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# Welcome

## Title Page

Georgia Military College Catalog

School Year 2012 - 2013 (August 1, 2012 to July 31, 2013)

The statements in this catalog are for informational purposes only and should not be construed as the basis for a contract between the student and the institution. Georgia Military College reserves the right to change any provision listed in this catalog including, but not limited to, academic requirements for graduation without actual notice to individual students. Every effort will be made to keep students advised of any such change. Students are responsible for keeping themselves apprised of current requirements by consulting this catalog.

# A Letter from the President

Welcome to Georgia Military College. We adhere to certain educational principles: that the pursuit of knowledge is deserving of sacrifice; that knowledge ought to ripen into wisdom; that whether or not one believes that human beings are the purpose of creation, they are certainly the purpose of education.

Georgia Military College was created by public act of the Georgia State legislature in 1879 and admitted its first class of students in the autumn of 1879. During its 129 years of existence, its mission has remained constant: to create educated and responsible citizens of this nation...and we have succeeded! Governors, Presidential Cabinet members, Ambassadors, Senators, Generals, and leaders in government, business, industry, and education...all are exemplars of what is taught and learned at this institution.

What each of our distinguished alumni has in common is their devotion to the core values of "Duty" "Honor" "Country." These values were the basis of the educational experience each enjoyed across a century and a quarter at Georgia Military College and they continue to serve as the basic values of each graduates' daily life. Here, for over 129 years on the historic grounds of the Milledgeville campus, GMC students sharpened their intellect and honed their core values. Today as our students make their way across the several campuses that comprise Georgia Military College in the twenty-first century, beside each walks an alumnus with whom they share the heritage embodied in the accolade "Character Above All" and the core values of three words to live by: "Duty!" "Honor!" "Country!"

It is our expectation that you will experience the same intellectual and personal growth, commitment to nation, and sense of pride that the legions of men and women who have attended Georgia Military College have manifested over the past 129 years. I applaud your decision to advance yourself and extend to you our hands to help you achieve your goals.

Sincerely,

Major General Peter J. Boylan, USA (Ret.) ,  
President

# A Letter from the Dean

Welcome to Georgia Military College and thank you for selecting us to be your learning partner. Our goal is to help you to be successful, both during the time you are here with us and after you leave. We are a learner-centered institution and our goal is to help you learn how to learn and to become independent--in other words our goal is to help you to become a life-long independent learner. This is indeed a partnership and you are the critical element. We will provide you with experiences and opportunities to help you be successful, but you must be committed. In today's world, the one constant that we can count on is change. The individuals who can learn and think on their own will be the most adaptable, the most innovative, the most forward leaning, the most valued, and the most successful people.

The faculty and staff at Georgia Military College are committed to help you. All of our faculty are trained in their discipline (mathematics, history, science, etc.) as well as in learner-centered instruction. They know their subject area and they know how to help you learn! Faculty also serve as advisors. I encourage you to get to know your advisor and utilize this person as one of your mentors as you proceed down the path toward a degree. Learn from your advisor. Learn to become more independent in selecting your classes. Go to your advisor with a plan and then listen to your advisor as he/she provides additional guidance.

Never before in our history have we had such easy access to vast amounts of information. Unfortunately not all of this information is accurate or precise. Georgia Military College is addressing this issue in two ways. One of the ways is to provide you with access to authoritative databases of information. This type of information is provided by experts in a field or discipline and it has been reviewed and approved by other experts in the field or discipline. Faculty members and our library staff will support you in your use of these information databases. A second approach to the problem of assessing the accuracy and precision of information is through critical thinking. Georgia Military College will provide you with critical thinking skills that will serve you well while in school and in your life after college.

To further support you in being successful, GMC has an Academic Support Services Division that provides free tutoring, supports the faculty advisors, does placement testing to ensure that you are placed in the appropriate level course, provides some counseling services, and it supports an early alert program to identify and support, as early as possible, students who need additional academic support.

By choosing Georgia Military College, you have taken the first step in becoming an educated and ethical member of society. Upon graduating you can leave here with the knowledge and comfort that you have been well prepared to continue with your college education toward a four-year

degree (or higher) or to enter the workforce. Throughout your journey toward graduation, please remember that you are not alone in this endeavor. Your professors, advisors, tutors, staff members, and the administration want you to be successful in reaching your goals. While you are here and even after you graduate, you will be a part of the Georgia Military College family--- a caring family, rich in tradition and history.

Sincerely,

Mike Holmes, Ph.D.  
Vice President, Academic Affairs and Dean of Faculty

# What is a Learning Based College?

A learning based college approaches education differently than other colleges. The college, both inside and outside the classroom, places greater emphasis on student learning and student mastery of set learning objectives.

This student-learning model at Georgia Military College evolves from three key stages:

1. Clearly stated student-learning objectives.
2. Explicit identification of the knowledge, skills and abilities the student is expected to acquire.
3. On-going assessment (evaluation) of what the student has learned, the effectiveness of the instruction and the service the college provides.

Each course at Georgia Military College has a learning outline (syllabus), which sets forth the specific learning objectives for each student. An explanation of how the student and the faculty member will assess the student's progress toward attaining the objectives follows the learning objectives.

The learning outcomes for each course at Georgia Military College are designed to meet specific guidelines:

- To clearly state the course objectives.
- To relate the learning objectives to life situations.
- To express those skills the student will take away from the course.

This emphasis on student learning is not only a part of the classroom experience but student-centered learning is emphasized in the college degree programs and throughout the college community. This reinforcement at multiple levels and throughout the institution ensures that the entire college community is focused on the same educational objectives.

A key element in the student's responsibility for success is to assess (or evaluate) routinely, throughout the course, whether he/she is mastering the learning objectives. Knowing where one is and where one needs to be provides you, the student, with the tools necessary to achieve success. The syllabus for each course includes guidance on assessment, which will assist you in this critical learning element.

Student responsibility also includes a set of routine behaviors that are foundations for success in college as well as in life. If you have ever had a part-time or full-time job, you are familiar with many of these routine expectations.

- Attend class, or put another way, "Come to work every day."
- Come to class on time. Most employers say, "Don't be late."
- Be prepared to accomplish your job.

Preparing to accomplish a college student's job means:

- Having read carefully the assigned readings or completed the homework.
- Bringing a notebook, pen or pencil, calculator, textbook or any other expected essential tool for the course.

- Always demonstrating respect for the opinions of others in the class.
- Fully participating in class by contributing thoughtful ideas or opinions in a respectful and dignified manner.
- Working cooperatively and faithfully with others in the group or class.
- Completing one's work in an ethical manner. This means that the work is the student's own work, not someone else's, and is given to the instructor on or before the due date.

The faculty of Georgia Military College believe that these elements are critical to successful completion of a degree at any college. That is why they have adopted them as key components of the student's responsibility in this learning community that is your college.

Georgia Military College believes that an education has two vital and integrated elements: The expansion of the intellect and the elevation of character. Given this philosophy, the college has incorporated into each course a component that focuses on ethics within the discipline under study. Ethical exercises and discussions are designed to foster the habit of ethical and critical thinking that is so essential to success, not only in college, but in any endeavor in life.

The Honor Code is an integral part of maintaining a climate of academic integrity on campus that allows the community of learners of the college to function freely and unencumbered in the pursuit of knowledge. The expectation is that we are a community of ladies and gentlemen of honor whose words, actions, and deeds reflect the highest standards of behavior. Each student is an important player in maintaining the strength of the community's integrity.

At Georgia Military College, we believe that "Character Counts." We also believe that the daily practice of strong character values that are exemplified in duty, honor and country make stronger citizens, stronger families, stronger communities and a stronger Republic. Our Republic, a beacon of liberty that is admired around the world, derives its strength solely from the character of its citizens. That is why "Character Counts."

# What is Georgia Military College?

## GMC BOARD OF TRUSTEES

Randall A. New	Chairman, District 2
George Hogan, Sr.	Vice Chairman, District 5
Carolyn T. Thomas	Secretary/Treasurer, District 1
Doris Renfro	District 3
Thomas L. Davidson	District 4
Alberto C. Martinez, Jr.	District 6
Richard Bentley	Mayor of Milledgeville

## GEORGIA MILITARY COLLEGE CAMPUS NETWORK

Director	Campus
Shana Reid	Augusta
Ron Hundley	Columbus
Deborah Condon	Fairburn
Leslie Hafer	Valdosta
Ted Ramsdell	Warner Robins

## GEORGIA MILITARY COLLEGE EXTENSION CENTERS

Director	Campus
Leigh Aldhizer	Madison
Priscilla Smith	Sandersville
Janis Anderson	Stone Mountain

## OUR HERITAGE

Georgia Military College was established in 1879, by act of the Georgia State Legislature, as Middle Georgia Military and Agricultural College, a public, independent educational institution. A Board of Trustees, elected by the citizenry of Milledgeville, was designated as the governing body for the school. In that same act, the legislature provided that Middle Georgia Military and

Agricultural College would be located on the old capitol square. This twenty-acre tract, sitting on a knoll above the Oconee River and the surrounding Georgia Piedmont, had been designated Statehouse Square when Milledgeville had been designed as Georgia's capital city in 1803. The college became the steward of the square and its Gothic Revival statehouse that had served as the state's capitol building from 1807 until 1868.

From its inception in 1879 until 1952, Middle Georgia Military and Agricultural College, renamed Georgia Military College in 1900, served as a high school for the city of Milledgeville and Baldwin County. In 1930, the Board of Trustees added the junior college program and Georgia Military College began offering associate degrees. In 1946, the school was designated as a military institution by the United States War Department and in the 1950s was designated as a Military Junior College. In 1971, with the development of distant learning centers across Georgia, Georgia Military College began a new era as a key educational presence in career and transfer programs for the citizenry of Georgia and for men and women in the armed forces of the United States.

Today, Georgia Military College is one of the fastest growing two-year colleges in Georgia. The college, in addition to its campus in Milledgeville with extension centers in Sandersville and Madison, has distant learning centers in Augusta, Columbus, Fairburn with an extension center in Stone Mountain, Warner Robins and Valdosta. The total enrollment for the college exceeds 4800 traditional and nontraditional students, who study in day, evening and weekend programs.

The Milledgeville campus is best known for its distinctive military environment, the emphasis on character education and the early commissioning program for college cadet students. Today, there are 250 resident cadet students and 900 non-cadet commuting students in the day and evening programs at the Milledgeville campus. GMC's other campuses serve over 3600 commuter students.

Georgia Military College awards three degrees: the Associate in Arts, the Associate in Science and the Associate in Applied Science, with concentrations in multiple disciplines. Each degree is organized on the liberal arts tradition of higher education with a core curriculum of humanities, natural sciences, mathematics/technology and social sciences. The curriculum is learning based, placing great emphasis on the student learner mastering a broad set of educational objectives and developing proficiency in those objectives.

Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404/679-4500) to award associate degrees.

Georgia Military College believes in both the development of the intellect and the elevation of character. Each course in each discipline includes a component focusing on ethical behavior and critical thinking. The blending of a learning-based curriculum with an ethics across the curriculum program produces a unique educational experience. This blending produces learners who are responsible, productive citizens – citizens who make a positive difference in the communities where they live and work. The continuation of this historic focus from the 1879 charter is a distinguishing characteristic of this twenty-first century educational institution.

## CAMPUSES AND BUILDINGS MILLEDGEVILLE CAMPUS

Georgia Military College's main campus is located in Milledgeville, a historic city near the center of the state, which was planned and laid out as the state's capital city in 1803. The college is easily accessible from I-75, I-16, and US 441.

### Old Capitol Building (OCB)

The Old Capitol Building served the state of Georgia, as the center of government, from 1807 until 1868. Listed on the National Register of Historic Places, the OCB was completely restored in 2000. The OCB houses the Executive Offices of the College, classrooms, faculty office space, a computer laboratory, a museum featuring Milledgeville and Baldwin County, and the replica State Legislative Chambers, circa 1860. The OCB is fully accessible to all students and the community.

### Zell Miller Hall (ZMH)

This building, the first phase of GMC's master plan of construction and renovation, was completed in 1997. A parking area lies on the north side of the building. While maintaining the integrity of the Gothic architecture of the campus, the 32,000 square foot building houses modern classrooms and laboratories for chemistry, physics, biology/microbiology, and computer science. ZMH also houses the Vice President for Academic Affairs/Dean of Faculty, Academic Support Services including placement testing and tutoring, a quiet study area, a group study area, faculty offices, and a faculty training room.

### New Academic Building (NAB)

Completed in the Fall 2004, this new academic building joins Miller Hall. On the ground level this facility offers a dining hall and Goldstein Performing Arts Center, a 407-seat facility. On the main level is a student union area as well as a snack shop, bookstore, study space, computer laboratory, 4 classrooms, and office space for the Dean of Students and the Associate Academic Dean. On the second floor, there is a chemistry and physics lab, music room, art room, 5 classrooms and college faculty offices. Each classroom and laboratory offers a state of the art learning environment, fully enhanced by the latest computer technology.

### Sibley-Cone Library

The GMC Library includes the 14,000 square-foot Sibley Cone Library in Milledgeville as well as five library facilities located at each of the Distant Learning Centers. The Sibley Cone Library contains a collection of 30,000 volumes and 2300 video recordings. The library's electronic database collection offers access to over 200 online databases which are available both on campus and remotely. These information resources provide unlimited access to over 25,000 academic journals and over 50,000 eBooks covering all the subject areas taught by the faculty.

### Baugh Barracks

Baugh Barracks is named in honor of Dr. James Baugh, GMC alumnus HS '37 and JC'39, World War II veteran of the Battle of the Bulge, and former Mayor of Milledgeville. Georgia Military College provides housing for all male and female boarding cadets in Baugh Barracks. Rooms are arranged in a series of suites with two cadets per room with an interconnecting private

bathroom. Each room has two closets, two beds, two desks, two chairs and two 3-drawer chests. All rooms have internet connectivity. The dormitory also has a computer lab, six common areas and free laundry facilities. GMC has no facilities on-campus for housing students other than cadets nor does GMC sponsor any off-campus housing. Housing is provided on the Milledgeville campus only. For photos of the barracks, visit: [http://www.gmc.cc.ga.us/page.php?page\\_id=1948](http://www.gmc.cc.ga.us/page.php?page_id=1948)

#### Parham Hall

Parham Hall, named for Georgia State Representative Bobby Parham, was completed in 1998. This facility houses the Registrar, Business Office, and Financial Aid Office.

#### Jenkins Hall

This building houses the Military Science Department.

#### Craig Field and Horace Ray Field House

Craig Field, named in honor of GMC Foundation, Inc. Chairman William Craig, HS '71, and Horace Ray Field House, named in honor of Mr. Horace Ray, serve as the home of the prep school baseball teams.

#### Couch Field

Couch Field, named in honor of Mr. T.W. Couch and in memory of Mrs. Ouida A. Couch, serves as the home of both the junior college and prep school softball teams.

#### Cordell Events Center

GMC's physical education building has approximately 30,000 square feet of floor space with basketball courts, a weight room, a band room, and general game areas for additional sports and recreation. This facility serves as a site for intramural, interscholastic, and intercollegiate activities.

#### Wilder Hall

Named for Colonel William M. Wilder, a GMC alumnus, this building is a brick and stuccoed structure which houses the Information Technology office.

#### Patton Hall

Built by cadets in 1940, a variety of occupants have called this building home. The mail room currently resides here.

#### Grant Parade

A grassy area between the Old Capitol Building and the New Academic Building used especially for parades.

#### Davenport Field

Surrounded by a concrete and tile wall, this is the home field of the GMC football teams, serves as an athletic field for college and prep school physical education activities.

#### Lake Recreational Center

A beautiful wooded setting on Lake Sinclair, a few miles north of the main campus, is equipped with boat landings, canoes, swimming area, bath house, and a large picnic pavilion.

#### The Admissions and Welcome Center

The brick building located on South Jefferson Street is home to the GMC Office of Admissions. It serves as a welcome center for visitors and prospective students.

#### The Parnell Ruark Athletic Complex

Named after Parnell Ruark, a former All-American athlete, coach, and athletic director at GMC, this building opened in July of 2003. The nearly 24,000 square foot facility houses the offices of junior college athletic personnel, the prep school athletic director, athletic laundry facilities, and five locker rooms for GMC's athletic teams. In addition, the facility houses a state of the art rifle range, weight room, training room, and team meeting rooms which double as classrooms.

#### Alumni & Development House

The White House, located at 431 South Jefferson Street, provides space for the Office of Advancement and houses the Georgia Military College Foundation.

#### The Engineering Building

The Engineering Building located on the corner of Greene and Elbert Street houses the Engineering Department for GMC.

#### Maintenance Facility

The Maintenance Facility houses maintenance shops, grounds equipment, motor pool service facility and custodial supplies. Central Shipping and Receiving is also located in this facility.

#### Sandersville & Madison Campuses

The GMC Milledgeville Campus operates Extension Center programs in Sandersville and Madison, Georgia. These centers offer GMC students in Washington County, Morgan County and the surrounding areas the opportunity to earn an Associate Degree at a center closer to home.

The Extension Center programs are designed to assist students in meeting their educational goals with class schedules that allow students to work around full-time employment. The class offerings follow the core curriculum and degree programs as outlined in this catalog. During registration at each center, the director, academic advisors, and staff from the Financial Aid and Business offices from the Milledgeville Campus meet with students at the centers to assist them in completing the registration process. Each center has a director to provide services to the students in the community on a daily basis.

The Sandersville classrooms are located at 415 Industrial Avenue, Sandersville, Georgia, which is about a quarter mile east of Highway 15. Classes are offered four evenings a week and on weekends.

The Madison campus is located one quarter mile south of I-20, Exit 114 on Highway 441 in Madison South Executive Park. Classrooms, computer labs, and offices are housed in Building B and C in the front right section of the office park. GMC-Madison offers classes four days a week during morning, afternoon, and evening hours and on weekends.

#### DISTANT LEARNING CENTERS

##### Augusta Campus

The Augusta Campus of Georgia Military College has two locations. Administrative offices and classrooms of the Martinez location are at 115 Davis Road in Martinez. This is a single story red brick building, 200 yards south of the intersection of Washington Road and Davis Road near the Washington Road K-Mart. It is just around the corner from Sam's Club on Bobby Jones Expressway near the I-20 Interchange. This location allows easy access for the majority of the students from throughout the Central Savannah River Area (CSRA). The facility has faculty and staff offices, classrooms, an Academic Resource Center, a math lab, a writing center, state of the art science and computer labs, a student lounge and ample parking.

The administrative offices of the Fort Gordon location are in the Education Center at 741 Barnes Avenue, Building 21606. Classes are held in the academic classrooms east of Brainard Avenue near the McNair Housing Area. A computer lab is also located with the classrooms.

Day, night and Saturday classes are offered. Students may take courses at either or both locations in the same quarter.

##### Columbus Campus

The Columbus Campus of Georgia Military College is located at 2601B Cross County Drive, just off Macon Road and I-185 (Exit 6). This location serves as the primary location for day, evening and weekend instruction and includes classrooms, biology and computer laboratories, e-library, tutoring center, student lounge and bookstore as well as faculty and staff offices. Abundant parking is available. GMC Columbus also maintains an administrative office at Fort Benning in Building 2613 of Soldier's Plaza. In January 2013 the Columbus campus will relocate to new facilities at 7300 Blackmon Road, just off US 80 (Exit 6).

