times varies so this is a general rule. Since many teams travel on Friday for competition, it is best for athletes to enroll in classes they can make up easily during their season of participation. Laboratory classes are more difficult to make up the missed work, thus student-athletes may need to schedule lab courses on Monday through Thursday and avoid Friday labs.

**Change of Major** – It is important that all student-athletes who want to change their major meet with the director or assistant director of Student-Athlete Services before completing the change of major process. When a student-athlete changes majors, and the new major does not require the courses from the first major, then this change could cause the student-athlete to lose credits and become ineligible. Currently, there is a policy that requires all advisement centers to go through Student Athlete Services before signing off on a change of major form for a student-athlete. If this policy is not enforced, some student-athletes may become ineligible without our knowledge.

**Dropping a Course** – Student-athletes cannot drop a course on-line after schedule adjustment ends. If a student-athlete needs to drop a course, the student-athlete must:

1. Pick up a drop form from Student Athlete Services
2. Ask the director or assistant director of Student Athlete Services to review and discuss any possible eligibility ramifications involved in dropping a course.

3. Meet with his/her coach to explain the reason for dropping a course. If the coach does not sign the drop form, then the student-athlete cannot drop the course. If the coach signs the drop form, the student-athlete returns to Student Athlete Services for the final signature.
4. The student takes the completed drop form to the Registrar's Office in the Rosenwald building for processing.

**Minor** – If a minor is not built into a major program's 126 credit hours, the courses required for the minor may not count for eligibility credits. It is okay for a student-athlete to work on a minor as long as these credits count in the major program, i.e. the built-in minor with the B.A. degree. The general rule is: if the course(s) is not required in the 126 or 134 hours to graduate, then these "extra" courses can not be used for eligibility. There are exceptions. Ask the student-athlete to talk to a representative in Student Athlete Services about eligibility credits for a minor when in doubt.

## NCAA ELIGIBILITY REQUIREMENTS

### SUMMARY OF THE DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS

Entering Second Year of Collegiate Enrollment	Entering Third Year of Collegiate Enrollment	Entering Fourth Year of Collegiate Enrollment	Entering Fifth Year of Collegiate Enrollment
<ul style="list-style-type: none"> <li>* 24 semester credits</li> <li>* 18 credits earned during academic year</li> <li>* 1.80 GPA</li> <li>* Six credits per term</li> <li>* A maximum of six semesters hours of remedial courses may be used in the first year</li> </ul>	<ul style="list-style-type: none"> <li>* 40% of degree requirements (50 total degree hours)</li> <li>* 18 credits earned during academic year</li> <li>* 1.90 GPA</li> <li>* Six credits per term</li> <li>* Declaration of degree program</li> </ul>	<ul style="list-style-type: none"> <li>* 60% of degree requirements (75 total degree hours)</li> <li>* 18 credits earned during academic year</li> <li>* 2.00 GPA</li> <li>* Six credits per term</li> </ul>	<ul style="list-style-type: none"> <li>* 80% of degree requirements (100 total degree hours)</li> <li>* 18 credits earned during academic year</li> <li>* 2.0 GPA</li> <li>* Six credits per term</li> </ul>

#### **Continuing Eligibility**

#### **Summer Credit Hours**

Summer credit hours may be used to satisfy the 24-credit hour requirement when certifying a student-athlete entering his/her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80 percent of degree requirements.

### **Remedial, Tutorial or Non-Credit Courses**

A student-athlete may use remedial, tutorial or noncredit courses earned during his/her first year of collegiate enrollment and when certifying a student-athlete entering his/her second year of collegiate enrollment. These courses may be used to meet the 24 semester credit hour requirement, but may not exceed six semester total credit hours.

### **Six Credit Hours**

All student-athletes, including those currently enrolled, must successfully complete at least six semester hours in the previous regular academic term of full-time enrollment **to** be eligible to participate in the next regular academic term.

## **Foreign Language Degree Requirements**

### **BA Degree Requirements in Foreign Languages**

BA degree students must complete through FORL 2002 (Intermediate II) course or its equivalent. Equivalence may be demonstrated by one of the following:

1. Secondary school background showing four (4) years or more of preparation in a single language;
2. Taking and passing a placement test which grants credit through the FORL 2002 course;
3. Written certification by the Department of Foreign Languages that the student's residence abroad, family background, or other non-academic circumstance has provided the equivalent of Intermediate II proficiency.

Students who continue the language which they began in high school may do one of the following:

- Enroll in FORL 1001 or higher and complete the foreign language sequence through FORL 2002 (Intermediate II). Students who are admitted with three or more years of preparation in a single language may want to seek higher placement through testing or advisement.
- Take a placement test for credit for FORL 2001 (Intermediate I) and/or FORL 2002 (Intermediate II). Students who receive credit for FORL 2001 but not FORL 2002 may then enroll in FORL 2002.
- Enroll in one or more elementary foreign language course(s) (FORL 1001/FORL 1002) as well as the two Intermediate level courses (FORL 2001/FORL 2002). All Accelerated Elementary and Intermediate (FORL 1060 and FORL 2060) courses count toward graduation.