##### Fairburn Campus

The Atlanta Campus of GMC is located in Historic Fairburn at 320 West Broad Street, Suite 200, Fairburn, GA 30213. The campus consists of two academic buildings, an administration building, and a student union. These buildings replicate the historical buildings of the past, yet they have the modern amenities and the latest technology throughout. Located just ten minutes from the Atlanta Airport, the campus provides easy access to the interstate and is located on the MARTA bus route. Students from throughout Atlanta find the location convenient for traditional as well as non-traditional students. Day, night, and weekend classes are offered for five eight-week sessions to accommodate the needs of student schedules. Parking is located to the side of the building as well as around the campus on the streets.

Free tutoring is available for students in the math lab and the writing lab. Specific subject matter tutoring is available by special arrangement, but is also free for all students. The library is

available from 8:00 am until 9:00pm Monday through Thursday. Library hours are also available on Friday, Saturday, and Sunday as posted.

The administration offices of the Fort McPherson campus in East Point are located in the Education Center on Troop Row within the base. Students may register and be advised at either location. Classes are scheduled at this location on a "classroom availability" schedule. GMC is committed to running classes at this location until this installation is closed.

The Fairburn campus will open its first extension campus in the historic district of Stone Mountain, an extension of its programs in Fairburn, Georgia. The campus is scheduled to open August 2011. Similar to services offered at the Sandersville and Madison Campuses, this center will offer GMC students in Dekalb county, Gwinnett county and neighboring areas the opportunity to complete courses towards an Associate Degree at a center closer to home. Traditional and non-traditional students are welcomed at this extension campus. The center is designed to assist students meet their educational goals with class schedules that allow students to work around full-time employment. Traditional, hybrid and online courses will be offered. Class schedules will follow the core curriculum. Located behind The City of Stone Mountain's City Hall, next door to the Sue Kellogg Library at 5325 Manor Drive, Stone Mountain, Ga. 30083. The campus is in walking distance from the main entrance to Stone Mountain Park.

#### Valdosta Campus

The Valdosta Campus of Georgia Military College provides Academic and Administrative services from two locations. The newly constructed facility located at 4201 North Forrest Street Ext. is located across the street from Dewar Elementary School and approximately 1 block north of Valdosta High School. The facility is made up of two buildings totally more than 47,000 square feet in size. The buildings house faculty and administrative offices, classrooms, computer labs, science labs, and a newly created academic advising center. Additional features of this location include a newly expanded electronic library, a learning center offering tutoring and a writing lab, a testing center, and multiple student lounge areas. Classes are offered days, evenings, and weekends. Moody Air Force Base is host to the GMC Valdosta office on base. GMC administrative services and classes are offered within the newly remodeled Education Center located at 3010 Robinson Road on Moody Air Force Base. Ample and convenient parking is provided at both locations. Also, students from both locations can take advantage of the many student activities and services provided to enhance the Georgia Military College experience.

#### Warner Robins Campus

The Warner Robins campus of Georgia Military College is located at 801 Duke Avenue off of North Davis Drive. The campus consists of an academic building, Elliott Hall, and a newly constructed administrative building. Located in Elliott Hall are classrooms, an academic resource center, computer and science labs, an E-library, tutoring and testing centers, faculty offices, and a spacious student center. Admissions, financial aid, business office, bookstore, additional classrooms, a computer lab, and staff and faculty offices are in the administrative building. GMC-Warner Robins maintains offices and offers classes on Robins AFB in building 905, the base library. Abundant and convenient parking is provided at both locations.

### Online Campus

The Georgia Military College Online Campus is headquartered on the main campus in Milledgeville, Georgia and is available 24x7 to serve the academic needs of a growing population of online learners. Through the Online Campus, Georgia Military College offers all degree programs using a robust Learning Management System. Students and faculty interact online in courses designed asynchronously to optimize anytime and anyplace learning. Online course focus on quality, flexibility, and convenience enables e-learners worldwide to reach their academic goals. Resources have been allocated and acquired as the College has developed an appropriate foundation for online learning through technology infrastructure, curriculum and instruction resources, academic and administrative support capabilities, and strategic market and financial planning. As an institution, Georgia Military College possesses the necessary strengths to provide value-added online learning to its students.

Instructional delivery methods include asynchronous and synchronous communications with the student. Utilizing the Moodle™ Learning Management System (LMS), instructional designers, curriculum managers, and faculty subject matter experts design, develop, and teach online courses based on existing classroom-based course learning objectives and master syllabi. Online courses utilize the concept of “learning objects” in instructional design to deliver rich-media content presentations as a center piece of the weekly learning cycle. Working in concert with the College’s history, increasing student access via fully online degree programs continues to provide current and future students with an instructional delivery mode that is convenient, reliable, and efficient. Close alliances with United States military personnel create a unique opportunity to better serve the academic needs of students who relocate, travel, or are temporarily deployed to geographic locations outside the service area of the College’s existing campuses. Rather than interrupt, discontinue, or move their studies elsewhere, Georgia Military College students in these situations can complete their academic work and graduate from the institution as planned.

The Georgia Military College Online Campus fully online degree programs extend the institution’s focus on teaching students how to learn so as to increase their adaptability to changing conditions. Students are taught to think critically and to have confidence in their abilities to act within a global environment. Through the Online Campus access to education, Georgia Military College also maintains a focus on student-centered learning and the preparation of the “whole individual” for the challenges of living, working, and contributing globally in the twenty-first century through the attainment of a college degree online.

# Why Should I Attend Georgia Military College?

Students choose Georgia Military College for many reasons. Many in the cadet corps either have a military tradition in their family or wish to begin such a tradition. Some of the Milledgeville campus students have a family history with the school. These students attend GMC because of the pride in the school that alumni have passed on to them over the years.

Most students become Georgia Military College students because the college offers them their best opportunity for a better, more productive life and because the college's values and educational mission speak to their personal values and goals.

The nine locations in the college community offer classes close to where students live or work. For some, on military bases, it is work as a soldier, an airman, or as a federal employee. For others, it is everyday work in a variety of jobs in the commercial segment of society. The variety of times that classes are offered provides students the opportunity to plan a schedule around work and family responsibilities. The Online Campus provides even more flexibility for student schedules. Financial aid packages and tuition rates make GMC an attractive and affordable option. Finally, the college's focus on student-centered learning and the preparation of the "whole individual" for the challenges of living, working, and contributing in the twenty-first century make its degree attainable for the student who has made such a commitment and promise to himself/herself.

All of these reasons, however, stem from the college's dedication to its purpose, mission, and educational goals. These "reasons" that students give when asked why they attend GMC are the embodiment of the college's mission.

## **Mission**

Georgia Military College is a public-independent educational institution, comprised of a junior college and a separate preparatory school, whose mission and purpose is to produce educated citizens by providing junior college students with a liberal arts based two-year undergraduate curriculum designed to support student attainment of an associate's degree and to prepare students for transfer to four-year colleges and universities, by providing selected college students with ROTC training, and by providing preparatory school students an inclusive college preparatory curriculum that includes a military training component--all in an environment conducive to the holistic development of the intellect and character of its students."

## **Purpose**

Georgia Military College will be successful in the educational development of citizens through integration of two dimensions of education: development of the intellect and elevation of character. Possession of these two dimensions, which includes the capacity to act upon one's knowledge, provides an individual the ability to function as a responsible citizen within a republic. Georgia Military College graduates shall have an appreciation for the centrality of education as a lifelong pursuit.

Georgia Military College will produce citizens who serve as role models by actively involving themselves in their communities and in the democratic process. This interaction will be accomplished by creating and continually refining formal ethics programs, providing time for reflection, and training students in right behaviors. The institution will encourage all members of the educational community—students, faculty, and staff—to work in partnership with the communities in which they live.

Georgia Military College graduates will understand the importance of and the need to respect the dignity and humanity of others. They will be sensitive to persons of diverse backgrounds with different values and ways of communicating.

Concurrent with the accelerating growth of information and derived knowledge, the focus at Georgia Military College will be to teach students how to learn so as to increase their adaptability to changing conditions. Students will be taught to think critically and to have confidence in their abilities to act within a global environment.

Georgia Military College will employ quality faculty and staff and develop facilities focused on the successful achievement of both dimensions of education. The primary focus of the faculty will be on excellence in teaching and the expansion of their knowledge and skills as teachers. The institutional staff will be student oriented and professionally competent. Facilities will reflect state of the art capabilities and will contribute directly to the creation and maintenance of the desired learning environment.

### **Educational Goals**

1. Georgia Military College students develop and demonstrate the intellectual competencies which are essential in educational and life endeavors. These include:
  - Writing competency
  - Reading competency
  - Mathematics competency
2. Georgia Military College students develop respect for self; examine attitudes, values and assumptions; and consider and accept responsibility for the consequences of their actions and decisions.

### **First Year Experience**

The First Year Experience at Georgia Military College has been designed to introduce first-year students to the resources of GMC so that they might maximize their time and opportunities here. The First Year Experience program seeks to help new students succeed academically through its cornerstone class, PER 101 or College Success, and socially through new student orientation, the Student Ambassador program, and other initiatives designed to engage the first-year student in the activities and culture of the college and to ease his transition to college and its opportunities and challenges.

Each campus has its own First Year Experience Coordinator and Student Ambassadors whose jobs are to help new students transition into the intellectual, social, and cultural life of Georgia Military College at that campus and to plan for and achieve success there and beyond.

### **Accreditation and Memberships**

Accreditation by a regional accreditation association means that a college has standards that are measured and evaluated. Regional associations send peer review teams every 10 years to check that its member colleges “measure up” to the standards that the colleges of the association have set to attain and maintain their accredited status.

Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404/679-4500) to award Associate Degrees.

The college maintains memberships in the following organizations: Association of American Colleges and Universities (AAC&U), The Association of Military Colleges and Schools of the United States (AMCSU); The National Junior College Athletic Association (NJCAA); The Georgia Collegiate Athletic Association (GCAA), and The Georgia Independent College Association (GICA)

The College is also a Charter Member of the Servicemembers Opportunity Colleges Army Degree Program and Servicemembers Opportunity College Navy Degree (SOCAD and SOCNAV). GMC is approved for certifying veterans’ benefits and is listed by the U.S. Office of Education in the Higher Education Directory.

# How Do I Become a Student?

## Office of Admissions

Milledgeville Campus

Call toll free 1-800-342-0413 or call direct (478) 387-4846

Augusta Campus:

(706) 650-5631

Columbus Campus:

(706) 478-1688

Fairburn Campus:

(678) 379-1414

Online Campus:

(478) 387-4950

Valdosta Campus:

(229) 293-6000

Warner Robins Campus:

(478) 225-0005

Extension Programs:

Milledgeville Office:

(478) 387-4905

Madison:

(706) 343-5863

Sandersville:

(478) 240-3012

Stone Mountain:

(678) 379-1387

Georgia Military College is an open enrollment institution. In keeping with the Georgia Military College mission, the admission policies of Georgia Military College are in place to serve students seeking a liberal arts based, two-year undergraduate curriculum. A potential student is considered for admission without regard to race, creed, religion, gender, marital status, disability, or national origin. Applicants meeting admission requirements are eligible for

admission as long as it is judged that the prospective student's enrollment will not be hazardous to the student or endanger the health and safety of his fellow students or others.

As appropriate, applicants are required to submit an official transcript from a regionally accredited secondary school showing graduation with a general high school diploma, an official GED score report showing successful completion of the General Education Diploma, official transcripts from colleges previously attended, an official score report of SAT or ACT scores, or an official transient letter from the institution in which the student is currently enrolled. Additional items may also be required in support of the application for admission. Each applicant is notified of specific items needed to complete the application file.

Admission to Georgia Military College is not a guarantee of admission to a particular program. Separate and sometimes higher requirements are described in this catalog for admission into specific programs. The College reserves the right to limit the number of students admitted to the College and/or to specific programs and to make decisions regarding admission to the College and to specific programs in accordance with any lawful criteria and/or procedures determined by the College or its officials whether such criteria and/or procedures are published or unpublished.

Campus tours of each GMC Campus are available and may be arranged by calling the campus directly. Although not required, it is recommended that campus tour reservations be made in advance of your visit to the campus.

Application forms may be submitted

at <https://recruiter.gmc.cc.ga.us/Datatel.ERecruiting.Web.External/Pages/welcome.aspx> or at any GMC location.

Every applicant must submit a formal application to the Admissions Office with a \$35 non-refundable application fee. After an application is submitted, each applicant receives instructions as to items needed to complete the application file and is given an admission decision as soon as possible after all information has been received. An applicant may not register for classes until all required information has been received and the applicant is fully admitted to the college. Students who have attended another college or university must disclose that information and submit transcripts from every school previously attended. It is possible that the requirement for transcripts from some institutions may be waived if it is determined the institution does not offer degree programs. Students furnishing the college with false, incomplete, or misleading information relating to their application or academic record will be subject to rejection or dismissal.

An applicant who applied but did not attend Georgia Military College within the last year and desires to be admitted to GMC for a future quarter may call the Admissions Office to request an update to the application at no additional charge. The student should also request official transcripts be sent to the GMC Office of Admissions from any other institution the student may have attended. It is possible that the requirement for transcripts from some institutions may be waived if it is determined the institution does not offer degree programs.

Applications for admission may be submitted at any of the following locations:

Milledgeville Campus  
Georgia Military College Office of Admissions  
201 East Greene Street  
Milledgeville, GA 31061  
(478) 387-4846 or 1-800-342-0413

Milledgeville Extension Center Programs in Madison and Sandersville  
Georgia Military College  
Office of Admissions  
201 East Greene Street  
Milledgeville, GA 31061  
(478) 387-4846  
Madison -(478) 387-4792  
Sandersville -(478) 387-4791

Augusta Campus  
115 Davis Road  
Martinez, GA 30907  
(706) 650-5631

Columbus Campus  
2601 Cross Country Drive Building B  
Columbus, GA 31906  
(706) 478-1688

Fairburn Campus  
320 West Broad, Suite 200  
Fairburn, GA 30213  
(678) 379-1414

Fairburn Extension Center in Stone Mountain  
5325 Manor Drive  
Stone Mountain, GA 30083  
(678) 379-1387

Online Campus  
201 East Greene Street  
Campus Box 100  
Milledgeville, GA 31061  
(478) 387-4950

Valdosta Campus  
4201 North Forrest Street

Valdosta, GA 31605  
(229) 293-6000

Warner Robins Campus  
801 Duke Avenue  
Warner Robins, GA 31093  
(478) 225-0005

### **Application Deadlines**

Each Georgia Military College campus determines its own application deadlines. Applicants are encouraged to contact the GMC campus directly to obtain the deadline for the desired term of entry. Students are encouraged to apply for admission and financial aid well in advance of the beginning of a new quarter to allow adequate time for receipt of transcripts and financial aid documentation.

### **Admission Categories**

Students seeking admission to Georgia Military College may be accepted in one of three categories. These categories are:

#### **UNCONDITIONAL ADMISSION**

An applicant admitted in unconditional status has met all stated admission requirements at the time of admission.

#### **CONDITIONAL ADMISSION**

Conditional admission is appropriate for a student that has met all admission requirements but does not meet regular academic standards and therefore must enroll in the Learning Support Services Program. This category is also used for students who transfer to GMC with a current academic standing of academic probation. Students admitted conditionally must register for a minimum of five hours during the first quarter of enrollment.

#### **PROVISIONAL ADMISSION**

Provisional admission is appropriate for students seeking admission and registration privileges before all admission requirements have been met. Provisional admission is granted on a case-by-case basis by the Vice President of Enrollment Services or by the DLC Director. Students granted provisional admission must complete a Provisional Registration Agreement prior to registration, must provide all official transcripts within ten (10) days of signing the Provisional Registration Agreement, and will not be eligible for financial aid consideration until all official transcripts have been received by GMC and it is determined that the student is eligible for admission. All fee payment deadlines must be met by the student regardless of the provisional registration agreement. Registration for any future term will not be permitted until all required documents have been submitted and the student is determined eligible to continue.

## Minimum Requirements for Regular Freshman Admissions

An applicant will be considered for freshman admission only after all the following documents have been received in the Admissions Office:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. An official transcript from a regionally accredited school of secondary school credits showing graduation with a college preparatory diploma, technical diploma, general diploma or successful completion of the GED. Students applying for an upcoming term while completing the senior year of high school should submit an official transcript showing coursework completed through the 11th grade and should then provide an additional transcript following graduation that reflects the date of graduation.

## Placement Examinations

In order for students to enroll in classes at the appropriate academic level, students are evaluated in three areas: reading, writing, and mathematics. The methods for establishing the academic level are as follows. All students (entering freshmen and transfer students) must meet these criteria.

Placement examinations in reading, English, and math skills assist GMC to best advise a student so skills can be developed to help ensure a successful academic career. Placement examination schedules are available at each GMC campus. Students are permitted to take each section of the placement exam only once.

Anyone needing an accommodation based on a disability should make their request known prior to scheduling the examination by contacting the Manager of disability Services at 478-387-4902 or [kjohnson@gmc.cc.ga.us](mailto:kjohnson@gmc.cc.ga.us).

Areas of deficiency are identified by scores students achieve on the Placement Exam. Students who place in Learning Support Services courses must earn a passing grade in each course before enrolling in credit courses in that subject area.

The Reading Skills Placement exam is administered to all entering freshmen unless they satisfy one or more of the following with scores no more than 5 years old:

SAT Critical Reading score of 510 or greater

ACT Reading score of 23 or greater

Regents' Reading exam score of 61 or greater

Transfer credit for ENG 101

Successful completion of RDG 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of RDG 099 or its equivalent at a regionally accredited college within the past two years places the student in RDG 099.)

Successful completion of RDG 097 or its equivalent at a regionally accredited college within the past two years places the student in RDG 099. (Unsuccessful attempt of RDG 097 or its equivalent at a regionally accredited college within the past two years places the student in RDG 097.)

COMPASS scores (without any course attempts) may be used for up to two years from test date.

The GMC Writing Skills Placement Exam is administered to all entering freshmen unless they satisfy one or more of the following with scores no more than 5 years old:

SAT Essay score of 560 or greater

SAT Essay score of 500 or greater AND SAT Critical Reading score of 510 or greater

ACT English score of 24 or greater

ACT reading exemption score of 23 or greater and ACT English score of 22 or greater

Transfer credit for ENG 101

Successful completion of ENG 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of ENG 099 or its equivalent at a regionally accredited college within the past two years places the student in ENG 099.)

Successful completion of ENG 097 or its equivalent at a regionally accredited college within the past two years places the student in ENG 099. (Unsuccessful attempt of ENG 097 or its equivalent at a regionally accredited college within the past two years places the student in ENG 097.)

COMPASS scores (without any course attempts) may be used for up to two years from test date.

The GMC Mathematics Placement Exam is administered to all entering freshmen unless they satisfy one or more of the following:

SAT Math score no more than 5 years old of 450 or greater

ACT Math score no more than 5 years old of 18 or greater

Transfer credit for MAT 106/109 or higher

Successful completion of MAT 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of MAT 099 or its equivalent at a regionally accredited college within the past two years places the student in MAT 099.)

Successful completion of MAT 097 or its equivalent at a regionally accredited college within the past two years places the student in MAT 099. (Unsuccessful attempt of MAT 097 or its equivalent at a regionally accredited college within the last two years places the student in MAT 097.)

Successful completion of MAT 096 or its equivalent at a regionally accredited college within the last two years places the student in MAT 097. (Unsuccessful attempt of MAT 096 or its equivalent at a regionally accredited college within the last two years places the student in MAT 096.)

COMPASS scores (without any course attempts) may be used for up to two years from test date.

## **Transfer Admissions**

All persons seeking admission who have been previously enrolled in one or more institutions of higher education must submit the following items to the Georgia Military College Admissions Office:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. An official transcript sent directly from each and every college, technical school or university previously attended. Students applying for admission at GMC while still enrolled at another college or university must provide an official preliminary transcript showing work completed to date and then provide an official final transcript at the conclusion of the last term of enrollment. Official transcripts must note the student's academic standing. Students transferring from institutions that do not post academic standing must request a statement of academic standing from the Registrar's Office at their previous institution(s).
4. Applicants who have completed fewer than 10-quarter hours of regular college-level work must also meet all requirements for freshman admission.
5. Applicants who have not completed English 101 and Math 106/Math 109 or higher with a grade of "C" or better must take the placement examination unless they have completed the appropriate Learning Support Services course with a "C" or better at their previous institution and are prepared to enter English 101, Math 106 or Math 109. See "Placement Examinations" for additional information.
6. Students must be eligible to return to their previous institution immediately (i.e. not on exclusion, suspension or dismissal). Students seeking admission at GMC following exclusion from their previous institution must provide adequate documentation to explain the grounds for exclusion. Those students who have been excluded may petition for admission at GMC following a one-term break in enrollment. See "Admission on Exclusion" for additional information.
7. Students' academic progress at the prior institution will be evaluated by the GMC Standards of Satisfactory Status and may result in a warning or probation status at the time of admission as well as impact access to available financial aid.

## **Transfer of Credit**

Credits earned in college-level courses at universities accredited by a regional accrediting association may be fully transferable according to the general admission policies for transfer students. Credits will be accepted as follows:

1. Georgia Military College may award transfer course credit for work completed at other regionally accredited colleges in which a grade of "C" (2.0) or better was earned. Such credit will be awarded based upon comparability of the course(s) with existing GMC credit course

offerings, degrees and majors. Students planning to continue their studies for a more advanced degree in science or technology must consult with their advisor to determine if credit transferred in these areas is appropriate considering that the pace of research or technology may have overtaken its content. If such a determination is made a petition should be submitted to the Associate/Assistant Academic Dean to have the transferred credit removed from the student's active degree program and their Georgia Military College transcript so the student may retake the course.

2. Georgia Military College will only award transfer credit for up to 67.5 quarter hours. In meeting this requirement transfer credits are awarded into the core curriculum first and the student's declared degree concentration second. Additionally courses that have GMC equivalent take precedence over courses that do not have a GMC equivalent and are therefore transferred first. Students may request an exemption to this policy by petition to Vice President of Academic Affairs/Dean of Faculty.
3. Credit earned at regionally accredited technical colleges may be accepted depending on the student's degree program, level of courses at the technical college and the accreditation level of the technical college. See the [Technical College Credit Policy](#) for more information.
4. Learning Support Services class completion at regionally accredited technical colleges may be used to assist in determining placement level. These courses are not transferable for credit into a degree program.
5. Upper division courses (those numbered above 299 that reflect junior/senior level classes) generally are not transferable but may be accepted with petition approved by the Vice President for Academic Affairs/Dean of Faculty under extenuating circumstances.
6. The PER 101 course (College Success) is required for all degree-seeking students, except those transferring 36 or more quarter hours into GMC in good academic standing according to GMC standards of academic progress, and must be completed during a student's first term of enrollment at GMC.
7. Students transferring from a semester system institution will have credit converted by multiplying semester hours by 1.5. Example: 3-semester hour course  $\times 1.5 = 4.5$  quarter hours. Students transferring courses may use a course transferred into GMC to satisfy corresponding course requirements in a GMC degree track. Typically, students will be required to take additional course work in order to complete degree quarter-hour requirements. Students may also petition the Associate/Assistant Academic Dean regarding credit shortfalls due to transfer credits.
8. Military training/experience and schooling will be evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide.
9. Formal military training will not be transferred or credited toward ROTC courses. ROTC courses at other colleges may be transferred toward a GMC degree.
10. Military personnel on active duty under a SOCAD agreement with Georgia Military College will be considered in continuous enrollment in pursuit of their degree until the degree is conferred or until a student transfers to another institution. Military personnel who leave active duty are allowed six (6) months to reestablish active pursuit of their degree by attendance at GMC or by transfer of courses earned at another institution to GMC. If a former SOCAD member does not reestablish his/her degree pursuit within six (6) months, and later returns to take course work, he/she will be readmitted under the catalog in effect at the re-entry date.
11. SOCAD and SOCNV students may transfer 15 quarter hours of the GMC residency requirement from another accredited SOCAD or SOCNV college. This is in addition to the 67.5 quarter limit for a total of 82.5 quarter hours.

## Technical College Credit Policy

Georgia Military College accepts college level credit from Commission on Colleges (COC) accredited technical colleges under the policy set forth below.

### Mini Core Program

<u>Mathematics</u>	<u>GMC Mathematics Equivalent</u>
MAT 190 Intro to Mathematical Modeling	MAT 106 Math Modeling
MATH 1101 Math Modeling	MAT 106 Math Modeling
MAT 191 College Algebra	MAT 109 College Algebra
MATH 1111 College Algebra	MAT 109 College Algebra
MAT 194 Pre-Calculus	MAT 112 Pre-Calculus
MAT 1113 Pre-Calculus	MAT 112 Pre-Calculus
MATH 1127 Intro to Statistics	MAT 200 Applied Statistics
<u>English</u>	<u>GMC English Equivalent</u>
ENG 191 Composition & Rhetoric I	ENG 101 Composition I
ENGL 1101 Composition & Rhetoric	ENG 101 Composition I
ENG 193 Composition & Rhetoric II	ENG 102 Composition II
ENGL 1102 Literature & Composition	ENG 102 Composition II

If the student is in an associate degree program at a COC accredited institution, GMC will accept credit as allowed based on our [standard policies for course transfer](#).

GMC **does not** accept academic credit (with the exception of the Mini Core Program) earned in diploma or certificate programs from any community college or technical college **regardless of accreditation standings**.

### Residency Requirement

All students must successfully complete a minimum of 25 percent of the quarter hours required for a degree and maintain a 2.00 GPA for those courses through instruction offered at Georgia Military College in order to satisfy residency requirements. (SOCAD and SOCNAV students may transfer 15-quarter hours of the GMC residency requirement from another accredited SOCAD or SOCNAV college).

## **Veterans**

Georgia Military College recognizes that there are many advantages for educational advancement while serving in our nation's armed forces. To enable students to apply such training in formal education programs leading to academic degrees, Georgia Military College will grant credit according to the recommendations contained in *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

## **Servicemembers Opportunity College (SOC)**

GMC has been identified as a Servicemembers Opportunity College (SOC) providing educational assistance to active duty service members. A SOC institution offers the following benefits for service members:

- A. Use of admission procedures that ensure access to higher education for academically qualified military personnel and their dependents;
- B. Evaluation of learning gained through military experiences and academic credit awarded when applicable to the service member's program of study;
- C. Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the service member's program of study;
- D. Flexibility to service members in satisfying residency requirements by making adjustments for military students who transfer when there are other assurances of program balance, and to develop policies and procedures appropriate to the scope of their voluntary educational programs.

The College is also a charter member of the Servicemembers Opportunity College Army Degree Program (SOCAD) and SOCNAV (the Servicemembers Opportunity Colleges Navy Degree) Network. The Network was established by the American Association of State Colleges and Universities at the request of the U.S. Army and Navy to serve military enlisted personnel and dependents. GMC and other participating colleges in the Network offer a flexible degree program in General Studies. Military personnel can complete degree requirements by taking courses at other Network colleges. For information about the program, contact the SOC counselor at the military installation or the Distant Learning Center Director.

## **Non-Traditional Credit Transfer**

Students may be allowed credit for non-traditional experience with a maximum ceiling of 65 hours.

1. CLEP General Examinations: A maximum of 45 quarter hours of non-traditional CLEP credit may be awarded for the general examination using the American Council on Education (ACE)

recommended score. CLEP credits apply as follows:

Test 1 English 101 with essay 5 quarter hours (English 101 Credit Only)

Test 2 History 121 5 quarter hours

Social Science elective 5 quarter hours (Georgia History examination must be taken and passed to meet GMC graduation requirements.)

Test 4 Art 5 quarter hours

Literature elective 5 quarter hours

2. Experiential Credit: College credits will be granted for formal service schooling, basic training, and certain civilian occupations schools in accordance with recommendations made by American Council on Education Guide for Experiential Credit toward requirements for the specific degree in which the student is enrolled. Credit will not be accepted for core or concentration areas for science laboratory courses.

3. CLEP Subject Exams, USAFI/DANTES: Courses and/or examinations will be evaluated based on ACE recommendations and scores. To receive credit for a course, the student's score must be ranked in the 50 percentile or above using sophomore norms.

4. Correspondence courses: courses successfully completed at regionally accredited colleges/universities will be accepted.

5. Advanced Placement: Credit will be awarded to those entering freshmen who have participated in the Advanced Placement program and received a score of 3 or above in the applied discipline.

6. Exception: Non-traditional and traditional credit cannot be duplicative. If non-traditional credit is at the same level as traditional credit, the non-traditional credit cannot be used.

7. Transcript Notation: The notation "CE" (credit by examination) will be entered on the GMC transcript but with no notation of credit points.

8. Community College of the Air Force: a student may be considered a transfer student on the basis of Community College of the Air Force (CCAF) work completed after July 19, 1978.

9. Fraudulent Information—transfer credits awarded by GMC based upon fraudulent information on admission documents will be withdrawn and the student will be subject to dismissal.

### **Admission of Students on Exclusion - Transfer Students**

Admission to GMC may be granted to any student on academic exclusion, dismissal or suspension upon the following conditions:

1. current application is on file
2. submission of a student petition showing reasons to consider admission,
3. the availability of valid academic transcripts for review,
4. an intervening term of one quarter between the last term of academic exclusion status and the proposed term of admission.

Students excluded for reasons other than for academic performance must provide adequate documentation explaining the circumstances of the exclusion.

The student petition for admission for transfer students will be reviewed by the Assistant Director of Academic Support Services or the designated official at the Distant Learning Center and approved by the Vice President for Enrollment Services or Distant Learning Center Director.

If admitted, the student is required to attend academic counseling and complete the Academic Seminar.

Students who have not successfully exited remedial or developmental study deficiencies will be required to enroll in the corresponding LSS courses at GMC in the first term.

Students' academic records will be evaluated according to the GMC Standards of Satisfactory Progress and may result in a warning or probation status at the time of admission.

A transfer student admitted from exclusion may or may not be eligible for financial aid. See the section ["How Can I Pay for This?"](#) for more information.

### **Admission of Students on Exclusion - Former GMC Students**

The student petition for a Georgia Military College student, who is under exclusion status and seeking readmission, will be reviewed by the Assistant Director of Academic Support Services or the designated official at the Distant Learning Center and approved by the Associate/Assistant Dean at the campus.

To re-enter on a probationary status, a student must successfully complete ten hours over two successive terms or ten hours within one term, earning a quarterly GPA of 2.00 or better. To remain in school, the student must continue to make a 2.00 quarterly GPA, or better, until he/she returns to good standing. If the student does not maintain the 2.00 GPA, the student will again be excluded for one quarter. A student who has been excluded twice, readmitted and then fails to make progress sufficient for removal from probation will be excluded for a period of one academic year.

Any excluded student must petition the Associate/Assistant Academic Dean for permission to re-enroll at Georgia Military College and if readmitted, attend academic counseling and complete the Academic Seminar.

Former GMC students returning from exclusion are not eligible for financial aid until they have successfully completed ten hours of credit. See the section [“How Can I Pay for This?”](#) for specific details.

### **Academic Seminar**

As a condition of admission and continued enrollment, students admitted from exclusion must complete the Academic Seminar provided by the Department of Academic Support Services. This seminar is designed to assist the student in successfully attaining his academic good standing within the conditional period.

Students are encouraged to complete the Seminar prior to their enrollment and must complete the Seminar by the mid-term of the first term of enrollment. Failure to complete the Seminar will result in the inability to register for future quarters.

Click for more information on [Exclusion status](#).

### **Readmission of Former Georgia Military College Students**

A former GMC student who has had a break in attendance at GMC that has not exceeded a 12-month period of time may call the GMC Admissions Office to update his or her application. The student should also request that official transcripts from any other institution the student may have attended since attending GMC be sent to the Admissions Office. Students who have attended another college or university since leaving GMC must meet all requirements for transfer student admission. A student wishing to return must give the Admissions Office sufficient notice to allow action by the appropriate Dean, if necessary. Students who have not attended GMC within the past 3 years should check with the GMC Office of Admissions to ensure that all official transcripts submitted previously are still in file. All transcripts not in file must be re-submitted.

### **Transient Students**

Transient status means that a student is admitted to Georgia Military College for a specified period of time, normally a single term, with the understanding that the student is to return to the prior college at the opening of the next term. Transcripts of college work completed elsewhere are not usually required of such applicants, since they are not admitted to full standing at Georgia Military College. An applicant who is enrolled in another college or university and meets minimum Georgia Military College freshman or transfer admission requirements may seek a one-term admission to Georgia Military College.

The following documents and fees are required:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. An official letter from the registrar of the institution in which the student is regularly enrolled indicating eligibility to return and recommending admission to Georgia Military College as a transient student to complete specific course work.

4. A copy of Service Members Opportunity College (SOC) agreement from parent institution.  
Note: Veterans must also submit proof of enrollment certification from the parent college.

Transient students may not take directed study or independent study at Georgia Military College.

### **Senior Citizen Student Admission**

Georgia residents 62 years of age or older who meet regular freshman or transfer student admission requirements, may register for classes on a space available basis and either audit or receive credit without payment of tuition and fees except for textbook fees.

### **Non-Degree Seeking Students**

Non-degree seeking students are allowed to attend GMC and earn a maximum of 15 credit hours. These students must follow general admission guidelines and placement testing guidelines. Students admitted as non-degree seeking students must meet the prerequisites for each course they choose to take. Waivers for these requirements may be granted on an individual basis for students who have completed an Associate's degree or higher by petitioning the Associate/Assistant Academic Dean at that campus. After the completion of 15 credit hours, the student must select a degree program. Non-degree seeking students are ineligible for financial aid.

Students who have an undergraduate bachelor's degree and are taking courses for purposes such as recertification may do so by submitting an official transcript from the last college attended.

### **Auditors**

Students who are admitted as freshman, transfer, or non-degree seeking students may register as auditors. Students wishing to enroll as auditors must:

1. Meet the prerequisites for any course requested.
2. Pay all fees and one-half of tuition (unless a senior citizen).
3. Petition the Associate/Assistant Academic Dean at that campus.

Auditors are registered on a space available basis and are not allocated a seat in class until all students have registered. Auditors will not receive a grade or credit for any course taken as an auditor.

Note: Veterans will not be certified for payment from the VA for audit courses.

### **Joint Enrollment/Early Admission (ACCEL)**

Georgia Military College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) an early admission program in which the student enrolls as a

full-time student following completion of the junior year in high school. Minimum admission standards for both the joint enrollment and early admission programs are listed in the following sections.

### **ACCEL Payment at Georgia Military College**

The ACCEL maximum award is \$4,000 per academic year (\$1334 for Fall quarter, \$1333 for Winter quarter, and \$1333 for Spring quarter) for students enrolled in at least 12 quarter hours (full-time) at the post-secondary level at GMC. The award amount is prorated for students enrolled at the post-secondary level for 1 through 11 hours (part-time), at \$111.11 per quarter hour. ACCEL payment is available only to those students who are classified as legal residents of Georgia according to residency regulations promulgated by the Georgia Student Finance Commission. The student must meet federal Selective Service registration requirements and must not owe a refund on a State of Georgia student financial aid program.

### **Admissions Standards: Joint Enrollment and Early Admission**

Students seeking joint enrollment or early admission must provide the following:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. Minimum combined SAT score of 970 critical reading and math sections or minimum ACT composite score of 20. Additionally, the student must have the following individual scores:
  - a. Minimum 450 SAT Critical Reading or 18 ACT Reading
  - b. Minimum 450 SAT Essay or 18 ACT English
  - c. Minimum 450 SAT Math or 18 ACT Math
4. Minimum cumulative high school grade point average of 3.0 on a 4.0 scale in courses taken from the required high school Curriculum units.
5. Written recommendation of high school principal or counselor.
6. Written consent of parent or guardian (if the student is a minor).

### **Acceptance of Transfer Credit: Joint Enrollment**

Freshman seeking admission to a USG institution can expect that the college credit earned at a COC-accredited institution prior to high school graduation will be considered as transfer credit if the prospective student meets the USG institution's regular admission requirements.

### **Joint Enrollment of GMC Prep School Students (Milledgeville Campus)**

1. There is no added expense to GMC Prep School students who are enrolled in the Joint Enrollment program at the Milledgeville campus.
2. GMC Prep School students must successfully complete the following social studies courses to receive prep school credit:

PLS 101 Introduction to American Government  
HIS 101 World Civilization I

3. GMC Prep School students must successfully complete the following courses to receive prep school credit:

ENG 101 Composition I  
ENG 102 Composition II

4. A Joint Enrollment student will be eligible to receive any prep school English or social studies awards in which four years of prep school English or social studies is a prerequisite for the award.
5. The Joint Enrollment student's prep school grade point average will include courses taken through the Joint Enrollment program.
6. Once a student enters the Early Admission program, he/she is no longer considered a prep school student but can transfer college courses to receive prep school credit.
7. Once a student enters the Early Admission program, he/she may return to the prep school program, but with scheduling modifications and only after approval from the prep school principal or counselor.
8. A student must enter the Joint Enrollment program at the start of the academic school year with parent and prep school principal or counselor approval as well as with consent of the Vice President for Academic Affairs and Dean of Faculty.
9. A student may withdraw from the Joint Enrollment program within the first week of scheduled classes in the fall quarter and may not be readmitted, except under extraordinary circumstance, and then only with the approval of the prep school principal or counselor.

The Vice President for Academic Affairs and Dean of Faculty must also give consent for a student to return to the Joint Enrollment program following withdrawal.

10. Once enrolled in the Joint Enrollment Program, the student must abide by the class attendance policy and the academic calendar for the class in which he/she is enrolled.

### **Joint Enrollment of Home-Schooled Students**

Home-schooled students wishing to participate in the joint enrollment program must submit official documentation indicating compliance with the following criteria:

1. A \$35 non-refundable application fee
2. A properly completed official application form
3. Minimum combined SAT score of 970 critical reading and math sections or minimum ACT composite score of 20. Additionally, the student must have the following individual scores:  
  
Minimum 450 SAT Critical Reading or 18 ACT Reading  
  
Minimum 450 SAT Essay or 18 ACT English  
  
Minimum 450 SAT Math or 18 ACT Math
4. A list of courses completed
5. A bibliography of textbooks and/or assigned readings used
6. A writing sample
7. Written consent of the parent/guardian.
8. Receive approval from the Vice President for Academic Affairs and Dean of Faculty.