The four basic sequence courses (FORL 1001, FORL 1002, FORL 2001, and FORL 2002) will count toward graduation for BA degree students who take all four courses.

The accelerated sequence (1060, 2060) allows students to complete the BA requirement in two semesters.

### BS Degree Requirements in Foreign Languages

BS degree students whose programs specify a foreign language or allow for the option of a foreign language must complete through the FORL 2001 (Intermediate I) course or equivalent. Equivalence may be demonstrated by one of the following:

1. Secondary school background showing three (3) years or more of preparation in a single language;
2. Taking and passing a placement test which grants credit through the FORL 2001 course;
3. Written certification by the Department of Foreign Languages that the student's residence abroad, family background, or other non-academic circumstance has provided the equivalent of Intermediate I proficiency.

Students who continue the language which they began in high school may do one of the following:

- Complete course work through FORL 2001 (Intermediate I).
- Take a placement test for credit for FORL 2001 (Intermediate I). Students who are admitted with three or more years of preparation in a single language may want to seek credit for FORL 2001 or higher placement through testing or advisement.
- Enroll in one or more elementary foreign language course(s) (FORL 1001/FORL 1002) as well as the Intermediate level course (FORL 2001). All Accelerated Elementary and Intermediate courses count toward graduation.

BS degree students who choose to start a language will take all three basic sequence courses (FORL 1001, FORL 1002, FORL 2001) and they will all count toward graduation.

NOTE: Intermediate I (FORL 2001) and Intermediate II (FORL 2002) may be taken concurrently with permission from the Foreign Language Department.

# Core Curriculum

## CORE CURRICULUM COURSE REQUIREMENTS

revised 03/2008

Area A	Essential Skills	Total: 9 hours
<i>A minimum grade of A-C+ will be required in all Area A courses. A more advanced mathematics course may be required for certain majors.</i>		
ENGL 1101	Composition I	3 hours
ENGL 1102	Composition II (prereq. earned credit for ENGL 1101)	3 hours
<i>One math course from the following:</i>		
MATH 1101	Mathematical Modelling	3 hours
MATH 1111*	College Algebra	3 hours
MATH 1112**	Trigonometry (with the MATH 1113 req. for most majors)	3 hours
MATH 1113***	Pre-Calculus with Lab	4 hours
MATH 1441	Calculus I with Lab	4 hours
*Credit earned for only one of these courses (MATH 1101 or 1111) can count toward graduation.		
**Units the MATH 1113 requirement for most students.		
***Credit earned for only one of these courses (MATH 1112 or 1113) can count toward graduation.		

Area B	Institutional Options	Total: 4 hours
HIST 1112	World History II: The Emergence of the Modern Global Community	3 hours
IDS 2210	Turning Points and Connections (Prereq. HIST 1112)	1 hour

Area C	Humanities and Fine Arts	Total: 6 hours
<i>OPTION 1:</i>		
<i>Choose one literature course from the following:</i>		
ENGL 2111	World Literature I (Prereq. ENGL 1102)	3 hours
ENGL 2112	World Literature II (Prereq. ENGL 1102)	3 hours
<i>Choose one humanities/fine arts course from the following:</i>		
ART 1000	Art in Life	3 hours
COMM 1110	Public Speaking (Prereq. ENGL 1101)	3 hours
FORL 1001; 1002	Elementary Foreign Language I or II	3 hours
FORL 2001; 2002	Intermediate Foreign Language I or II	3 hours
FORL 1060; 2060	Accelerated Elem I and II or Intermediate I and II*	6 hours
HUMN 2433	Classicism	3 hours
HUMN 2434	Myth in Arts and Humanities	3 hours
MUSC 1100	Music Appreciation	3 hours
PHIL 1030	Introduction to Philosophy	3 hours
RELS 2130	Introduction to Religion	3 hours
THEA 1100	Theatre Appreciation	3 hours
* only 3 credits can be used in Area C		
<i>OPTION 2:</i>		
<i>Alternative humanities sequence -</i>		
HUMN 2321	Humanities I (Prereq. or concurrent enrol - ENGL 1101)	3 hours
HUMN 2322	Humanities II (Prereq. 2321)	3 hours

Area E	Social Science	Total: 12 hours
<i>OPTION 1:</i>		
HIST 2110	The United States: A Comprehensive Survey	3 hours
POLS 1101	American Government	3 hours
ECON 2105	Economics in a Global Society	3 hours
<i>One social science elective course from the following:</i>		
ANTH 1102	Introduction to Anthropology	3 hours
GEOG 1130	World Regional Geography	3 hours
PSYC 1101	Introduction to Psychology	3 hours
SOCI 1101	Introduction to Sociology	3 hours

Area D	Science, Mathematics, and Technology	Total: 11 hours
<i>Select one course from Section 1, one course from Section 2, and one course from Section 3 below. Only two courses in the same discipline may be chosen in Area D.</i>		