#### **Home-Schooled Student Admissions**

Admission of home-schooled students or graduates from non-accredited high schools must submit official documentation indicating the student meets the following criteria to be considered for admission as a beginning freshman:

1. A \$35 non-refundable application fee
2. A properly completed official application form
3. Combined SAT critical reading and math score of at least 920 or an ACT Composite score of 19
4. A list of courses completed
5. A bibliography of textbooks and/or assigned readings used
6. A writing sample.

#### **OR**

1. Successful completion of the GED.

### **International Student Admissions Regulations**

International students must apply for admission through the GMC Office of Admissions. The following regulations apply:

1. International applicants must complete all parts of the application for admission.
2. To be considered for admission, international applicants must have achieved a level of education at least equivalent to high school graduation in the United States.
3. Applicants must present official transcripts (certified or attested) in the original language, as well as official translations in English (certified or attested) of all high school/secondary school and all college/university level work. It is recommended that an official translation of education documents be provided by World Education Services or through J. Silny Associates.
4. If English is not the official language of the student's home country, an official Test Of English as a Foreign Language (TOEFL) score report must be provided.

A minimum score of 460 (paper-based test), 140 (computer-based test) or 48 (Internet-based test) is required for admission.

- i. Those students whose official TOEFL score is between 460-499 (paper-based test), 140-173 (computer-based test), or 48-61 (Internet-based test) will be required to enter the Learning Support Services English and Reading programs.
  - ii. Those students scoring 500 (paper-based test), 173 (computer-based test), or 61 (Internet-based test) or above will be allowed to enroll in standard college-level courses provided the student has passed the English and Reading placement test administered to all incoming students.
  - iii. International students are subject to the [placement examination criteria](#).
5. International applicants must present evidence of adequate and assured financial resources for the entire time the student will attend GMC (complete the GMC Declaration of Finances form).
  6. International students wishing to reside on the Milledgeville Campus to be a member of the Corps of Cadets must secure from his/her Embassy a letter of permission to become a cadet and participate in the Reserve Officer Training Corps.
  7. A copy of the student's passport/visa must be provided to the Admissions Office (Milledgeville Campus) within 10 days of enrollment.

#### International Students Registered through the Online Campus

International students wishing to take coursework through the Georgia Military College Online Campus while residing outside the United States must meet the following criteria:

1. International applicants must complete all parts of the application for admission.

2. To be considered for admission, international applicants must have achieved a level of education at least equivalent to high school graduation in the United States.

3. Applicants must present official transcripts (certified or attested) in the original language, as well as official translations in English (certified or attested) of all high school/secondary school and all college/university level work. It is recommended that an official translation of education documents be provided by World Education Services or J. Silny Associates.

4. If English is not the official language of the student's home country, an official Test Of English as a Foreign Language (TOEFL) score report must be provided.

A minimum score of 460 (paper-based test), 140 (computer-based test) or 48 (Internet-based test) is required for admission.

- i. Those students whose official TOEFL score is between 460-499 (paper-based test), 140-173 (computer-based test), or 48-61 (Internet-based test) will be required to enter the Learning Support Services English and Reading programs.
- ii. Those students scoring 500 (paper-based test), 173 (computer-based test), or 61 (Internet-based test) or above will be allowed to enroll in standard college-level courses provided the student has passed the English and Reading placement test administered to all incoming students.
- iii. International students are subject to the [placement examination criteria](#).

International students taking courses through the GMC Online Campus while residing outside the United States will not be issued an I-20.

### **Returning Students**

Graduates of the Georgia Military College, or other regionally accredited institutions, may return to college with GMC for the purpose of continuing their education. These students may only apply courses listed in the GMC core curriculum to the second degree and all of the concentration courses must be composed of courses not previously taken and passed for academic credit toward a degree or as an elective and reflected on the official transcript. Students returning under this policy will come under the catalog in operation at the time of readmission. This policy is not subject to appeal.

### **New Student Orientation**

New student orientation is a structured program that offers new freshmen and transfer students the opportunity to establish a link with faculty and staff and to become familiar with facilities at the student's chosen GMC campus location. Topics typically discussed during orientation sessions include registration, academic advisement, financial aid, health services, student activities, rules/regulations, and academic affairs.

## **Articulation Agreements**

GMC has articulation agreements with several colleges. This means that when you graduate from GMC, the allied college will accept your credits toward a bachelor's degree. In addition, the allied college may offer GMC graduates special incentives to attend their school. Particulars of each agreement are available from the allied colleges.

The articulation agreements are listed [here](#).

## **Right to Refuse Admission**

An applicant may be declared eligible for admission, registration, enrollment or re-enrollment at Georgia Military College only after satisfying all established requirements. Georgia Military College reserves the right to investigate and review the records of any student to determine the applicant's academic, moral, and psychological fitness to enroll. The applicant must furnish to the institution such biographical and other information, including references, as may be required to establish that the student's enrollment at Georgia Military College will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution.

# What is the Corps of Cadets?

COMMANDANT OF CADETS OFFICE

Col. Patrick Beer , Commandant of Cadets

(478) 387-4783

The Georgia Military College Corps of Cadets dates to the school's founding in 1879 with the first group of over 200 male and female students arriving on the Milledgeville campus that winter. The Corps' long and distinguished history has paralleled that of the college and from the Corps' ranks have developed leaders who have served their country and their state in both military and civilian leadership positions at all levels of command and society.

Graduates of the GMC Cadet Corps have served with honor and distinction in every war and major conflict of the United States since the founding of the school. Our young men and women graduates have distinguished themselves, wherever our country needed their services, including service in the previous Iraqi Freedom conflict.

In the early and mid-twentieth century, the college received accreditation to award the associate degree and was designated a U.S. Military School. In 1950 as a U.S. Military Junior College, GMC became a part of the Army ROTC ECP (Early Commissioning Program). Today, GMC is one of only five colleges where a student, by completing the junior college degree, participating in the Corps of Cadets, and satisfying all necessary training requirements, can become a commissioned officer in the United States Army National Guard or Reserves in just two years.

The Corps of Cadets is organized and administered in a manner common to military organizations. The cadet regiment is composed of cadet battalions that, in turn, are composed of cadet companies. Each company is organized into cadet platoons and cadet squads. A cadet chain of command is superimposed over this organization and given the responsibility to insure that good order and discipline prevail within the Corps of Cadets.

The Commandant of Cadets is the senior GMC official placed in charge of all cadets. The President of Georgia Military College makes the Commandant of Cadets responsible for maintaining good order and discipline within the Corps of Cadets. The Commandant is also responsible for establishing cadet rules, regulations, policies, and procedures; for maintaining cadet disciplinary records; and for guaranteeing the quality of cadet training. Cadet leaders are appointed annually by the Commandant of Cadets. Leadership in the corps implies total responsibility for members of the corps.

## **Becoming a Cadet**

Students interested in being a cadet resident student at the campus in Milledgeville may participate in the U.S. Army Reserve Officer Training Corps (ROTC) program. State Service and Early Commissioning cadets must participate in ROTC.

All students who wish to be GMC cadets must submit a cadet application for admission and submit the following supporting documents:

- An official copy of the high school transcripts at the time of application, and upon high school graduation, an official transcript showing date of graduation, type of diploma issued, and final grade point average. The student must request that these documents be sent by the high school to the GMC Admissions Office. Alternatively, the Admissions Office will receive an official General Educational Development (GED) certificate showing all scores directly from the office of official record. Transfer students wishing to join the Corps must also follow the college policy governing transfer admissions.
- A certified copy of the student's birth certificate.
- A complete physical and medical history form (request a form from GMC Admissions)
- A certificate of immunization (shots record).
- Health Questionnaire Certificate
- Meningitis Vaccine waiver
- Tuberculosis Screening
- International students also must submit a completed I-20 form and a letter from their nation's embassy or consulate authorizing the student to participate in Army ROTC military training at Georgia Military College.

### **Cadet Corps Stipulations**

As members of the corps, cadets are required to follow the guidelines established in the Cadet Guide, which contains the rules and regulations that govern the corps.

First year cadets are assigned to one of two cadet battalions. Residence hall assignments are made, uniforms are fitted and issued, and the cadet orientation /training period begins.

During the orientation period, new cadets are taught the rules and procedures that govern behavior and discipline within the Corps of Cadets. They learn how to wear the cadet uniform, maintain their barracks, and march as a cadet unit. They also learn the history of GMC and appropriate military customs and courtesies. The physical fitness of each cadet is assessed and a year-long physical fitness program is begun.

Cadets learn new skills, acquire new knowledge, and learn to view their responsibilities at GMC more in terms of "team" rather than "self."

Considerable effort is spent letting all concerned know what is expected and what acceptable standards of behavior and performance are required of a cadet during this intensive training. Values such as "Duty, Honor, and Country" are emphasized. By the end of the orientation period, cadet understanding of the importance of these three words can be heard in voices that loudly proclaim: "Character Above All, Sir!" as they meet and greet GMC officers.

The orientation period ends with formal testing and with an inspection of cadets and their barracks room by the President of the college.

Completion of the cadet orientation period is celebrated by everyone during the President's Parade. Parents and friends are encouraged to attend this parade to watch their cadet officially join the Georgia Military College Corps of Cadets.

### **Immunizations/Screenings**

Members of the GMC Corps of Cadets must submit a certificate of immunization to provide verification of current immunization requirements. Georgia law also mandates that residential students provide signed documentation stating that they have received a vaccination against meningococcal disease or reviewed the information and declined to be vaccinated. In addition, all incoming residential students are required to have a current tuberculosis skin test.

Students who have religious objections to immunizations and students whose physicians have certified that they cannot be immunized because of medical reasons may be exempted from providing proof of immunizations.

### **ROTC Classes**

Members of the Corps of Cadets on the Milledgeville Campus may include ROTC courses as part of their degree program. Cadets participating in ROTC may qualify for a federal uniform commutation allowance.

Students enrolled in the ROTC Advance Course may overload on the recommendation of the ROTC or faculty advisor with concurrence of the VPAA/DF.

All transfer contract students enrolling in ROTC must have a minimum score of 920 SAT or 19 ACT to qualify for a scholarship. These students must be members of the cadet corps.

### **Further Stipulations**

In addition to all graduation requirements in the academic sections of the catalog, cadets must have approval from the Commandant of Cadets to graduate.

Students must satisfy all disciplinary requirements at least five working days prior to graduation. No exceptions will be made to this policy. Students who fail to fulfill their disciplinary obligations will have a disciplinary hold placed on their transcripts.

### **Athletics/Student Activities**

Members of the Corps of Cadets are eligible to participate fully in all of the college's intercollegiate and intra-collegiate activities, clubs, and organizations. At the intercollegiate level, GMC currently offers Football, Men's and Women's Soccer, Men's and Women's Cross Country, Men's Golf, Women's Tennis and Fast Pitch Softball, and Cheerleading. GMC's

intercollegiate teams have been greatly successful at both the regional and national levels, including national championships in both football and golf in recent years.

### **Football Team Members and the Corps of Cadets**

All football team members are members of the Corps of Cadets and participate fully in the cadet program, following the Basic Military Course. This does not require a military service obligation unless the student chooses to continue into the Advanced Military Course. As members of the Corps of Cadets they are eligible for all of the privileges and responsibilities of leadership available to members of the corps.

### **Rifle Team**

The Rifle Team is open to all GMC cadets. Its purpose is to provide members an opportunity to compete in rifle marksmanship activities at the collegiate level. Matches are scheduled during the year at home and at other colleges.

### **Color Guard/Drill Team**

The Georgia Military College Drill Team is open to any member of the Corps of Cadets at GMC. The purpose of the Drill Team is to promote the spirit of competition and discipline through the performance of precision execution military drill. The team often competes at national level competitions at various locations throughout the Southeast.

### **Ranger Club**

The GMC Ranger Club is open to all enrolled ROTC students. Its purpose is to provide members an in-depth look at advanced tactics and small unit patrolling. The club offers its members the challenge of increasing self-discipline and physical stamina through challenging field exercises, white water rafting trips, and rappelling exercises. The Ranger Club is under the supervision of the Military Science Department Staff and a faculty sponsor.

### **Ranger Challenge Team**

The Ranger Challenge is ROTC's varsity sport. A 13 member GMC team competes in Ranger Challenge in a state level competition in such events as rifle marksmanship, orienteering, M-16 weapons assembly and disassembly, rope bridging and the hand grenade assault course. The Ranger Challenge Team is supervised by the staff of the Military Science Department Army ROTC and a faculty sponsor, and is always among the top teams in their competitions.

### **Cadet Expenses**

Current Cadet fees are listed [here](#).

### **Room Deposit**

A deposit is required of all boarding students upon admission to the college. The deposit will be credited toward the student's account when their enrollment at GMC ends. If the student

chooses not to attend GMC, the room deposit is refundable if the college receives a written cancellation prior to registration for the quarter.

#### REFUND OF ROOM DEPOSIT

The room deposit is refunded when the student graduates or withdraws permanently, pending completion of the appropriate clearance procedures. A portion of this fee may be retained for damages to the premises as assessed by the Commandant of Cadets.

If a student has an outstanding balance upon graduation or withdrawal from the cadet corps, the room deposit will be credited to the student's account.

#### **Scholarships Available to Members of the Cadet Corps**

Cadets should also check the section in this catalog, "How Can I Pay For This?" Additional guidelines for filing financial aid forms are in that section.

#### SCHOLARSHIPS

Any student wishing to apply for a Georgia Military College Scholarship to help finance his/her Georgia Military College education may complete and submit the scholarship application available from the GMC Office of Advancement in Milledgeville for any of the scholarships named for an individual. Submitting a scholarship application to Georgia Military College does not guarantee that a student will be awarded a scholarship, but every effort will be made to help the student find the necessary money to attend GMC.

GMC offers funding specifically to help pay costs for cadets attending GMC at the Milledgeville Campus. In addition to the Advancement Office, the cadet applicant can also contact the GMC Admissions Office and/or the GMC Athletic Department for specific guidelines for some awards under their control.

NOTE: All scholarships awarded by Georgia Military College are subject to guidelines which require the student to continue to meet the criteria upon which the award is based and to maintain the specified grade point average (GPA) outlined in the award letter. All scholarship recipients are required to write a thank you letter to the person (or persons) who provided the resources for the scholarship. All students receiving GMC scholarships are required to apply for federal student aid.

#### Battalion Commander Scholarship

Applicant must have a minimum of a 2.7 high school GPA and either a 920 SAT or 19 ACT score. In addition, the applicant must have a letter of recommendation from his/her JROTC instructor and must have served at least one term as the Senior Ranking Cadet.



#### Senior Military Instructor Scholarship

Applicant must have a minimum of a 2.7 high school GPA and either a 920 SAT or 19 ACT score. In addition, the applicant must have a letter of recommendation from his/her JROTC instructor.

#### President's Scholarship

Applicant must have a minimum of a 2.5 high school GPA and either a 920 SAT or 19 ACT score. In addition, the applicant must have a letter of recommendation from a school administrator.

#### Performance Grant

Performance grants may be available to cadets with demonstrated financial need.

#### West Point Military Academy Preparatory Scholarship Program

Georgia Military College is a West Point Military Academy Preparatory Scholarship Program College (WPPSP). The West Point Association of Graduates selects highly motivated young people who have sought admission to the United States Military Academy.

Students selected for this program are provided partial scholarships for an additional year of post-secondary school education at one of four military junior colleges. WPPSP candidates are required to take math, English, chemistry and history while enrolled at GMC. Every candidate who completes the preparatory year with a "B" average, and no grade below a "C", has an excellent chance of being offered admission to West Point by the USMA Director of Admissions. The cadet members of this program have a designated academic advisor to assist them in meeting the requirements of the program.

While WPPSP students are a part of the Corps of Cadets, they are not members of the ROTC commissioning program at Georgia Military College.

#### COAST GUARD ACADEMY SCHOLARS PROGRAM

Georgia Military College enrolls students selected by the Coast Guard Academy for the CGA Scholars Program. The Coast Guard Academy selects highly motivated young people who have sought admission to the Academy for a 1-year program at Georgia Military College. Students selected for this program are provided partial scholarships for a year of post-secondary school education at GMC where emphasis is placed on math, English, chemistry and physics. CGA Scholars participate as members of the Georgia Military College Corps of Cadets and have a designated academic advisor to assist them in meeting the requirements of the program.

#### ATHLETIC SCHOLARSHIPS FOR CADETS

##### Athletic Performance Scholarship

Awarded to members of the Football and Women's Soccer teams who display the skill and potential in the sport as determined by the Athletic Department and Head Coaches.

#### Custis Proctor Athletic Scholarship

Mr. Proctor was a 1946 junior college graduate. This scholarship is to assist a junior college football player enrolled in college with the expenses incurred for tuition, fees, housing, meals, books or uniforms. The recipient of this scholarship must be a student in good standing. The student must initially have a 2.0 high school average and/or a 700 SAT score or 14 ACT score. In the case of students already enrolled in the college program or college transfer students, a 2.25 cumulative grade point average is required. In order to maintain the scholarship, a recipient's cumulative grade point average must not fall below 2.0 for longer than one academic term, in which case the scholarship will be withdrawn.

#### Ruth S. Page and Alma S. Adams Athletic Scholarship

This scholarship was made possible through the estates of the sisters Ruth and Alma Sims. Ruth Sims Page was a 1920 graduate. The applicant's athletic skills and potential will be evaluated by the Athletic Department for the award of this scholarship.

#### Butts-Cordell Scholarship

Scholarship monies in this fund were made possible through donations in honor of two GMC coaching greats, Wallace Butts and Lew Cordell. All applicants' skills and potential will be evaluated by the Athletic Department for the awarding of these scholarships.

#### General Athletic Scholarship

Funds for these scholarships have been made possible through donations to the general college athletic scholarship fund. All applicants' skill and potential will be evaluated by the Athletic Department for the awarding of these scholarships.

#### **State Service Scholarship Program (SSS)**

For Georgia residents, the National Guard, either the U. S. Army or Air Force, offers a full two-year scholarship that pays all college costs in return for service in the National Guard. For detailed information, contact your local National Guard Recruiter or call the GMC Admissions Office.

#### **Army ROTC**

Participation in the Army Reserve Officers Training Corps (ROTC) is valuable for future civilian as well as military leaders. GMC recognizes the value of the leadership training by awarding academic credit toward graduation for all military science courses.

The U. S. Army ROTC at Georgia Military College consists of the Basic Course (MS I & II) and the Advanced Course (MS III & IV), also called the Early Commissioning Program (ECP). The majority of GMC cadets are in the Basic Course, which requires no military service obligation.

The ROTC Basic Course is designed to provide cadets with a solid level of fundamental military education, emphasizing leadership and basic military skills (i.e. military history, First Aid, Communications, Role and Customs of the Army). Basic Course cadets, who qualify, can continue their military education by attending the Advanced Course at a senior college while completing a baccalaureate degree. The Basic Course is valuable to those students who do not desire military service, but who do want to become leaders and managers in the civilian community. Effective communication and leadership principles are stressed not only in the classroom, but also in the accomplishment of all tasks assigned to cadets.