Section D1	Traditional Laboratory Science Course (4 hours)	3/1 hours
ASTR 1010/1211	Astronomy of the Solar System/Lab	3/1 hours
ASTR 1020/1211	Stellar and Galactic Astronomy/Lab	3/1 hours
BIOL 1130/1110	General Biology/Lab	3/1 hours
CHEM 1140	Introduction to General/Organic Chemistry/Lab	4 hours
CHEM 1145	Principles of Chemistry I with Lab	4 hours
GEOG 1121/1110	Introduction to the Earth/Lab	3/1 hours
PHYS 1111/1113	Introduction to Physics I/Lab (Prereq. MATH 1113)	3/1 hours
PHYS 2211/1113	Principles of Physics II/Lab (Prereq. MATH 1441)	3/1 hours

Section D2	Environmental Science with Lab (4 hours)	3/1 hours
BIOL 1230/1210	Environmental Biology/Lab	3/1 hours
CHEM 1040	Chemistry and the Environment with Lab	4 hours
GEOG 1330/1310	Environmental Geology/Lab	3/1 hours
PHYS 1149	Environmental Physics with Lab	4 hours

Section D3	Mathematics, Science, or Technology Elective (3 hours)	3 hours
<i>Select one elective from any of the courses listed below or from Section D1 or D2:</i>		
<i>(NOTE: Science courses with independently numbered labs may be taken without the lab)</i>		

ASTR 1000	Introduction to the Universe	3 hours
BIOL 1331	Insects and People	3 hours
BIOL 1333	From Neuron to Brain	3 hours
BIOL 1335	Plants and Civilization	3 hours
CHEM 1030	Chemistry and Your World	3 hours
CHEM 1146	Principles of Chemistry II w/ Lab (Prereq. CHEM 1145)	4 hours
CISM 1120/1110	Computer Concepts/Applications (Non-Business Majs)	2/1 hours
CSCI 1230	Intro to BASIC Programming (Prereq. MATH )	3 hours
CSCI 1232	Intro to FORTRAN Programming (Prereq MATH)	3 hours
GEOG 1111/1110	Climate and the Landscape/Lab	3/1 hours
GEOG 1122	General Historical Geology w/ Lab (Prereq. GEOL 1121)	4 hours
GEOG 1430	Dinosaurs, Extinctions, and Disasters	3 hours
GEOG 1530	Principles of Oceanography	3 hours
MATH 1112	Trigonometry (can sub. for Math 1113 for some majors)	3 hours
MATH 1113	Pre-Calculus	4 hours
MATH 1232	Survey of Calculus (Prereq. MATH 1101 or MATH 1111)	3 hours
MATH 1441	Calculus I with Lab	4 hours
MATH 2242	Calculus II with Lab (Prereq. MATH 1441)	4 hours
MATH 2243	Calculus III with Lab (Prereq. MATH 2242)	4 hours
PHYS 1135	How Things Work	3 hours
PHYS 1112/1114	Introduction to Physics II/Lab (Prereq. PHYS 1111)	3/1 hours
PHYS 2212/1114	Principles of Physics II/Lab (Prereq. PHYS 2211)	3/1 hours
STAT 2231	Introduction to Statistics I (Prereq. MATH 1101 or MATH 1111 and for Non-Psychology Majors)	3 hours
STAT 2232	Introduction to Statistics II (Prereq. STAT 2231)	3 hours
TCGT 1530	Science, Technology and the Environment	3 hours

University Requirements	Total: 6 hours	
FYE 1220	First Year Seminar	2 hours
HLTH 1520	Healthful Living	2 hours
2 Physical Activity Courses (KINS - 1 hour each)		2 hours

## **Additional University Requirements**

### **Regents' Testing Program**

The Regents' Test is an examination that assesses the competency level in reading and writing of those students enrolled in undergraduate degree programs in University System institutions. The following statement is policy of the Board of Regents of the University System of Georgia:

Each institution of the University System of Georgia will ensure the other institutions and the system as a whole that students obtaining a degree from the institution possess literacy competence.

The Regents' Testing Program has been developed to attain this goal. The objectives of the Testing Program are:

1. to provide system wide information on the status of student competence in the areas of reading and writing; and
2. to provide a uniform means of identifying those students who fail to reach the minimum levels of competence in these areas.

### **Who Takes It**

You must take the test if any of the following conditions are met.

1. All regularly enrolled undergraduate students of Georgia Southern University;
2. Students whose native language is not English will take the test but will be tested separately and given more time (2 hours) on each component of the test under the guidelines of the International Students' Policies;
3. Students with a documented disability will take the test under provisions approved by the Student Disability Resource Center;
4. All transfer students must take the test the first term of enrollment.

### **Exemptions**

#### **Regents' Reading**

Students with SAT Reasoning Test Verbal (Critical Reading) scores of at least 510 or ACT Reading scores of at least 23 will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test. Scores must be from a national administration of the SAT or ACT.

### Regents' Essay

Students scoring 560 or higher on the Writing section of the SAT Reasoning Test, students with College Board Advanced Placement (AP) English scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, or SAT Subject Test English Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test.

### When Is It Taken

Students must take both portions of the test their first semester of enrollment unless they meet one or more of the exemptions listed above. Those who do not take the test while enrolled in ENGL 1101 cannot enroll in ENGL 1102 until they have taken the Regents' Test or satisfied the exemptions. Students are not required to pass the Regents' exam prior to enrolling in ENGL 1102. Students who do not pass the test(s) must continue taking the test(s) each term until both sections are passed. Students who fail both sections of the test are required to re-take both sections at one testing. The Testing Office will register students for the test. The tests will appear as RRE 0001 (Reading and Essay), RE 0001 (Essay only), or RR 0001 (Reading only) on students' schedules.

### Transfer Students

All transfer students must take the test during their first semester of enrollment. Those who have not passed the test before their third semester of enrollment are subject to the review course requirement if they have earned 45 or more hours. Exception: If a transfer student scores a 50 or below on the Regents' Reading Exam, they will automatically have to enroll in the Regents' Reading Review course the following semester regardless of the semester hours earned, effective Fall 2008.

### **History and Constitution (U.S. and Georgia) Requirements**

Georgia law requires that each candidate for a degree or certificate demonstrate knowledge of the history and constitution of the United States and Georgia. These requirements may be met by passing examinations offered by the Testing Office or by receiving a passing grade in certain courses. The courses and the requirement(s) each course satisfies are as follows:

- POLS 1101/1101H satisfies Georgia Constitution and United States Constitution;
- HIST 2110/2110H satisfies Georgia History and United States History;
- POLS 3330 satisfies Georgia Constitution;
- HIST 4130 satisfies Georgia Constitution and Georgia History;
- BHON 2133 satisfies United States History, United States Constitution, Georgia History, and Georgia Constitution.

Equivalent courses taken at other institutions may not meet these requirements. If a student took any of the equivalent courses listed above at an out of state college, he/she will not have satisfied the Georgia History or the Georgia Constitution requirement.

Students taking College Level Examination Program tests or Advanced Placement (AP) Program tests for POLS 1101 or HIST 2110 should be aware that credit for these exams will satisfy the U.S. components of the History and/or Constitution requirements. If the AP course was taken at a Georgia High School and credit is awarded, the student will receive credit for satisfying the Georgia components.

If the student took any of the equivalent courses or tests listed above at an out of state high school, he/she will not have satisfied the Georgia History or the Georgia Constitution requirement. Information concerning preparation classes that will prepare students should contact the Testing Office.

### **Foreign Language Requirements**

Requirements for Students Subject to CPC (College Preparatory Curriculum)-High School Graduation less than five years ago:

Students graduating from high school are subject to CPC. These students are required to complete two years of the same foreign language in high school to satisfy CPC requirements. If the CPC requirement in foreign language is not met at the time of enrollment, the student must enroll in a first foreign language course (1001) which will not count toward college graduation.

Requirements for Students Not Subject to CPC-High School Graduation more than five years ago:

Students graduating from high school more than 5 years ago are not subject to CPC. These students may count the foreign language toward graduation even though they may have completed these levels of the same language in high school.

Students who graduate from high schools outside the United States are not subject to the CPC requirements. Students whose native language is not English and have graduated from a high school in the U. S. and who have not satisfied CPC in high school may take a proficiency exam in their native language and satisfy their CPC requirement if they are proficient at the Elementary II (1002) level of their language.

### **Graduation Requirements**

Subject to the limitations and qualifications stated the Undergraduate and Graduate catalog, the requirements for the baccalaureate degree are as follows:

- Undergraduate students should have their programs of study checked with their advisors at least three terms before anticipated completion of degree and submit an "Application for Graduation." All degree seeking graduate students expecting to graduate must apply for graduation no later than the semester **before** degree requirements are expected to be completed.

- To have a degree awarded, the graduation fee must be paid and all other financial obligations or “holds” must be satisfied or removed before the end of the term that the student is planning to graduate.
- Students must earn at least 25 percent (30 semester hours) of their degree requirements in residence at Georgia Southern University. The last 30 semester hours of work must be earned at Georgia Southern University, unless an exception is made for the student to be a transient student at another institution. A student cannot complete requirements immediately following the term he/she is in attendance as a transient student at another institution unless an official transcript of transient credit is received by the Registrar prior to the end of the semester at Georgia Southern University.
- For the B.A. degree, a maximum of 30 semester hours of upper division course work in the major may be allowed to count toward the minimum of 126 hours required for graduation.
- For the B.S. degree, a maximum of 40 semester hours of upper division course work in the major may be allowed to count toward the minimum of 126 hours required for graduation.
- At least half of the courses required in the major must be taken at Georgia Southern University.
- At least nine semester hours of the fifteen required in the minor must be taken at Georgia Southern University.
- At least twelve semester hours of the eighteen required in the concentration must be taken at Georgia Southern University.
- A maximum of three semester hours may be taken under the S/U grading system within any minor.
- The total institution cumulative GPA of all courses (at least 126 semester hours) applying to the degree must be 2.0.
- A student must fulfill all major, minor and specific requirements prescribed for the degree and satisfy the legal requirements with regard to evidence of an understanding of the History and Constitutions of Georgia and of the United States.
- A student must pass the Regents’ Test as required by the University System of Georgia (see Regents’ Testing Program). Satisfactory scores or exemptions will be evidence of competence and shall satisfy the requirement. This is a requirement for graduation.
- All students will be required to complete any current requirements beyond the catalog, such as legislative, certification and Board of Regents requirements.
- Advisors may recommend course substitutions in the major when deemed necessary by submitting the request for approval to their department chair. The substitution is then submitted to the Registrar who will review each request in accordance with the Board of Regents and institutional policies.