Cadets are encouraged to consider the benefits and advantages offered by enrollment in the ECP. The ROTC Advanced Course ECP is available for those academically and physically qualified cadets who are interested in becoming U. S. Army officers. The program prepares cadets to serve as commissioned officers and includes instruction in leadership, management, and military tactics. A vigorous program of academics, field training exercises and physical training develops self-confidence, self-reliance, physical stamina and endurance. Advanced Course subjects include, military justice, command and staff functions, military weapons, leadership skills, military operations and tactics.

The ROTC ECP is a program for qualified students to earn the Gold Bar of a U.S. Army Second Lieutenant after successfully completing the 2 years of Advanced ROTC. This is a fast-paced leadership development curriculum that prepares the students for officer positions within the U.S. Army National Guard and Reserves. Advanced Course cadets must sign a contract, with the United States Army, which obligates the student to military service upon successful completion of the ROTC Advanced Course.

Prospective students who desire to enter Advanced ROTC should contact the Professor of Military Science (PMS) as early as possible in their senior year of high school. Toll free telephone calls may be made to 800-342-0413, ext. 2730, or 888-GMC-0068. Letters may be addressed to:

The Professor of Military Science  
Georgia Military College  
201 East Greene Street  
Milledgeville, GA 31061

#### QUALIFICATIONS FOR ARMY ROTC ECP

ROTC ECP Advanced Course cadets receive a monthly ROTC stipend, in addition to a performance grant from GMC. Interested students must also be approved by the ROTC Professor of Military Science for enrollment in the Advanced Course.

To qualify for the Advanced Course, students must meet the following criteria:

- Be a U.S. Citizen.
- 17 years old.
- Earn a High School Diploma or equivalent (GED).
- A minimum cumulative grade point average of 2.5 (Scholarship) or 2.0 (non-scholarship) on a 4.0 scale.

- Have a minimum combined SAT (Critical Reading and Math only) score of 920 (scholarship) or 850 (non-scholarship) or composite ACT score of 19 (scholarship) or 17 (non-scholarship). The student must submit official scores.
- Meet medical standards.
- Meet height and weight standards.
- Pass a standard Army physical examination (push-ups, sit-ups and 2-mile run).
- New applicants will be categorized into one of three groups listed below:
  - a. Completed Basic Training.
  - b. Completed three (3) years of JROTC.
  - c. Those who do not meet any of the two previous categories will attend the Leaders Training Course (LTC) the summer before attending GMC.

#### LEADERS TRAINING COURSE (LTC)

LTC is held at Fort Knox, Kentucky, and is for students who have not attended Basis Training or have 3 years of JROTC. Students attending this program complete and receive the following:

- Attend a 1-week Mini Camp at GMC...then
- 30 Days training at Fort Knox, Kentucky.
- All meals and transportation provided by the U.S. Army.
- Opportunity to receive a Two Year Scholarship Totaling up to \$20,000 per year.
- Receive one month's Army Pay.

#### ROTC ECP – LTC Scholarship

These scholarships are awarded by the ROTC Professor of Military Science for those students who successfully graduate from LTC (the summer before attending GMC) and meet the minimum requirements listed above. LTC Scholarship recipients are not eligible to participate in SMP.

- Qualified applicant who does not have 3 years of JROTC or completed Basic Camp.
- Attend 1-week Mini Camp at GMC...then
- 30 Days training at Fort Knox, Kentucky.
- All meals and transportation provided by the U.S. army.
- Opportunity to receive a Two Year Scholarship Totaling up to \$20,000 per year.
- Receive one month's Army Pay.

#### ROTC ECP – MILITARY JUNIOR COLLEGE (MJC) SCHOLARSHIP

These scholarships are awarded by the Professor of Military Science. An order of Merit List is created, with 17 scholarships awarded. All MJC Scholarship recipients must participate in Simultaneous Membership Program (SMP).

SMP: A program in which Senior ROTC (contracted) Cadets simultaneously serve as members of the Army National Guard/Army Reserve and ROTC. Cadets participating in this program are non-deployable RC Unit assets. This program is open to all contracted non-scholarship Cadets and mandatory for all MJC Scholarship Cadets. LTC Scholarship Cadets may not participate. Money available to SMP National Guard Cadets includes the Montgomery GI Bill, Montgomery GI Bill Kicker and E-5 Drill Pay. For Montgomery GI Bill money, soldier has to have completed Basic and AIT.

## **Voluntary Training**

In addition to the training provided by the Military Science Department, cadets have the opportunity to attend some of the Army's best training.

U. S. Army Airborne School is held at Fort Benning, Georgia. Cadets who complete this three-week Airborne training earn and proudly wear their wings as Army paratroopers.

U. S. Army Air Assault School, conducted at various training locations throughout the United States, teaches basic rappelling techniques and includes helicopter rappelling techniques along with other military air assault training. After successful completion of this ten-day training, cadets are awarded the Air Assault Badge.

Other military training opportunities available include the Northern Warfare Course and Cadet Troop Leader Training (CTLT).

# What Does College Cost?

Milledgeville Business Office  
(478) 387-4847

Augusta Business Office  
(706) 651-7328 or (706) 650-5635

Columbus Business Office  
(706) 478-3142

Fairburn Business Office  
(770) 306-6402

Valdosta Business Office  
(229) 269-4813

Warner Robins Business Office  
(478) 225-0216

There are three major college expenses for students: tuition, fees and books.

## **TUITION**

All registration charges must be paid by the date published at the campus you are planning to attend. The cost for tuition is based on the number of quarter hours of classes for which a student registers multiplied by the tuition rate per quarter hour at his/her campus:

Number of hours taken x \$ per hour = tuition costs

For example, if the tuition rate is \$115 per hour, a student taking three (3) 5 credit hour classes, or fifteen (15) credit hours, would have the following tuition cost:

$$15 \times \$115 = \$1,725$$

All student charges for the quarter are due at the time of registration. A student is not officially enrolled until he/she has either paid the account in full or has approved financial aid that will pay all charges above any cash payments.

## **FEES**

Fees are expenses related to particular courses or activities. For instance, a student might incur an expense for the use of the lab when taking a lab science or computer course. Some campuses

have activity fees to cover the expenses related to student activities or physical education fees to cover expenses related to physical education courses.

Late registration and drop/add carry a fee at some campuses. Students withdrawing from a class after the drop/add period are responsible for all of their tuition and fees. Students need to be aware that withdrawing from classes after the drop/add period may cause the student to lose some or all of their financial aid for that term.

## **TUITION AND FEE SCHEDULE**

Tuition and fees are usually set annually, so students should be aware that these charges may change. The quarterly course schedule at each campus carries a listing of current tuition and fees.

## **BOOKS**

Each class requires a specific book or set of books. A student, on registering for a class, should inquire about the book(s) for the class and secure the book(s) before the first day of class.

The college has instituted a book rental program to provide quality textbooks at the best price available. The fee is currently \$10/credit hour. Books are checked out in the student's name and must be returned at the end of each quarter by the advertised due date to avoid late charges. If a book is not returned or is in damaged and/or unusable condition, a replacement cost will be charged.

Some classes require additional books and/or manuals which are not part of the textbook program.

Students enrolled in the Online Campus must purchase their textbooks and are not charged the textbook fee. Information regarding online textbooks can be found on the schedule for classes being offered.

## **ID CARDS**

An ID card is issued at the time of registration. The card is used for library services, meal plans (at the Milledgeville Campus), and other activities.

## **CADET/RESIDENT STUDENTS**

Those students in the Cadet Corps have other fees related to living on campus. These are explained in the section, "[What Is The Corps Of Cadets?](#)"

# How Can I Pay For This?

## Financial Aid Office

MILLEDGEVILLE/MADISON/SANDERSVILLE CAMPUSES  
(478) 387-4842

AUGUSTA CAMPUS  
A-M (706) 995-2821  
N-Z (706) 993-1119

COLUMBUS CAMPUS  
A-K (706) 478-3146  
L-Z (706) 478-3147

FAIRBURN CAMPUS  
(678) 379-1414

ONLINE CAMPUS  
(478) 387-1931

STONE MOUNTAIN CAMPUS  
(678) 379-1387

VALDOSTA CAMPUS  
(229) 375-5651

WARNER ROBINS CAMPUS  
A-J (478) 225-0180  
K-Z (478) 225-0220

GMC Federal School Code: 001571

For online help from GMC financial aid, please address your inquiry to: [fahelp@gmc.cc.ga.us](mailto:fahelp@gmc.cc.ga.us)

Free Application for Federal Student Aid form (FAFSA): [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, Georgia Military College makes every effort to ensure that no qualified student will be denied the opportunity to attend college because of a lack of funds.

The amount of aid available from most state and federal financial aid programs is related to student academic load for the term. Both the state and federal aid programs recognize 12 credit hours as the “full load” benchmark for maximum financial aid.

The Financial Aid Office is committed to helping you find ways to finance your education. Our staff can help you sort through the various types of financial aid, including the Georgia State Grant and HOPE Scholarship Programs and Federal Student Aid Programs.

### **Financial Aid Application Process**

To receive consideration for Federal Financial Aid (Pell, SEOG, Federal College Work-Study and/or Loans) you must complete a Free Application for Federal Student Aid (FAFSA). This can be done electronically at <http://www.fafsa.gov>.

The results of the FAFSA are received faster, if you sign the application electronically, with a Personal Identification Number (PIN). For instructions, refer to the website above.

Once GMC receives the results from your FAFSA, you may be required to submit additional documentation through a process called verification. You will be notified of documents required. Verification **does** lengthen the time it takes to process a student's file; therefore, it is imperative that you respond immediately with the requested documentation. If you fail to submit the requested documentation, you WILL NOT receive Federal Student Aid.

To receive consideration for State Aid, complete the electronic version of the Tuition Equalization Grant application (E-TEG) by logging onto [www.GACollege411.org](http://www.GACollege411.org).

Once the file is complete, the student will be notified of eligibility and the amount of aid available through an award letter. If aid has been denied, the student will also be advised by mail.

Students may not receive federal financial aid or Veterans Educational Benefits for enrollment in courses not required in the declared degree program.

## **Sources of Financial Assistance**

### **GEORGIA TUITION EQUALIZATION GRANT**

The Georgia Tuition Equalization Grant (GTEG) program provides non-repayable grants to eligible Georgia residents who enroll on a full-time basis at Georgia Military College. To be considered full-time, a student must be registered for 12 or more credit hours and attending class at least one day after the end of the school's drop/add period for each term. If a student officially or unofficially withdraws, drops out or is expelled before the day after drop/add, the student is not eligible to receive GTEG. Attendance is monitored to verify eligibility.

GTEG eligible students can receive payment for the summer term and three (3) quarters during the regular award year (Fall I – Spring). Please see the financial aid representative at each campus for further information and current year eligibility amounts. State grant regulations and award amounts are subject to change during an award year. GTEG eligibility requirements and application procedures may be viewed

at <https://secure.gacollege411.org/Financial Aid Planning/Scholarships/Grants and Scholarships/Georgia Tuition Equalization Grant Program.aspx>.

### **(HOPE) HELPING OUTSTANDING PUPILS EDUCATIONALLY**

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. The HOPE Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. Recipients do not receive a book allowance for attendance at GMC. At least half-time enrollment is required. HOPE eligibility is determined using attempted hours and GPA. HOPE Scholarship eligibility requirements and application procedures may be viewed

at <https://secure.gacollege411.org/Financial Aid Planning/HOPE Program/Georgia s HOPE Scholarship Program Overview.aspx>. All HOPE Scholarship recipients at GMC are required to submit an approved GSFApp. This application is available at [https://secure.gacollege411.org/Home/Opt\\_In.aspx?action=redirect&mode=gsfapps](https://secure.gacollege411.org/Home/Opt_In.aspx?action=redirect&mode=gsfapps)

### **GEORGIA'S ZELL MILLER SCHOLARSHIP**

Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. The Zell Miller Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. At least half-time enrollment is required. Recipients do not receive a book allowance for attendance at GMC. Zell Miller Scholarship eligibility requirements and application procedures may be viewed

at <https://secure.gacollege411.org/Financial Aid Planning/Scholarships/Zell Miller Scholarship/Zell Miller Scholarship Program Overview.aspx>. All Zell Miller Scholarship recipients at GMC are required to submit an approved GSFApp. This application is available at [https://secure.gacollege411.org/Home/Opt\\_In.aspx?action=redirect&mode=gsfapps](https://secure.gacollege411.org/Home/Opt_In.aspx?action=redirect&mode=gsfapps)

### **GEORGIA'S HERO SCHOLARSHIP**

Georgia's HERO Scholarship provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. HERO Scholarship eligibility requirements and application procedures may be viewed at <https://secure.gacollege411.org/Financial Aid Planning/Scholarships/Grants and Scholarships/Georgia s HERO Scholarship Program.aspx>.

### **GEORGIA'S HOPE GED GRANT**

Georgia's HOPE GED Grant is available to students who earned a General Education Development (GED/high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993.

The Grant provides a one-time \$500 HOPE award that can be used towards tuition, books, and other educational costs at GMC. Full-time enrollment is not required. Students must use their

HOPE GED Grant award within 24 months of the date of their GED diploma. HOPE GED Grant eligibility requirements and application procedures may be viewed at [https://secure.gacollege411.org/Financial\\_Aid\\_Planning/HOPE\\_Program/Georgia\\_s\\_HOPE\\_GED\\_Grant.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_GED_Grant.aspx). All HOPE GED Grant recipients are required to submit an approved GSFApp. This application is available at [https://secure.gacollege411.org/Home/Opt\\_In.aspx?action=redirect&mode=gsfapps](https://secure.gacollege411.org/Home/Opt_In.aspx?action=redirect&mode=gsfapps)

### **ACCEL PROGRAM**

The Accel program is for students at eligible high schools that wish to take college level coursework for credit towards both high school and college graduation requirements. Eligible students must meet certain criteria, explained at [https://secure.gacollege411.org/Financial\\_Aid\\_Planning/Scholarships/Grants\\_and\\_Scholarships/Accel\\_Program.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/Scholarships/Grants_and_Scholarships/Accel_Program.aspx). The program is offered during the fall, winter, and spring terms of the school year.

### **FEDERAL PELL GRANT**

The Federal Pell Grant is a need-based award determined by the information reported on the FAFSA and governed by regulations set forth by Congress through the Department of Education. This grant is the basis for other types of Federal aid, such as student loans and Federal work study. This grant is only available to undergraduate students enrolled in a degree program.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest EFCs -- and gives priority to students who receive Federal Pell Grants. The FSEOG does not have to be repaid. There is no guarantee every eligible student will be able to receive FSEOG; students are awarded based on the availability of funds at the time financial aid awards are packaged at Georgia Military College.

### **FEDERAL DIRECT (STAFFORD LOAN) PROGRAM**

Direct Loans are low-interest loans for students and parents to help pay for the costs of students education after high school. The lender is the US Department of Education rather than a bank or other financial institution. Eligibility for this loan program will be determined upon completion of the Free Application for Federal Student Aid (FAFSA).

Federal Stafford Loans are made in the student's name and can be either subsidized or unsubsidized.

A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods. This loan must be repaid.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized-that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount you have to repay.

Under federal law, you must complete a Loan Entrance Counseling session before funds may be disbursed. It is important that you know and understand your rights and responsibilities as a student borrower. Please contact the Financial Aid Office if you have any questions.

Further, you must complete a Master Promissory Note (MPN). In most cases, you will sign only one MPN that will be used for all loans at Georgia Military College. Students may complete the MPN electronically at the Direct Loans website. By signing the MPN, students are confirming their understanding that Georgia Military College may make new loans for the duration of their education (up to 10 years), without having to sign another MPN. Each academic year, GMC will disburse loan proceeds to student's accounts as indicated on the Award Letter sent to the student.

### **Federal Direct Loan (PLUS) Program**

Direct Loans are low-interest loans for students and parents to help pay for the costs of students education after high school. The lender is the US Department of Education rather than a bank or other financial institution. PLUS Loans enable parents with good credit histories to borrow monies. These funds are designated to help pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time (6 quarter hours). The yearly limit on a PLUS loan is equal to your cost of attendance minus any other financial aid you receive.

In order to receive the PLUS loan, Parent borrowers will need to complete an application and electronic master promissory note (MPN) at the Direct Loan website.

Repayment begins on the date of the last disbursement. There is no grace period. The PLUS loan authorization form is a required form and is available in the Financial Aid Office or may be downloaded from [www.gmc.cc.ga.us](http://www.gmc.cc.ga.us).

### **FEDERAL WORK STUDY (FWS)**

Federal Work-Study (FWS) eligibility is based on established financial need and at least half-time enrollment. Jobs are located on campus and work schedules are planned around the student's class schedule. Community service positions are also available through the FWS program.

FWS funds are not available at registration to pay for the student's tuition or fees. Students are paid on a monthly basis for the actual hours worked. Interested applicants should first complete the FAFSA and then complete the Application for Federal Work Study, available in the financial aid office or online at [www.gmc.cc.ga.us](http://www.gmc.cc.ga.us) You may contact your campus regarding availability of positions. Eligible students will receive an award letter with the amount per quarter the student is eligible to earn.

**PLEASE NOTE: Financial aid awards may be subject to change without prior notification. Once an award has been changed, the student will be notified.**

### **FOUNDATION ENDOWED SCHOLARSHIPS**

Students wishing to apply for a GMC Foundation scholarship should complete and submit the scholarship application available from the Office of Advancement. The application is also available in the Office of Admissions and on the college website at [www.gmc.cc.ga.us](http://www.gmc.cc.ga.us).

Scholarships are awarded on an annual basis, and your application must be submitted by the current deadlines posted on the college website. Applications and appropriate letters of recommendation should be mailed or delivered to: GMC Office of Advancement, 201 E. Greene St., Milledgeville, GA 31061.

All scholarships awarded by the GMC Foundation are subject to guidelines which require the student to continue to meet the criteria upon which the award is based and to maintain the specified grade point average (GPA) outlined in the award letter.

Milledgeville campus students must apply for GMC Foundation Scholarships in general rather than for a specific scholarship award. During the selection process, qualified students will be matched to scholarships based upon the criteria for individual scholarship funds.

Students on any of GMC campuses may apply for the Georgia Power Scholarship. This scholarship is available only to non-traditional students who have been out of high school for more than one year, are currently employed 30-40 hours per week, and have family responsibilities. Students must have completed one quarter or more at GMC and earned a 2.0 GPA to be eligible.

Foundation scholarships, are provided by donors. Without their support, these scholarships would not be possible. Recipients are required to write a letter of appreciation to the donor(s) who provided the resources for the scholarships they are awarded.

### **DAN WATKINS SCHOLARSHIP**

This Scholarship is named for the late Dan Watkins, who was a remedial math instructor at the Valdosta campus. The scholarship provides financial assistance to Valdosta students who have previously taken, or are currently taking remedial coursework. A short essay and completed application are required for eligibility consideration.

## **OTHER SCHOLARSHIP POSSIBILITIES**

Some scholarship opportunities exist outside the college's endowment, and are open to competition by GMC students. Students should ask for information at each campus well before the competition deadlines set by the scholarship.

There is a scholarship offered by Datatel Corporation for which GMC students can apply. The Datatel scholarship is offered once a year and the application is available online beginning in September of each year. Students may go to [www.datatel.com](http://www.datatel.com) and click on Scholars Foundation for information and an application.