- For students whose initial enrollment is Fall 1998 and after, GSU 1120-Methods of Learning will not apply to the degree.
- Credit for Military Science (MSCI) Courses will appear on the student's record. For students who are not pursuing a Military Science minor, four of these credit hours, either transfer or resident, may be applied toward the 126 hours required for a degree provided it meets with the approval of the appropriate advisor and department.
- A minimum grade of "C" is required in all Area A courses.
- A maximum of five physical activity courses may be applied to the 126 hours required for a degree.
- Students typically satisfy the requirements for graduation listed in the catalog when they initially enroll at Georgia Southern University. However, with the approval of their advisor, students enrolled Fall 1998 and after may elect to satisfy the graduation requirements specified in any of the catalogs in effect while they are enrolled. A change of major does not constitute a change of catalog for these students. If a major is changed after Fall 1998, students must satisfy semester major requirements. However, if a student has been out of school for ten or more calendar years and re-enters, the current catalog requirements (at time of re-entry) will apply. Any exceptions require the approval of the advisor, department chair, and dean.
- All outstanding "I" or "IP" grades must be cleared and all transcripts from other institutions must be received by the end of the term the student plans to graduate.
- Academic and financial obligations not met by the end of the term will result in the conferring of the degree the following term.

### **Family Educational Rights and Privacy Act of 1974**

**Summary:** FERPA, as this act is known, grants students the right of access to their educational records. The act also specifies what types of information can and can't be released by the University (unless otherwise requested by students). Below is a brief outline of FERPA with areas of specific interest to faculty highlighted in bold. Questions concerning FERPA should be directed to the Office of Legal Affairs.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, grants students in institutions of higher education the right of access to their educational records. The Department of Health, Education and Welfare has published regulations in the January 6, 1975, issue of the Federal Register to Implement the Act.

Georgia Southern University notifies its students annually of the type of records maintained, the official responsible for such records, by means of the student handbook, The Eagle Eye. Waivers of the right of access to the student records are specifically

prohibited, except in limited circumstances involving certain types of letters of recommendation.

### **Directory Information**

Directory information which consists of name, address, telephone number, date and place of birth, major, participation in activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institutional attended is considered public information and will be released to those requesting such information unless the student has specifically requested that the information in this category be restricted. Any student may present a written request to the Registrar and such information will not be released. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent delay in processing that publication.

### **Education Record**

“Education Record” means generally any record maintained by and for Georgia Southern University which contains information directly related to the student. However, the records listed in the following category are excluded.

### **Restricted Records**

The following records are considered restricted and are not included in the “Educational Records” noted above. They are not available for inspection by the student or his/her representative except as noted:

1. Records kept by education personnel which remain in the sole possession of the maker.
2. Law enforcement records maintained by Public Safety
3. Employment records which relate exclusively to employment
4. Records of professionals providing medical or psychological treatment to the student. However, the student may have an appropriate professional review of such records.

### **Faculty Obligation in Protecting Student Information**

Faculty members have access to a large amount of student information used for grading, advisement, counseling, and monitoring progress toward graduation. Much of this information is confidential in nature and must be protected by compliance with the Family Educational Rights and Privacy Act of 1974. Faculty should be familiar with and follow these major components of the Family Educational Rights and Privacy Act.

Under this act, Georgia Southern is required to notify its students annually of the types of records maintained and the official who is responsible for such records. This is done by means of the Georgia Southern Student Conduct Code and the Undergraduate and Graduate Catalog

Directory information consists of name, address, telephone number, date and place of birth, major, participation in activities, weights and height of athletic teams, dates of attendance, degree and awards received, and the most recent educational institutional attended. This information is considered public information and can be released to those requesting such information unless the student has specifically requested that information in this category be restricted.

Records of students who have requested that directory information be restricted are maintained by the Office of the Registrar. The Office of the Registrar displays “CONFIDENTIAL” as a message in the upper left hand corner of the SGASTDN or SHATERM forms on the BANNER information system.

Any student has the right to inspect and review his or her “education record” which means generally any record maintained by or for Georgia Southern University which contains information directory related to the student. Any student desiring to inspect his or her educational record should consult the official designated in the Student Conduct Code as responsible for that part of the record to be inspected.

### **Student Right of Access to Records**

Any student, regardless of age, who is or has been in attendance at Georgia Southern University has the right to inspect and review his or her “Education Record” within a reasonable period of time after requesting to do so (not to exceed 45 days). However, the student shall not have access to:

1. Financial records of parents
2. Confidential letters of recommendations concerning admissions placed in the record prior to January 1, 1975.
3. Letters of recommendation concerning admission, application for employment or honors for which the student has signed a waiver.
4. Transcripts received from other institutions. Students may inspect transcripts from other institutions but may not obtain copies of these records. Students may request personal copies of these records from the institutions that issued them.

Any student desiring to inspect his/her “Education Record” should consult the official designated as responsible for that part of his/her record to be inspected.

### **Release of Information in Education Records**

1. Release of personally identifiable student information will not be allowed without the written consent of the student except as follows:
2. Georgia Southern University personnel, where such persons have a legitimate educational interest and demonstrate a need to know to the official responsible for the record.
3. Officials of other schools where the student seeks to enroll. The student will be notified of the release of such information and will be provided a copy of the record if requested.
4. Representatives of Federal Agencies authorized by law to have access to education records, and student education authorities.
5. Appropriate persons in connections with a student's application for or receipt of financial aid.
6. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
7. Organizations conducting studies for the institution.
8. Accrediting Organizations.
9. Parents of a dependent student, as determined by the Internal Revenue Code of 1954, as amended.
10. Necessary persons in emergency situations to protect health and safety.
11. Persons designated in subpoenas or court orders. (Records will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable effort will be made to notify the student in advance of the compliance.)

The student may sign a FERPA waiver to release information to a designated person, such as a parent. Before releasing any information, the advisor should check in BANNER using screen SOAFOLK to determine if consent has been given. Only designated persons approved by the student will be listed on this screen.

## **Academic Policies**

### **Good Academic Standing**

A student shall be considered in good academic standing unless he/she has been excluded from the University and not readmitted. A student whose total institution GPA falls below 2.0 will be subject to the policies listed below.

### **Probation**

Probation serves as a notice that academic dismissal from the University will follow unless the quality of academic work improves and the terms of probation are satisfied...

- A student will be placed on probation at the end of any term in which the total institution cumulative GPA drops below 2.0.
- Probation status is noted on the student's transcript
- A student will be allowed to continue on probation a maximum of two successive terms of enrollment as long as he/she maintains a term GPA of 2.0 or better.
- Probation will be removed at the end of any term in which the total institution cumulative GPA reaches 2.0

If a student returns to satisfactory status (2.0 or better total institution cumulative GPA) and later falls below again, the student will again have two successive terms to reach a total institution cumulative GPA of 2.0 as long as the term GPA is at least 2.0.

### **Academic Intervention Policy**

Any student with fewer than 30 overall GPA hours and whose total institution cumulative GPA is 1.5 or below must meet the following conditions (This policy also applies to transfer students.):

1. Must enroll in no more than 13 hours until the total institution cumulative GPA is above 1.5. The typical load would be academic courses for 9 - 10 hours, GSU 1120 for 2 hours (see #2 below), and a physical activity course (KINS prefix) for 1 hour.
2. Must enroll in GSU 1120, "Methods of Learning", unless the student has completed that course with a minimum grade of "C" prior to Spring 2002, or a grade of "S". The GSU 1120 course is specifically designed to improve study skills and overall academic performance. Students who do not attend as required will receive a grade of "F".

Exceptions to this policy must be approved by the Office of the Registrar. In addition to these requirements, students are strongly urged to have regular meetings with their advisors for periodic updates on academic progress, for consultation, and for referral to appropriate support services as needed.

While on Academic Intervention, a student may pre-register for a subsequent term without being subjected to the Academic Intervention Policy.

### **Restricted Enrollment**

Restricted Enrollment only applies to a student who has not had a prior exclusion. Restricted Enrollment will occur in either of the following two conditions:

- Failure to earn a term GPA of 2.0 or better while on probation or failure to remove probation status after two successive terms of enrollment.
- When a student is enrolled in 9 or more hours of course work at the 1000 level or above, completes the term, receives grades other than “I” or “W”, fails to earn any credit for that term, and the total institution cumulative GPA is below 2.0.

A student on Restricted Enrollment will be subject to probation requirements with the probation counter starting over the first term on Restricted Enrollment. Therefore, if a student earns a term GPA below 2.0 while on Restricted Enrollment and the total institution cumulative GPA is below 2.0, or fails to earn a total institution cumulative GPA of at least 2.0 within two terms after placement on Restricted Enrollment, the student will be excluded.

The student should meet with his/her academic advisor to discuss ways to regain good standing.