### **Coca Cola Two-Year Colleges Scholarship**

The Coca-Cola scholarships are very competitive. In order to apply, students must demonstrate academic success and must have completed one hundred hours of documented community service within the past twelve months.

### **Coca Cola First Generation Scholarship**

This very competitive scholarship is open to individuals who are the first member of his immediate family to attend college. The applicant must be currently enrolled as a full-time student and must have a 3.00 GPA or higher to receive and retain the scholarship.

### **Honors Organization Scholarship**

Members of Phi Theta Kappa are eligible for competitive scholarships annually. These are usually generous and prestigious scholarships. Students who belong to Phi Theta Kappa should contact their advisors for the criteria and deadlines.

### **Chorus Scholarship**

Commuter students who enroll in Chorus at the Milledgeville campus and complete the course will receive a scholarship equal to the cost of tuition for the class. Cadets are not eligible to receive a chorus scholarship.

Please note that the scholarship will be applied only after all other financial aid funds, earmarked for tuition only, are applied. If tuition is paid in full by other tuition-only aid, no Chorus scholarship funds will be awarded. Registration for the class will be considered application for the scholarship.

## FURTHER SCHOLARSHIP POSSIBILITIES

The following scholarship opportunity exists outside the college's endowment, but is open to competition for GMC students at the Milledgeville campus. Students should ask for information since this has an annual competition deadline.

Baldwin Rotary Scholarship

Eligibility limited to a high school graduate from a high school located in Baldwin County for the student to attend GMC Junior College.

Also, the student may wish to discuss scholarship and financing options with his/her school counselor, family, and/or banker.

## CADET CORPS MEMBER SCHOLARSHIPS

In addition to the previously listed scholarships, GMC has available funds that specifically help pay costs for GMC cadets. See the section, "[What Is The Corps Of Cadets?](#)"

### Veterans' Benefits

Please refer to our website at: [http://www.gmc.cc.ga.us/page.php?page\\_id=1859](http://www.gmc.cc.ga.us/page.php?page_id=1859).

### Class Withdrawal Impact on Financial Aid

There are serious consequences to withdrawing from a class, both academic and financial. Students should read the section, "[What If I Drop Or Withdraw From A Class?](#)" before withdrawing from any course.

### Satisfactory Academic Progress Policy

#### GENERAL INFORMATION

Students receiving financial aid must maintain Satisfactory Academic Progress (SAP) at Georgia Military College in order to remain eligible for financial aid consideration. All students who receive financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each quarter as demonstration that they are making satisfactory academic progress. The Financial Aid Office evaluates SAP after the completion of each term. **Federal regulation requires that all terms of enrollment must be considered in SAP, including summer and terms for which a student is not receiving financial aid.** The standard for Satisfactory Academic Progress (SAP) measures three components:

1. A qualitative component: Minimum Cumulative GPA Standard
2. An incremental quantitative component: completion rate of credit hours earned versus attempted
3. An overall quantitative component: maximum time for the completion of a student's academic program

**Please note that transfer credits are included when measuring the above standards.** Sections included in this policy are:

- Monitoring Periods and Warnings
- Evaluation Criteria
- Minimum Cumulative GPA Standard
- Quantitative Completion Rate Standard
- Quantitative Maximum Time Frame Standard
- Appeal for Probationary Term

A printed copy of this policy will be provided upon request

#### MONITORING PERIODS AND WARNINGS

A review of academic progress is done at the end of **each** term for all students enrolled during that term, regardless of whether the student received financial aid.

Students not meeting Satisfactory Academic Progress standards will receive communication via email to the GMC email address and, in some situations, letters sent to the address listed in the student's record.

- o Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Financial Aid Warning term associated with their next term of enrollment to restore their satisfactory academic progress standing. During the Financial Aid Warning term, a student will be awarded financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive a Financial Aid Warning for two consecutive terms. A student may receive a Financial Aid Warning even if that student has not applied for financial aid.

- o **Students who fail to meet the Maximum Credit Standard are placed in a SAP Suspension status. There is no "Warning" term for the Maximum Credit Standard. (150% rule)**

- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning term are considered to be in a SAP Suspension status, under which student aid eligibility is lost.

#### EVALUATION CRITERIA

Courses with grades of IP, F, I, WF, W, and XF are counted as courses attempted but not earned and count toward the maximum time frame (incremental and overall). Transfer credit hours (accepted for the student's academic degree) are counted as credit hours attempted when

measuring the maximum time frame to complete the degree and establishing benchmark points for the qualitative standard, but do not impact the grade point average.

The GMC Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed, but rather ONLY upon request from the student. In such cases, grades must be reflected on GMC's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of "I" that has now been assigned a traditional letter grade), a student is responsible for notifying the GMC Financial Aid Office of such a change and requesting a review of his/her Satisfactory Academic Progress evaluation. Note that such a review is NOT considered an appeal, and may not result in eligibility for financial aid (for example, if a state/federal processing deadline has passed).

#### MINIMUM CUMULATIVE GPA STANDARD

Students must maintain the following minimum cumulative GPA in accordance with the GMC catalog. **Please note that the cumulative GPA for financial aid eligibility must be calculated on ALL grades received, including those affected by GMC's policies on grade exclusion and repeated courses.**

Total Number of Credits Attempted and Transferred	Minimum Cumulative GPA
0 - 18	1.50
19 - 37	1.70
38 - 56	1.90
57 or more	2.00

#### **How to Regain Financial Aid Eligibility For Minimum GPA Standard**

Students must enroll in and complete credits to increase cumulative GPA to the minimum levels described in this section.

**Please note that probation policies for academic standing with Georgia Military College are separate from the requirements for Satisfactory Academic Progress. In order to retain eligibility for financial aid, a student must be meeting the minimum GPA levels described within this policy.**

#### QUANTITATIVE COMPLETION RATE STANDARD

Students must complete 2/3 of all credits attempted at Georgia Military College, as well as those credits transferred and accepted from other schools.

### **Completion Rate Warning**

If any other Satisfactory Academic Progress standards are failed, those standards and conditions take precedence over the completion rate standard.

### **How to Regain Financial Aid Eligibility For Completion Rate Standard**

Students must enroll in and successfully complete enough credits to meet the 2/3 completion rate standard.

### **MAXIMUM CREDIT STANDARD**

A student's maximum time frame for completion of their academic program must not exceed 150% of the primary program length. This means that a student's attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree. The maximum time frame is not increased for dual-degrees. However, a student may appeal SAP suspension based on the pursuit of a dual-degree.

Please note: Students cannot receive more than two degrees with GMC, therefore, once academic requirements are met for two degree programs, a student is no longer eligible for financial aid.

The average degree program at GMC requires approximately 104 credit hours, 150% of which is 156. Therefore, no further aid will be awarded when a student has attempted 156 credit hours. Remedial courses will not be included in the hourly limitation.

### **How to Regain Financial Aid Eligibility for Maximum Credit Standard**

Students must complete the current degree program without financial aid eligibility.

### **APPEAL FOR PROBATIONARY TERM**

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Warning term are considered to be in SAP suspension status, under which student aid eligibility is lost. If **extenuating circumstances** exist, which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, divorce, house fire, or victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.

In the SAP appeal, a student is expected to demonstrate an understanding of what SAP components were failed. The appeal should address **and document** the extenuating circumstances and describe what has changed that will allow the student to meet SAP at the

next evaluation. Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. An appeal may be denied. The student is responsible for all tuition expenses while the appeal is being reviewed. Please allow up to 7 days for review.

If an appeal for a probationary term is denied by the Committee\*, the student will be notified by email. The decision is final for that term. The student may re-establish eligibility to be considered for financial aid for a subsequent term by taking action that brings him or her into compliance with the qualitative and quantitative components of GMC's SAP standard. Subsequent appeals will be automatically denied until the student has earned at least 10 additional GMC credit hours above the level of hours earned at the time of his/her prior SAP appeal denial.

If a student's appeal is approved by the Committee, the student will be notified by email and will be placed on Satisfactory Academic Progress Probation. For the probationary term, the student will be considered academically eligible for financial aid for which the student has applied and is otherwise eligible. While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored. For example, while on Satisfactory Academic Progress Probation, a student must successfully complete 100% of all attempted hours. Students on Financial Aid Warning and Financial Aid Probation should expect a delay in receiving their financial aid for a subsequent term, as all grades for the current term would have to be reviewed.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions, or has left GMC, the probation status may revert to Satisfactory Academic Progress Suspension, indicating that the student is ineligible for financial aid.

\*The Committee is made up of financial aid staff at the Milledgeville campus. Three groups of 2-counselor teams review and provide results of an appeal within 7 days of receipt of the appeal.

### **Maximum Credit Appeals**

Maximum Credit Appeals should address the unique circumstances that created the maximum credit situation, the plan for completing the degree, and the rationale for the academic plan. Example: rationale for changing majors. Approval of these appeals may be based on factors other than the extenuating circumstances previously listed.

Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. The Committee will review the appeal and the committee's decision is final. The specific instructions, deadlines and appeal forms are available on the web [here](#).

## **Academic Exclusion**

A student's financial aid will be terminated if placed on academic exclusion. Students who are excluded from the institution for academic reasons are not eligible for financial assistance the next quarter in which they return. However, a student can regain financial eligibility by enrolling in at least ten hours and attaining an average of at least 2.00 or by completing ten quarter hours over two consecutive terms with a 2.00 GPA and meeting all other standards. These hours are at the student's expense. The student is eligible to receive aid for the next quarter after the ten hours are completed satisfactorily.

## **Learning Support Services and Financial Aid**

Students may receive financial aid while enrolled in Learning Support Services (LSS) courses to improve their skills to a level essential for success in college work. Financial aid in support of LSS courses is limited to no more than forty-five (45) quarter hours of institutional credit. HOPE Scholarship does not cover LSS courses.

A student must maintain satisfactory progress in the degree programs as defined above as well as achieve satisfactory progress in LSS studies (C or better). All other requirements for receiving financial aid must be met.

## **Transient Students**

Generally transient students are not eligible for financial assistance from GMC. However, a transient student, who is a HOPE scholar may be eligible. A transient student is limited to a combined 15 hours from both institutions to receive funds. Contact the Financial Aid Office for information.

## **Appeals**

A student with mitigating circumstances, who is notified of ineligibility for federal aid, may appeal such decision in writing, using the following channels, in the following order:

1. Director of Financial Aid: A student must submit a written appeal, including any appropriate third-party documentation of the circumstances, within 10 days after the beginning of the term for which the appeal is being requested. Send correspondence to Financial Aid Director, 201 East Greene St., Milledgeville, GA 31061. The Director will inform the student in writing of his/her decision. If the appeal is denied, the student may enroll using his/her own resources or may further appeal the decision to the Financial Aid Committee.
2. Financial Aid Committee: A student must make an appointment to appeal in person with the Financial Aid Committee established at each campus. The student should be prepared to present a written letter of appeal to the Financial Aid Committee. He/she is encouraged to present at least one letter of support from their academic advisor or faculty member familiar with their situation. The Committee reserves the right to advise a student regarding course loads and the possible need for counseling and/or academic advisement.

If the appeal is denied, the student may enroll using his/her own resources. If the appeal is granted and the student subsequently fails to maintain progress, no further appeal will be heard.

# Will I Need Some Advising?

## Authority in Academic Affairs

The Vice President for Academic Affairs and Dean of Faculty (VPAA/DF) has final authority in academic matters pertaining to students enrolled at Georgia Military College.

The Chief Academic Officer is located on the Milledgeville campus.

Vice President for Academic Affairs and Dean of Faculty.....(478) 387-4905  
Associate Vice President for Academic Affairs.....(478) 387-4906  
Associate Academic Dean, Milledgeville.....(478) 387-4785

Assistant Academic Dean, Augusta.....(706) 650-5637  
Assistant Academic Dean, Columbus.....(706) 478-1688  
Assistant Academic Dean, Fairburn.....(770) 306-6401  
Assistant Academic Dean, Valdosta.....(229) 375-5652  
Assistant Academic Dean, Warner Robins.....(478) 225-0179

Georgia Military College academic offerings are grouped into six academic divisions and a military science division. Division Chairs and the Military Science Division Commander, acting under the Vice President for Academic Affairs and Dean of Faculty, exercise close supervision over course content and instructional procedures. The divisions are the following:

- Business and Computer Information Systems
- Criminal Justice
- Education
- First Year Experience
- Humanities
- Learning Support Services
- Mathematics
- Military Science\*
- Natural Sciences
- Social and Behavioral Sciences

\*The Military Science Division offers senior ROTC programs taught by active duty U.S. Army officers and noncommissioned officers certified by the United States Army.

## Student Academic Responsibility

It is the responsibility of the student to comply with all academic regulations concerning the program of study and for the satisfactory completion of the degree requirements outlined in this catalog. Academic advisors are provided by the college to assist students in this process and to help students understand their obligations under the catalog. However, the final responsibility resides with the student.

## **Residency Requirements**

All students must successfully complete 25 percent of the quarter hours required for a degree through instruction offered at Georgia Military College in order to satisfy residency requirements. In addition, students must maintain at least a 2.00 GPA for courses taken with GMC. The residency requirements pertain to both military and non-military students. SOCAD and SOCNAV students may transfer 15 hours of this residency requirement from an accredited SOCAD or SOCNAV school, leaving 10 hours to be satisfied at GMC.

## **Programs of Study**

Georgia Military College offers the Associate in Arts and the Associate in Science degrees. These degrees, upon graduation, transfer to a four-year college. GMC also offers the Associate in Applied Science degree, which generally does not transfer to senior colleges.

AA and AS programs are organized around a core curriculum of courses in the humanities, natural sciences, mathematics/technology, and social sciences, with additional courses in a chosen area of concentration.

Generally AAS degrees do not transfer to other colleges or universities that do not offer the bachelors of applied sciences degree. Some colleges and universities will accept core curriculum coursework on an individual course articulation basis or specialized courses in a designated area of study.

## **Overloads**

Permission to enroll in twenty (20) or twenty-one (21) quarter hours may be granted by a Department Chair to a student:

- A. With an average grade of B for the preceding quarter, or
- B. In a pre-professional program requiring special credits, or
- C. Requiring an extra course in the last three quarters prior to graduation.

A student wishing to take an overload should contact his/her advisor to start the petition process.

Permission to enroll in more than twenty-one (21) hours requires the approval of Associate/Assistant Academic Dean at that campus.

The normal time for the completion of an associate degree is 2 to 3 years.

Note: Students required to enroll in Learning Support Services courses may be required to enroll in additional quarters in order to complete graduation requirements within 2 to 3 academic years.

## **Student Classification**

Freshman—Fewer than 45-quarter hours of credit

Sophomore—45 or more quarter hours of credit

## **Registration**

Registration is the quarterly process provided for the student to select and register for classes. Advisement for course selection should occur prior to the registration period. Class schedules are published prior to the start of each quarter listing all of the courses to be offered that term and are available on the GMC website. Early registration is recommended for a better selection of courses. Students may register on published dates. Registration is not completed until the student has complied with all published procedures and has made arrangement to pay all fees and tuition.

Late registration occurs when a student does not register for classes on the specific days set for registration. The late registration period cannot exceed the end of the drop/add period.

Drop/ add periods are scheduled at each GMC center to enable a student to add or drop a class from his/her schedule. Once this designated period ends, changes in student schedules are not allowed. No student will be allowed to register for coursework after the end of drop/add.

Once a student has completed the registration process, it is college policy that, should the student decide not to take courses for that term, the student must officially drop the courses. Failure to complete the drop process will result in the college's submitting a bill for the appropriate costs. Students who drop from the courses prior to the end of the drop/add period are eligible for reimbursement. See the section, "[What Happens If I Drop or Withdraw From A Course?](#)" for more information.

## **Class Attendance Policy**

Since class attendance is important to success, each professor will take attendance daily and will include a statement in his/her class syllabus regarding the attendance policy for that class. Attendance policies for each class may be different. Students are responsible for knowing and abiding by the attendance policy for each class in which they are enrolled. Any student not attending in person and/or online for two consecutive weeks of class is considered to have withdrawn from the course; this will be treated as a student-initiated withdrawal and will fall under the guidelines of the "[Withdrawal from a Course](#)" policy. For the online campus, failure to participate in an online course for ten days is equivalent to two weeks.

Absences due to commitments such as athletic events, cultural performance events, course trips, or other activities, in which students are representing the college, are managed separately from the course policy. It is the student's responsibility to advise his or her professors of any impending absence for a college activity or trip in advance of that absence. This is an obligation of the student not of the event or sport coordinator. Make-up work is allowed in instances where the student has been obligated by the college for any absence or as allowed by the

professor. The time, place, and manner of the make-up work are arranged at the discretion of the professor in consultation with the student and according to the make-up policies provided in the class syllabus. Students have the responsibility to contact their professor before a college-sanctioned absence to schedule the date and time of the make-up session.

### **Independent Study Plan**

In accord with the Independent Study Plan (ISP), a student may pursue a designed course or project under the supervision of a faculty member who serves as advisor, evaluates the student's progress, and assigns the final grade. The request must be submitted on the Independent Study Plan form and must be approved at three levels: the instructor, Department Chair for the discipline of the course, and the Associate/Assistant Academic Dean at that campus.

The student must have successfully completed a minimum of 45 quarter credit hours with GMC; have a cumulative grade point average of 3.00; have been enrolled at GMC within the past two preceding terms or be a graduate of GMC; not have been enrolled in the course during a previous term; and have met all course prerequisites and supply transcripts indicating such. The course should not have been offered by GMC within the past two terms; not be on the class schedule for the term for which the independent study is being requested; and must be a required course within the student's program/major. Science lab-based courses are not available through independent study. Independent study is not open to transient students.

### **Grading System**

Grade Description Credit points per hour:

A	90 and above	4
B	80 - 89	3
C	70 - 79	2
D	65 - 69	1
F	64 and below	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrew Failing	0
XF	Honor Violation	0

Click [here](#) for Learning Support Services Procedures and Grading System.

Except for Learning Support Services courses, which award no grade points, each grade point is determined by multiplying the number of credit points for the course by the number of quarter hours in the course. For example: If a student attempts 12 quarter hours (two five hour courses, one with an A and another with a C and a two hour course with a B) the grade points and grade point averages would be calculated as shown:

Grade points hours total

$$A = 4 \times 5 = 20$$

$$B = 3 \times 2 = 6$$

$$C = 2 \times 5 = 10$$

12 hrs. 36 points

$$36 \text{ points} \div 12 \text{ hours} = 3.0 \text{ GPA}$$

#### EXPLANATION OF LETTER GRADES

I = Incomplete

Indicates that a student was doing satisfactory work, but, for reasons beyond the student's control, was unable to meet the full requirements for the course. The "Incomplete" will not be assigned unless in the judgment of the instructor, a substantial majority of the course requirements have been satisfied by the student. A student who receives an "incomplete" grade must complete the required work not later than the middle of the next quarter unless the VPAA/DF or the Distant Learning Center Assistant Dean grants an exception due to extenuating circumstances. Failure to clear the "incomplete" grade will result in the assignment of an "F" grade for the course.

Hours attempted are used to compute grade point average.