### **Exclusion**

Exclusion is an involuntary separation imposed upon a student who has previously been on Restricted Enrollment and who fails to meet the terms of Probation. Exclusion results when a student in this situation either fails to earn a term GPA of at least 2.0 or fails to clear Probation by the end of two consecutive terms of enrollment. **The student must earn at least a 2.0 GPA the first term on Probation to qualify for the second consecutive term.** A first Exclusion is for one term. The summer term will be treated as any other term, including terms of involuntary separation. Any subsequent Exclusion is for one calendar year.

A student who is readmitted after Exclusion must enroll under the conditions of Probation Academic Exclusion is noted on the student’s transcript. For a student with a previous Restricted Enrollment, Academic Exclusion will also result when a student is enrolled in 9 or more hours of course work at the 1000 level or above, completes the term, receives grades other than “I” or “W”, fails to earn any credit for that term, and the total institution cumulative GPA is below 2.0.

## **Readmission**

A student who has been placed on first Academic Exclusion may apply for readmission to Georgia Southern University after remaining out for one term. After a subsequent Exclusion, a student may apply for readmission after remaining out for one year. A former student application should be submitted to the Registrar's Office for the term readmission is desired.

## **Right of Appeal**

In all matters concerning Academic Exclusion, the student may appeal by writing to the Registrar and clearly stating the basis for an appeal. The appeal will be considered by the Academic Standards Committee. A student will be allowed no more than two approved appeals to the Academic Standards Committee and no more than one approved appeal to the student's dean.

Appeal forms are available online at <http://students.georgiasouthern.edu/registrar> and must be submitted electronically. Go to "Forms on Line," scroll down to the readmission appeal form, complete the form, and submit the appeal. An appeal should be submitted as soon as possible but must be received in the Office of the Registrar prior to 4 p.m. three (3) working days before the first day of University classes for the term a student is seeking readmission to Georgia Southern University. Individuals failing to satisfy the deadline may submit their appeal for the following term.

## **Requirements after Readmission**

Following any academic dismissal and a subsequent readmission on probation, failure to earn a term GPA of 2.0 or better, or failure to remove Probation by the end of two successive terms of enrollment will result in Academic Exclusion.

## **Repeating Courses**

An undergraduate student may repeat any course and the most recent grade becomes the official grade for the course even if the most recent grade is lower. All grades will be used in computing the total institutional GPA. The total institution GPA will be used to determine academic standing and graduation GPA requirements.

## **Attending Other Colleges and Universities**

The University cannot request another institution to accept a student during any period of ineligibility at Georgia Southern University. No transfer credit will be awarded for credits earned at another institution during any period of academic or disciplinary ineligibility.

## **Transient Students**

Georgia Southern University students (with a 2.0 Georgia Southern institutional GPA) who wish to take course work at another institution and receive academic credit at the institution may do so if the following conditions are met:

1. Student is not on Academic Probation, Restricted Enrollment, Exclusion, or disciplinary dismissal (exclusion);
2. Student must complete a Transient Form (available in the Registrar's Office or at <http://students.georgiasouthern.edu/registrar/>) obtaining the approval of his/her advisor and the Registrar;
3. If the student is within the last 30 hours of graduation, the student must also obtain the written approval of his/her dean;
4. Students with learning support requirements must obtain permission from the Director of the Academic Success Center;
5. Students may be approved for transient status for only one term at a time;
6. Students must make a minimum grade of "C" to assure that the course will be accepted in transfer;
7. Students attending another institution as a transient student must request that an official transcript of course work (once the term is over) as a transient be sent to Georgia Southern University's Office of the Registrar;
8. A student who takes his/her last work for a degree as a transient student during any graduation term may not be eligible for graduation that term;
9. A student must make application to the school he/she wishes to attend;
10. International transcripts require an official comprehensive course-by-course evaluation provided by one of the following or an alternative credentials agency: World Education Services <http://www.wes.org/> or Josef Silny & Associates, Inc. <http://www.jsilny.com>.

Note: Courses taken as a transient will not be calculated in the Georgia Southern University GPA. However, transient work may affect a student's eligibility for graduation with honors.

## **Midterm Grades**

Mid-term grades of S (Satisfactory) or U (Unsatisfactory) are reported for all freshmen each term prior to the last day to drop without academic penalty. Students are able to view their mid-term grades in their WINGS accounts.

COST freshmen who receive unsatisfactory progress grades are contacted by the COST Advisement Center staff. Students are strongly encouraged to meet with a CAC advisor to determine a strategy for success in their classes. The intervention strategies may include workshops in the Academic Success Center, tutoring sessions, individual tutoring, assistance from the Student Disability Resource Center or Counseling Center, or

dropping (withdrawing from) the course if that is deemed necessary. See "Dropping (Withdrawing From) a Course" section below.