W = Withdrawn

Indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

WF = Withdrawn Failing

Indicates that the student withdrew from the course and was failing at that time. A faculty member also assigns this grade when the faculty member has withdrawn a student from a course for excessive absences. This grade carries the same academic penalty as a grade of "F" and is computed as a part of the grade point average.

XF = Honor Violation

This grade is assigned if a student is guilty of repeated honor violations. This grade carries the same academic penalty as a grade of "F" and is computed as a part of the grade point average.

#### Repeating Courses

Students may repeat any college-level course in which a grade of D, WF, or F was previously earned. The highest grade earned for the repeated course will be used in the cumulative grade point average and all enrollments and grades earned will appear on the college transcript. Financial aid will not pay for more than one repeat of a previously passed course.

Students should be aware that while this policy will likely improve their academic standing, all grades are used for financial aid eligibility calculations. Follow-on institutions may elect to use all grades to calculate eligibility for admission.

Earning a higher grade for a repeated course will not retroactively remove any warning, probation, or exclusion status that the student may have reached when the original grade was earned.

Also see [Learning Support Services Policy on Repeating Course Work](#).

### **Academic Appeals Process**

GMC students have the right to appeal any grade they feel was unfairly or unjustifiably assigned. All such appeals must be made in compliance with the following procedures:

1. The student must meet with the faculty member involved within 30 calendar days of the posting of the grade. If the student and the faculty member resolve the conflict and a grade change is warranted, the faculty member will submit a grade change request to the Associate/Assistant Academic Dean for action.
2. If the student and the faculty member cannot resolve the grade dispute, the student must submit a written request to an additional reviewer (Department Chair, Associate/Assistant Academic Dean, or Grade Review Committee) within five business days of meeting with the faculty member.
  - If the faculty member involved in the grade change appeal is also the Associate/Assistant Academic Dean, the student should proceed to step 3 of the appeals process.
  - The reviewer will respond in writing to the student concerning the student's grade change request within 10 business days of receipt.
  - If the reviewer agrees with the student's appeal, the reviewer will notify the faculty member and request that the student's grade be changed.
  - If the faculty member agrees with the reviewer's assessment, he/she will submit a grade change request to the Associate/Assistant Academic Dean for action.
  - If the faculty member does not agree with the reviewer's assessment, he/she will provide a written statement to the reviewer to be included in the response to the student. The student may continue the appeals process.
3. If the student is unable to resolve the grade dispute at the reviewer level, he/she may ask for a review by the Vice President for Academic Affairs and Dean of Faculty. A written appeal and all supporting documents must be submitted through the Associate/Assistant Academic Dean within five business days of receipt of the reviewer's response. The VPAA/DF will review the materials and make further inquiry as essential and will respond to the student within ten days of receipt of the letter of inquiry.
4. The decision of the VPAA/DF is final, and no further appeal will be accepted by the college.

## Academic Warning, Probation and Exclusion

A student will be placed on academic warning for the succeeding quarter when the cumulative grade point average (CGPA) at the end of any quarter falls below the [Standards of Satisfactory Progress](#) or at the end of any quarter in which the quarterly GPA is 1.50 or less, regardless of the overall GPA.

If after the warning period, the cumulative GPA is still below the required level or the term GPA is below 2.00, the student will be placed on probation for the succeeding quarter. Probation will be removed if the quarterly GPA raises the cumulative GPA to, or above, the minimum acceptable. Probation will continue as long as the student makes a quarterly GPA of at least 2.00, but the cumulative GPA remains below the required level. If the student is unable to maintain a sufficient quarterly or cumulative GPA for continued probation, the student will be excluded from attending GMC for the following quarter. Additionally, an enrolled probationary student who earns a quarterly GPA of less than 1.50 will be excluded from GMC. Exclusion is for one quarter. Summer quarter may not be used as the exclusion quarter. Students placed on exclusion three times will be excluded for one calendar year. A student placed on academic exclusion will have financial aid terminated. See the section "[Academic Exclusion](#)" for details on financial aid eligibility.

### Standards of Satisfactory Progress

The following standards will be used:

Number of Hours Attempted	Minimum Acceptable Cumulative GPA
0 - 18	1.50
19 - 37	1.70
38 - 56	1.90
57 or more	2.00

### Reinstatement

A student excluded for one quarter will be eligible to apply for readmission and may be admitted if there is sufficient indication that further progress toward graduation is probable. See the section "[Admission of Students on Exclusion - Former GMC Students.](#)"

### Transient Course Request Policy

Occasionally, Georgia Military College will authorize students to enroll at other institutions in courses comparable to courses offered by GMC. Any student, seeking this permission, must have obtained a GMC residency of 30 quarter hours, must have a minimum GPA of 2.0, and demonstrate that the GMC course equivalent is unavailable during the quarter transient authorization is requested. GMC will not accept more than 35 hours of transient work.

Transient status means that a GMC student is attending another college on a temporary basis, one term, and will return to GMC at the end of that term to complete their course of study.

A student may request authorization for transient credit by completing the Transient Authorization form available from their academic advisor, the Office of the Registrar or Associate/Assistant Academic Dean. The form is very explicit in requirements and requires the student to work with the academic advisor throughout the process. GMC reserves the right to refuse credit for transient courses taken without prior authorization for such work.

With the exception of the HOPE Scholarship Program, transient courses cannot be counted in full-time status requirements for financial aid. The cost of transient enrollment is the obligation of the student. GMC does require a minimum grade of "C" for all transfer credit. The student must request an official transcript of all transient courses be sent to Georgia Military College. GMC will not post credit from other than an official transcript from the college where the work was completed. Upper division courses (those numbered above 299 or obviously junior/senior level classes) may not be taken in a transient status and used for credit at Georgia Military College.

### **Competency Requirements**

As a degree requirement, Georgia Military College students must take and pass competency examinations or pass designated courses in the following areas: writing, reading and mathematics. Students must check with their advisors to discuss completion of the competency requirements.

#### **ENGLISH WRITING COMPETENCY**

English writing competency is demonstrated by successful completion of ENG 102 with a grade of "C" or better or transfer grade of "C" or better in ENG 102 from an accredited institution.

#### **READING COMPETENCY**

Entering students with scores less than five years old with either

- Critical Reading SAT score of 510 or higher,
- ACT Reading score of 23 or higher,
- COMPASS score of 78 or higher,
- Regents' reading exam score of 61 or higher,
- Transfer credit for ENG 101, or
- Successful completion of RDG 099 or its equivalent at a regionally accredited college within the past two years

are not required to take the Reading Skills Placement Exam and are considered to have met the reading competency. All other entering students are required to take the placement examination to determine whether they have met the reading competency or the student must successfully complete the Reading 097 (RDG 097) and/or Reading 099 (RDG 099) courses.

#### **MATHEMATICS COMPETENCY**

Mathematics competency is demonstrated by successful completion of a Quantitative Skills

mathematics course with a grade of "C" or better. Equivalent courses accepted in transfer satisfy this competency requirement.

### **Georgia History/Constitution Requirements**

All students must satisfy mandated requirements that the student demonstrates knowledge of the history of the United States and the State of Georgia as well as their constitutions. Successful completion of HIS 121 or HIS 122 at GMC satisfies the U.S. History requirement, and successful completion of PLS 101 satisfies the constitution requirements.

Students who transfer to Georgia Military College and have not met Georgia's history/constitution requirements must arrange to take specialized tests through the Testing Coordinator at their campus.

### **Degree Completion**

Students normally graduate based upon the policies of the catalog under which they entered the college. A one-year break in student enrollment requires that a student seek readmission to the college. At that time, the student will come under the policies of the catalog in effect at the time of readmission.

Military personnel on active duty with a SOCAD/SOCNAV agreement will be considered in continuous enrollment in pursuit of their degree until they have the degree conferred. Military personnel who leave active duty have six months to reestablish active pursuit of their degree by attendance at GMC or by transfer of courses earned at another institution. If former military personnel do not reestablish their degree pursuit within six months and later return to take course work, they will be readmitted under the catalog in effect at that time.

All candidates for a degree must file a formal application before mid-term of the quarter prior to the quarter in which they expect to graduate. The Registrar's Office will conduct an audit and inform the student in writing of any remaining academic requirements prior to registration for the final quarter.

All students are required to obtain final degree application approval from the Business Office. Cadets must obtain approval from the Commandant of Cadets.

Students may receive a maximum of two degrees. Courses required to meet degree concentration requirements in one degree will not be counted twice for meeting other degree requirements. Core Requirement Area courses may be used in both degrees. Each candidate for degree must complete all courses required for the chosen degree and must have a Cumulative Grade Point Average (CGPA) of 2.00 or better for all work attempted. It is the responsibility of the student to ensure completion of the college's degree requirements and of the college's competency requirements.

Georgia Military College students that stop attending or transfer prior to submitting their application for degree, but have completed all degree requirements, may submit an Application

for Degree to have their degree processed. Students requesting their degree within one calendar year of non-attendance will have their degree posted under the catalog they attended and the degree date will be the end of the current term when the request is submitted. Students requesting their degree after one calendar year of non-attendance will be required to meet all current catalog requirements. The degree date for students with one calendar year of non-attendance will be the end date of the current term when request is submitted or when any additional requirements due to the catalog change are satisfied. Students with outstanding fees due to Georgia Military College will not have their degrees processed.

Georgia Military College students that transfer to another institution prior to completing all degree requirements may apply for their degree and request transfer credit to be applied to complete all academic requirements. Students must still meet all residency requirements. Students requesting their degree within one calendar year of non-attendance will have their degree posted under the catalog they attended and the degree date will be the end of the current term when the request is submitted. Students requesting their degree after one calendar year of non-attendance will be required to meet all current catalog requirements. The degree date for students with one calendar year of non-attendance will be the end date of the current term when request is submitted or when any additional requirements due to the catalog change are satisfied. Students with outstanding fees due to Georgia Military College will not have their degrees processed.

### **Graduation with Academic Honors**

Students with scholastic honors will be recognized at graduation as follows:

Cum Laude	3.50-3.64
Magna Cum Laude	3.65-3.79
Summa Cum Laude	3.80-4.00

Those so honored will have no grade lower than a “C” and will have met GMC residency requirements.

### **President's List**

The President’s List is published to honor students who attain the highest possible academic standing. To qualify for the President’s List at the completion of each quarter, a student must be attending GMC on a full-time basis, have achieved a quality point average of 3.70 in the academic subjects taken in the quarter just ended, and must not have received a grade below “C” in any subject for the quarter. Learning Support Services course grades will not count toward GPA calculations for the President’s List.

Students enrolled in Learning Support Services courses must take 12 additional hours in transferable credit courses in order to be eligible for the President’s List.

## **Dean's List**

The Dean's List is published to honor students who attain high scholastic standing. To qualify for the Dean's List at the completion of each quarter, a student must be attending on a full-time basis, must have achieved a quality point average of 3.20 or higher in the subjects of the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Learning Support Services course grades will not count toward GPA calculations for the Dean's List.

Students enrolled in Learning Support Services courses must take 12 additional hours in transferable credit courses in order to be eligible for the Dean's List.

## **Graduation**

Graduation dates will vary each academic year at each location. Students are encouraged to participate in the graduation exercises at their campus or at the Milledgeville campus.

## **Release of Official College Transcripts**

Students requiring copies of official transcripts must be in good standing and in a conditional/unconditional admission status before requesting the release of any official transcripts or grades. Good standing means that students do not have deficiencies in the Business office, the Dean of Students' office, Commandant's office, or Vice President for Academic Affairs and Dean of Faculty's office and are not in default on a federal loan received for study at Georgia Military College. Cadets in military science programs, who have disciplinary requirements that have not been met, will not receive official transcripts; thus, each cadet must make arrangements with the Commandant of Cadets to remove all disciplinary requirements prior to the end of the academic term in order to receive an official transcript.

Students must submit written requests for transcripts to the Registrar's Office. Transcript request forms are available on the Milledgeville campus from the Registrar's Office or at the Distant Learning Center business office. No transcript will be released except by written application from the student.

The transcript of a student's academic activity with Georgia Military College is the official property of the institution. The rules and regulations of the college govern the construction, amendment, or modification of any official transcript. Only the specifically authorized personnel of the institution may construct, amend, and modify a student transcript.

A student is never authorized to construct, amend, or modify a student transcript. Any student, proven to have engaged in such activity, or any student proven to have made use of such altered transcript for academic or financial benefit, will be subject to legal and administrative sanctions including but not limited to: criminal prosecution and or civil suit under appropriate laws of the state of Georgia, permanent exclusion from the institution (which will be recorded on the official transcript), and the administrative cancellation of academic credit for academic work based upon such altered transcript.

## **Student Academic Honesty Policy Statement**

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, learning, research, and public service, as well as the need to preserve and monitor students' academic rights and responsibilities. Since the primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at Georgia Military College. Possible consequences of academic dishonesty may range from a revision of assignment, an oral reprimand, a written reprimand, an "F" or a zero for the graded work, or with the concurrence of the Academic VP or Assistant Dean, removal from the course with a grade of "XF" to possible suspension or exclusion from the college. Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

- A. Cheating on an examination;
- B. Collaborating with others on work to be presented, contrary to the stated rules of the course;
- C. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own. When direct quotations are used in themes, essays, term papers, tests, book reviews, and other similar work, they must be indicated; and when the ideas of another are incorporated in any paper, they must be acknowledged, according to a style of documentation appropriate to the discipline;
- D. Stealing examination or course materials;
- E. Falsifying records, laboratory results, or other data;
- F. Submitting, if contrary to the rules of a course, work previously presented in another course;
- G. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. Students who are accused of academic dishonesty may appeal through the student academic dishonesty procedures in effect at Georgia Military College.

The procedures for appealing sanctions for academic dishonesty are outlined in the [GMC Student Handbook](#).

## **Academic Appeals Policy and Process Policy Statement**

Any student or former student of Georgia Military College has the right of timely petition. Petitions are available from the VPAA/DF or Distant Learning Center Director and are to be used by the student, in consultation with the faculty advisor, to remedy undue hardships and specific inequities that may adversely affect the student's ability to fulfill the academic requirements of the college. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements.

## DEFINITION OF APPEAL

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding admission, grading policies, special agreements, instructor's requirements, and academic requirements of the College. Students shall have the right to file academic grievances or appeals according to the procedures approved by the college set forth in the Student Handbook.

## Learning Support Services (LSS)

The Division of Learning Support Services provides instruction for students who need to improve their basic academic skills before attempting college-level courses. These students will hold Conditional Admission status. Courses include reading, English, and mathematics.

These courses:

1. do not apply towards degree requirements.
2. have no influence on grade point average (GPA), and
3. may not be transferred for credit. Students entering degree or non-degree programs who wish to register for any course which has a Learning Support Services prerequisite in an area must meet LSS requirements in that area.

## LSS Procedures

GMC will honor Learning Support Services courses taught at a regionally accredited college. Test scores and course completion records will be considered valid for two years.

Students who have not successfully completed LSS courses at a previous college must enroll in equivalent courses at GMC. Students must complete all Learning Support Services courses in the first sixty (60) quarter hours attempted at GMC, excluding MSD, PED, and PER 101 courses. All required LSS English and reading courses should be completed within the first thirty (30) quarter hours attempted at GMC.

Failure to complete the required courses as specified will require that the student enroll only in required LSS courses and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding terms until the LSS course work is successfully completed.

LSS students will enroll in at least one LSS course per term until they have completed this requirement. Failure to complete the required LSS course work in 60 hours will require that in subsequent terms the student enroll only in required LSS courses and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding terms until the LSS requirements are met.

### **LSS Grading Scale for LSS Courses Not Requiring an Exit Exam**

A	90–100 course average
B	80-89 course average
C	70-79 course average
IP	Course average below 70

#### **IP In Progress**

In progress (IP) indicates that the student is making progress but has not yet attained proficiency. The student must repeat the course.

#### **W Withdrawn**

Indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

#### **WF Withdrawn Failing**

Indicates that the student withdrew from the course and was failing at that time. A faculty member also assigns this grade when the faculty member has withdrawn a student from a course for excessive absences. Since LSS course work is not included in the GPA calculation, this grade does not affect the GPA; however, it does affect Financial Aid calculations.

#### **XF Academic Dishonesty**

This grade is assigned for repeated honor violations.

### **LSS Grading Scale for LSS Courses Requiring an Exit Exam**

A	90–100 course average and a passing Exit exam score
B	80-89 course average and a passing Exit exam score
C	70-79 course average and a passing Exit exam score
IP	Course average below 70

In progress (IP) indicates that the student is making progress but has not yet attained proficiency. The student must repeat the course.

#### **W Withdrawn**

Indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

#### **WF Withdrawn Failing**

Indicates that the student withdrew from the course and was failing at that time. A faculty member also assigns this grade when the faculty member has withdrawn a student from a course for excessive absences. Since LSS course work is not included in the GPA calculation, this grade does not affect the GPA; however, it does affect Financial Aid calculations.

XF Academic Dishonesty

This grade is assigned for repeated honor violations.

**LSS Policy on Repeating Course Work**

A student in Learning Support Services course work may repeat a course in any LSS subject (English, math or reading) as required to effect exit from Learning Support Services courses. If the student does not successfully complete the required LSS course(s) in three (3) attempts, the student can register for only that LSS course(s) and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding quarters until the LSS work is successfully completed.

# What Degrees Are Offered?

The Registrar's office is located on the Milledgeville campus and can be reached at (478) 387-4841.

Augusta Campus  
(706) 993-1087

Columbus Campus  
(706) 478-1688

Fairburn Campus  
(678) 379-1414

Warner Robins Campus  
(478) 225-0217

Valdosta Campus  
(229) 375-5654

At Georgia Military College, an education has two vital components: the development of the intellect and the elevation of character. The Ethics Across the Curriculum program focuses on ethical thinking within each of the disciplines offered at the college. The Critical Thinking and Character Development course (PER 102), a critical element of the core requirements for all GMC degrees, utilizes critical thinking through a more traditional course structure, which focuses on the works of philosophers and writers.

Each degree concentration has varied requirements that are outlined on the pages following the Core Curriculum Requirements. In all cases, ROTC contract cadets must meet additional requirements in the military science area (MSD).

Please note: All degree programs are not available at every campus. Each degree program has been marked as to availability at the time this catalog was published, but availability can change. A student should ask his/her academic advisor about whether a specific degree program is offered on his/her particular GMC campus, since the degree program could have been added or discontinued at that campus.

The Associate in Arts (AA) and Associate in Science (AS) degrees provide the foundation, after graduation, for transfer to a four-year college or university. Each degree includes the core curriculum that mirrors the core requirements of most senior level colleges as well as elective courses in selected areas of study (the concentration) that are foundation courses in the specific fields of study. Completion of an AA or AS degree provides the most effective transfer of college course work to a senior college or university.

The Associate in Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career oriented Bachelor's degree programs. While some four-year colleges offer the bachelor of applied science degree, many do not. Therefore students completing the AAS degree who have decided to pursue a higher degree need to ensure their selected four-year college offers the Bachelor of Applied Science of similar degree in the concentration degree prior to enrolling.

Please note that many colleges who do not offer the AAS degree may accept core curriculum course work on a course-by-course evaluation for transfer.

### **Change of Major**

Any change of major requires a written request submitted to the Registrar's Office. If the student enrolled under a previous catalog, the change of major will result in a move to the current catalog requirements.