### **Dropping (Withdrawing From) a Course**

Dropping (withdrawing from) a course after the last day of registration (Drop/Add) can be done by either submitting a drop Via WINGS or completing a drop form and submitting it to the Registrar's Office prior to midnight on the last day to drop without academic penalty (this date is published in the University Calendar for each semester). Before dropping (withdrawing from) a class, it is important that the student speaks with his/her instructor, academic advisor and financial aid counselor. While there can be good reasons for dropping (withdrawing from) a course after drop/add is over, dropping (withdrawing) is often not the best option for students. The student's chances of success in the course may be better than he/she thinks. Students should also know the consequences of dropping (withdrawing from) a course for his/her degree program and financial aid. Students should contact their instructor, academic advisor and financial aid counselor before taking this step. Any student who registers for a course must either complete course requirements or officially drop before the last day to drop without academic penalty. An "F" will be assigned to any student who discontinues attending class without officially dropping (withdrawing from) the course before the last day to drop without academic penalty. With the proper procedures followed by the student, a "W" grade will be issued for any course dropped (withdrawn from) after the Drop/Add period but before the last day to drop without academic penalty. Fees will not be reduced if the course is dropped (withdrawn from) after the Drop/Add dates.

### **On-line Resources**

<b>Calendar-at-glance</b>	Important dates	<a href="http://students.georgiasouthern.edu/registrar/calendar.htm">http://students.georgiasouthern.edu/registrar/calendar.htm</a>
<b>Structure of Advisement</b>	Advisement Centers, (populations)	<a href="http://academics.georgiasouthern.edu/advisement/">http://academics.georgiasouthern.edu/advisement/</a>
<b>Policy on Student Records</b>	Student Records Policy (FERPA)	<a href="http://students.georgiasouthern.edu/registrar/regadmin/ferpa2.html">http://students.georgiasouthern.edu/registrar/regadmin/ferpa2.html</a>
<b>GPA Calculator</b>	Calculate grades needed to reach target GPA	<a href="http://www.georgiasouthern.edu/webservices/gpa/">http://www.georgiasouthern.edu/webservices/gpa/</a>
<b>Online Catalog</b>	Degree programs, Academic info, Course Descriptions	<a href="http://students.georgiasouthern.edu/registrar/2007-2008Catalog/index.htm">http://students.georgiasouthern.edu/registrar/2007-2008Catalog/index.htm</a>
<b>Student Handbook</b>	Student Handbook including Code of Conduct	<a href="http://students.georgiasouthern.edu/sta/guide/">http://students.georgiasouthern.edu/sta/guide/</a>
<b>Banner Information</b>	Overview of WINGS, class rosters	<a href="http://students.georgiasouthern.edu/registrar/regadmin/BannerInformation/banner.htm">http://students.georgiasouthern.edu/registrar/regadmin/BannerInformation/banner.htm</a>

	Common Banner Screens	See posting on: <a href="http://academics.georgiasouthern.edu/advisement/advisorresources.html">http://academics.georgiasouthern.edu/advisement/advisorresources.html</a>
<b>Data Warehouse Reports</b>	Advisees Lists	<a href="http://services.georgiasouthern.edu/datawarehouse/dwcrystal.html">http://services.georgiasouthern.edu/datawarehouse/dwcrystal.html</a>
<b>Downloadable Forms</b>	Downloadable forms for students and advisors	<a href="http://students.georgiasouthern.edu/registrar/">http://students.georgiasouthern.edu/registrar/</a>
<b>Academic Success Center</b>	Tutoring, Testing, Study Skills	<a href="http://academics.georgiasouthern.edu/success/">http://academics.georgiasouthern.edu/success/</a>
<b>Counseling &amp; Career Development Center</b>	Test Anxiety, Depression, Homesickness, Career Counseling	<a href="http://students.georgiasouthern.edu/counseling/">http://students.georgiasouthern.edu/counseling/</a>
<b>Health Services</b>	Immunization holds	<a href="http://services.georgiasouthern.edu/health/">http://services.georgiasouthern.edu/health/</a>
<b>Student Disability Resource Center</b>	SDRC Services Test Proctoring, Accomodations	<a href="http://students.georgiasouthern.edu/disability/">http://students.georgiasouthern.edu/disability/</a>
<b>Career Services</b>	Major Exploration, Job Shadow, Internships	<a href="http://students.georgiasouthern.edu/career/">http://students.georgiasouthern.edu/career/</a>
<b>First-Year Experience</b>	Major Exploration, FYE 1220	<a href="http://academics.georgiasouthern.edu/fye">http://academics.georgiasouthern.edu/fye</a>
<b>Early Alert System</b>	Mid term grades, early alerts	<a href="http://students.georgiasouthern.edu/registrar/regadmin/midterm_info.htm">http://students.georgiasouthern.edu/registrar/regadmin/midterm_info.htm</a>
<b>Residence Life</b>	Housing, roommate conflict	<a href="http://students.georgiasouthern.edu/housing/">http://students.georgiasouthern.edu/housing/</a>
<b>Transient Students</b>	Tips for advising transient students	<a href="https://adminservices.georgiasouthern.edu/transferequivalency/">https://adminservices.georgiasouthern.edu/transferequivalency/</a>
<b>Professional Development</b>	NACADA	<a href="http://www.nacada.ksu.edu">http://www.nacada.ksu.edu</a>

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Please contact the COST Advisement Center at 478-0649 if you have any questions.