### **Pre-Professional Studies**

First and second-year Pre-Professional studies may be accomplished at GMC to prepare students for transfer to four-year colleges to complete undergraduate work necessary for future admission to Law, Medical, Dentistry, Physician Assistant, Allied Health, or Veterinary professional schools.

Admission to professional schools is generally very competitive. To increase the likelihood of admission students should:

- Select a challenging major for which there is a strong personal interest that will contribute to a high level of academic performance (professional schools do not require a specific major for admission but do place great value on a high GPA);
- Take a full load each term (15 to 17 credit hours) and avoid withdrawing from classes;
- Choose elective courses that have demanding requirements in reading and writing as well as analytical and logical thinking;
- Be acutely aware of the requirements for the professional school admission; and

Participate in extracurricular activities (student government, appropriate job shadowing, community service, etc.).

Students interested in Pre-Professional studies should consult closely with a GMC academic advisor.

### **Off-Campus Study Program**

Georgia Military College views student learning as more than education obtained within the walls of a classroom. The Off-Campus Study Program provides an opportunity for students to travel to international and domestic locations to broaden and deepen their understanding of the subject matter and reexamine their views and perspectives on the human condition in the context of a global community.

Georgia Military College allows each professor the opportunity to create a course in their discipline for the Off-Campus Study Program. The college assesses these courses for quality, course content, transferability, and cultural experience.

While some programs require proficiency in a foreign language, most do not. These courses in the Off-Campus Study Program should cost about the same as study on campus, except for the travel expenses and incidentals, which may not be included in the cost of the course.

Applications for these courses are competitive. The exact due dates are announced every year by the various professors of the specific Off-Campus Study programs. Students are encouraged to consult with campus representatives for specific programs early in the application process.

### **Associate Degree Programs Leading to a Four-Year Degree**

The Associate in Arts (AA) and Associate in Science (AS) degrees provide the foundation, after graduation, for transfer to a four-year college or university. Each degree includes the core curriculum that mirrors the core requirements of most senior level colleges as well as elective courses in selected areas of study (the concentration) that are foundation courses in the specific fields of study. Completion of an AA or AS degree provides the most effective transfer of college course work to a senior college or university.

## Core Curriculum for the Associate in Arts Degree

The core curriculum of the AA degree at GMC includes those courses that the faculty members of the college have identified as central to the development of the proficiencies of a Georgia Military College student. The core courses are also those in common with the core requirements of most senior colleges and universities throughout the United States. This curriculum facilitates transfer, after graduation from GMC, to a four-year program at senior colleges.

<b>Communication Skills (Area A1)</b>	Hours
ENG 101	5
ENG 102	5
<b>Quantitative Skills (Area A2)</b>	
One of MAT 106/109/110/112/201 <sup>1</sup>	5/6
<b>Institutional Options (Area B)</b>	
PER 101 <sup>2</sup>	3
PER 102 <sup>3</sup>	3
One of the following:	
any PED	2
WEL 154	2
HPE 202 <sup>4</sup>	3
HPE 204/205 <sup>5</sup>	2
BIO 103 <sup>6</sup>	2
<b>Humanities, Fine Arts, and Ethics (Area C)</b>	
One of ENG 201/202/221/222/231/232 <sup>7</sup>	5
Foreign Language <sup>8</sup>	10
Choose from the following:	
FRE 101 and 102 or	
GER 101 and 102 or	
SPA 101 and 102	
<b>Natural Sciences, Mathematics, and Technology (Area D)</b>	
Two laboratory sciences <sup>9</sup> BIO (except 140), CHE, PHY, or PSC	12
One of BIO, CHE, CIS (210 or higher), MAT (110 or higher, except 208), NTR, PHY, or PSC <sup>10</sup>	5/6
<b>Social Sciences (Area E)</b>	

One of HIS 121/122	5
PLS 101	5
One of ANT/ECO/GEO/HIS/PLS/PSY/SOC <sup>11</sup>	5
<b>Total Concentration hours</b>	<b>70/73</b>

<sup>1</sup>Mathematics majors may not use MAT 106 for Area A2. MAT 112 or MAT 201 is recommended.

<sup>2</sup>PER 101 is required for all degree-seeking students and must be completed during a student's first term of enrollment at GMC. Students transferring 36 or more quarter hours into GMC in good academic standing according to GMC standards of academic progress may petition to the Associate/Assistant Academic Dean for a waiver. Students not required to take PER 101 must substitute any Institutional Options.

<sup>3</sup>PER 102 should be taken after successful completion of PER 101 and ideally during the final term of a student's first year.

<sup>4</sup>Recommended for Education and Health & Education majors.

<sup>5</sup>Cadets only.

<sup>6</sup>Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103.

<sup>7</sup>If ENG 221/222/231/232 is taken, the student must take HIS 101A or HIS 102A for the Area E elective.

<sup>8</sup>GMC accepts foreign language credit for other languages completed at regionally accredited colleges or universities and foreign languages certified by the ACE Guide for armed forces personnel under SOCAD, SOCNAV or from CCAF.

<sup>9</sup>Pre-Nursing majors must complete the BIO 123 and 124, CHE 101 and 102, or PHY 111 and 112 lab science sequence. Health and Physical Education majors must take BIO 123 and BIO 207.

<sup>10</sup>MAT 200 is required for Psychology majors. MAT 200 is recommended for Education majors.

<sup>11</sup>Elective must be HIS 101A or HIS 102A if ENG 201 or ENG 202 not taken in Area C. ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education majors.

## Core Curriculum for the Associate in Science Degree

The core curriculum of the AS degree at GMC includes those courses that the faculty members of the college have identified as central to the development of the proficiencies of a Georgia Military College student. The core courses are also those in common with the core requirements of most senior colleges and universities throughout the United States. This curriculum facilitates transfer, after graduation from GMC, to a four-year program at senior colleges.

<b>Communication Skills (Area A1)</b>	Hours
ENG 101	5
ENG 102	5
<b>Quantitative Skills (Area A2)</b>	
One of MAT 106/109/110/112/201 <sup>1</sup>	5/6
<b>Institutional Options (Area B)</b>	
PER 101 <sup>2</sup>	3
PER 102 <sup>3</sup>	3
One of the following:	
any PED	2
WEL 154	2
HPE 202 <sup>4</sup>	3
HPE 204/205 <sup>5</sup>	2
BIO 103 <sup>6</sup>	2
<b>Humanities, Fine Arts, and Ethics (Area C)</b>	
One of ENG 201/202/221/222/231/232 <sup>7</sup>	5
One of ART 194 (ART 191, 192, 193), COM, ENG, FRE, GER, MUS 194 (MUS 191, 192, 193), PHI, REL, SPA, or THE 194	5/6
<b>Natural Sciences, Mathematics, and Technology (Area D)</b>	
Two laboratory sciences <sup>8</sup> BIO (except 140), CHE, PHY, or PSC	12
One of BIO, CHE, CIS (210 or higher), MAT (110 or higher, except 208), NTR, PHY, or PSC <sup>9</sup>	5/6
<b>Social Sciences (Area E)</b>	
One of HIS 121/122	5

PLS 101	5
One of ANT/ECO/GEO/HIS/PLS/PSY/SOC <sup>10</sup>	5
<b>Total Concentration hours</b>	<b>65/69</b>

<sup>1</sup>Mathematics majors may not use MAT 106 for Area A2. MAT 112 or MAT 201 is recommended.

<sup>2</sup>PER 101 is required for all degree-seeking students and must be completed during a student's first term of enrollment at GMC. Students transferring 36 or more quarter hours into GMC in good academic standing according to GMC standards of academic progress may petition to the Associate/Assistant Academic Dean for a waiver. Students not required to take PER 101 must substitute any Institutional Options.

<sup>3</sup>PER 102 should be taken after successful completion of PER 101 and ideally during the final term of a student's first year.

<sup>4</sup>Recommended for Education and Health & Education majors.

<sup>5</sup>Cadets only.

<sup>6</sup>Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103.

<sup>7</sup>If ENG 221/222/231/232 is taken, the student must take HIS 101A or HIS 102A for the Area E elective.

<sup>8</sup>Pre-Nursing majors must complete the BIO 123 and 124, CHE 101 and 102, or PHY 111 and 112 lab science sequence. Health and Physical Education majors must take BIO 123 and BIO 207.

<sup>9</sup>MAT 200 is required for Psychology majors. MAT 200 is recommended for Education majors.

<sup>10</sup>Elective must be HIS 101A or HIS 102A if ENG 201 or ENG 202 not taken in Area C. ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education majors.

## Core Curriculum for the Associate in Applied Science Degree

The Associate in Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career oriented Bachelors degree programs. While some four-year colleges offer the bachelor of applied science degree, many do not. Therefore, students completing the AAS degree who have decided to pursue a higher degree need to ensure their selected four-year college offers the Bachelor of Applied Science or similar degree in their concentration degree prior to enrolling.

Please note that many colleges who do not offer the AAS degree may accept core curriculum course work on a course-by-course evaluation for transfer.

<b>Communication Skills (Area A1)</b>	Hours
ENG 101	5
ENG 102	5
<b>Quantitative Skills (Area A2)</b>	
One of MAT 106/109/112	5
<b>Institutional Options (Area B)</b>	
PER 101 <sup>1</sup>	3
PER 102 <sup>2</sup>	3
Two of the following:	
any PED	2
WEL 154	2
HPE 202 <sup>3</sup>	3
HPE 204/205 <sup>4</sup>	2
BIO 103	2
<b>Humanities, Fine Arts, and Ethics (Area C)</b>	
One of ENG 201/202/221/222/231/232, ART 194 (ART 191, 192, 193), MUS 194 (MUS 191, 192, 193), or THE 194	5/6
<b>Natural Sciences, Mathematics, and Technology (Area D)</b>	
One laboratory sciences BIO (except 140), CHE, PHY, or PSC	6
One of BIO, CHE, CIS, MAT (110 or higher), NTR, PHY, or PSY	5/6
<b>Social Sciences (Area E)</b>	

One of HIS 121/122	5
PLS 101	5
<hr/>	
<b>Total Concentration hours</b>	<b>51/54</b>

<sup>1</sup>PER 101 is required for all degree-seeking students and must be completed during a student's first term of enrollment at GMC. Students transferring 36 or more quarter hours into GMC in good academic standing according to GMC standards of academic progress may petition to the Associate/Assistant Academic Dean for a waiver. Students not required to take PER 101 must substitute any Institutional Options.

<sup>2</sup>PER 102 should be taken after successful completion of PER 101 and ideally during the final term of a student's first year.

<sup>3</sup>Recommended for Health and Education majors.

<sup>4</sup>Cadets only.

**Behavioral Science (AA/AS)**

Students are no longer allowed to enter this degree program. Students currently enrolled have until March 2013 to complete.

**ASSOCIATE IN ARTS (AA) BEHAVIORAL SCIENCE**

Successful completion of core requirements from catalog of entry: 80/83 quarter hours

Concentration	
PSY 200	5
SOC 200	5
Electives*	15
*Choose from remaining ANT, PSY, or SOC courses.	
Total Concentration	25
Total Quarter Hours	105/110

Offered at all campuses.

**ASSOCIATE IN SCIENCE (AS) BEHAVIORAL SCIENCE**

Successful completion of core requirements from catalog of entry: 75/78 quarter hours

Concentration	
PSY 200	5
SOC 200	5
Electives*	15
*Choose from remaining ANT, PSY, or SOC courses	
Total Concentration	25
Total Quarter Hours	99/103

Offered at all campuses.

## Biology (AA/AS)

### ASSOCIATE IN ARTS (AA) BIOLOGY

Successful Completion of [Core Requirements](#): 70/73 quarter hours

It is recommended that students complete CHE 101 and 102 as their core lab science, and complete MAT 200 as their core math/science elective.

Concentration	
BIO 211	6
BIO 212	6
Three courses from: BIO 207/208/230/270/299, CHE 200/250/251, PHY 111/112	18
Total Concentration	30
Total Quarter Hours	100/103

Offered at Augusta, Fairburn, Milledgeville, Online, Warner Robins, and Valdosta.

### ASSOCIATE IN SCIENCE (AS) BIOLOGY

Successful Completion of [Core Requirements](#): 65/69 quarter hours

It is recommended that students complete CHE 101 and 102 as their core lab science, and complete MAT 200 as their core math/science elective.

Concentration	
BIO 211	6
BIO 212	6
Three courses from: BIO 207/208/230/270/299, CHE 200/250/251, PHY 111/112	18
Total Concentration	30
Total Quarter Hours	95/99

Offered at Augusta, Fairburn, Milledgeville, Online, Warner Robins, and Valdosta campuses.

## Business Administration (AA/AS)

### ASSOCIATE IN ARTS (AA) BUSINESS ADMINISTRATION

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
ACC 201	5
ACC 202	5
ECO 201	5
ECO 202	5
BUS 204 or BUS 206A	5
Total Concentration	25
Total Quarter Hours	95/98

Offered at all campuses.

### ASSOCIATE IN SCIENCE (AS) BUSINESS ADMINISTRATION

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
ACC 201	5
ACC 202	5
ECO 201	5
ECO 202	5
BUS 204 or BUS 206A	5
Total Concentration	25
Total Quarter Hours	90/94

Offered at all campuses.

## Computer Information Systems (AAS)

### ASSOCIATE IN APPLIED SCIENCE (AAS) COMPUTER INFORMATION SYSTEMS

Successful Completion of [Core Requirements](#) 51/54 quarter hours

Concentration	
CIS 207	5
CIS 208	5
CIS 210	5
CIS 211	5
CIS 220	5
CIS 230	5
Choose 20 Quarter Hours from the following: CIS 202/203/204/205/209; BUS 204/206A; MGT 210	20
Total Concentration	50
Total Quarter Hours	101/104

Offered at Atlanta, Augusta, and Online campuses.

### **Criminal Justice (AA/AS/AAS)**

#### ASSOCIATE IN ARTS (AA) CRIMINAL JUSTICE

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
CRJ 100	5
CRJ 208	5
Criminal Justice Electives*	15
*Any CRJ, PSY, or SOC courses not taken or ANT 201, HSE 299, PLS 105	
Total Concentration	25
Total Quarter Hours	95/98
Students with law enforcement training may have applicable credit in some areas. (See section on transfer of credit.) Corrections officers who have completed work with GSU division of Justice Administration may apply those hours.	

Offered at all campuses.

#### ASSOCIATE IN SCIENCE (AS) CRIMINAL JUSTICE

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
CRJ 100	5
CRJ 208	5
Criminal Justice Electives*	15
*Choose any CRJ, PSY or SOC courses not taken OR ANT 201, HSE 101, HSE 299, PLS 105	
Total Concentration	25
Total Quarter Hours	90/94
Students with law enforcement training may have applicable credit in some areas. (See section on transfer of credit.) Corrections officers who have completed work with GSU division of Justice Administration may apply those hours.	

Offered at all campuses.

ASSOCIATE IN APPLIED SCIENCE (AAS) CRIMINAL JUSTICE  
 Successful Completion of [Core Requirements](#): 51/54 quarter hours

Concentration	
CRJ 100	5
CRJ 103	5
CRJ 104	5
CRJ 200	5
CRJ 204	5
CRJ 208	5
Choose 10 Quarter Hours from the following: any CRJ, SOC or PSY classes not taken, or ANT 201, COM 101, HSE 101, HSE 299, PLS 105	10
Total Concentration	40
Total Quarter Hours	91/94
Students with law enforcement training may have applicable credit in some areas. (See section on transfer of credit.) Corrections Officers who have completed work with GSU division of Justice Administration may use those hours in the AAS concentration in conjunction with CRJ 101 and CRJ 208.	

Offered at Atlanta, Augusta, Milledgeville, and online campuses.

**Early Care and Education (AA/AS)**

Students are no longer allowed to enter this degree program. Students currently enrolled have until March 2013 to complete.

**ASSOCIATE IN ARTS (AA) EARLY CARE AND EDUCATION**

(Birth to Five)

Successful completion of core requirements from catalog of entry: 79/82 quarter hours

Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
ECE 206	5
ECE 246	5
ECE 256	5
Total Concentration	30
Total Quarter Hours	109/112

Offered at Atlanta, Columbus, Milledgeville, Robins and Valdosta campuses.

**ASSOCIATE IN SCIENCE (AS) EARLY CARE AND EDUCATION**

(Birth to Five)

Successful completion of core requirements from catalog of entry: 74/77 quarter hours

Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
ECE 206	5
ECE 246	5
ECE 256	5
Total Concentration	30
Total Quarter Hours	104/107

Offered at Atlanta, Columbus, Milledgeville, Robins and Valdosta campuses.

## Education Early Childhood (AA/AS)

### ASSOCIATE IN ARTS (AA) EDUCATION EARLY CHILDHOOD

(Early Childhood Majors Pre-K to 5th Grade)

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
ISC 201	5
ISC 202	5
EDN 216	5
EDN 226	5
EDN 236	5
MAT 208	5
Total Concentration	30
Total Quarter Hours	100/103

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Offered at all campuses.

ASSOCIATE IN SCIENCE (AS) EDUCATION EARLY CHILDHOOD  
(Early Childhood Majors Pre-K to 5th Grade)  
Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
ISC 201	5
ISC 202	5
EDN 216	5
EDN 226	5
EDN 236	5
MAT 208	5
Total Concentration	30
Total Quarter Hours	95/99

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Offered at all campuses.

## Education Middle Grades (AA/AS)

ASSOCIATE IN ARTS (AA) EDUCATION MIDDLE GRADES

(Middle Grade Majors 4th-8th Grade)

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Electives*	15/18
*15 hours course work in two concentration areas of BIO, ENG, HIS, or MAT	
Total Concentration	30/33
Total Quarter Hours	100/106

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Offered at all campuses.

ASSOCIATE IN SCIENCE (AS) EDUCATION MIDDLE GRADES  
(Middle Grade Majors 4th-8th Grade)

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Electives*	15/18
*15 hours course work in two concentration areas of BIO, ENG, HIS, or MAT	
Total Concentration	30/33
Total Quarter Hours	95/102

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Offered at all campuses.

## Education Secondary (AA/AS)

ASSOCIATE IN ARTS (AA) EDUCATION SECONDARY

(High School Majors 6th-12th grade)

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Electives*	10/12
*10 hours course work in one concentration area of ART, BIO, CHE, ENG, FRE, HIS, MAT, or SPA	
Total Concentration	25/27
Total Quarter Hours	95/100

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Offered at all campuses.

ASSOCIATE IN SCIENCE (AS) EDUCATION SECONDARY

(High School Majors, 6th-12th grade)

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Electives*	10/12
*10 hours course work in one concentration area of ART, BIO, CHE, ENG, FRE, HIS, MAT, or SPA	
Total Concentration	25/12
Total Quarter Hours	90/96

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Offered at all campuses.

## English (AA)

### ASSOCIATE IN ARTS (AA) ENGLISH

Successful Completion of [Core Requirements](#): 70/73 qh  
Concentration

SPA 201/FRE 201/GER 201	5
Completion of the literature survey course set started in the core curriculum (ENG 201 & 202, ENG 221 & 222, or ENG 231 & 232)	5
3 of the following courses not previously taken: ENG 201/202/210/221/222/231/232	15
Total Concentration	25
Total Quarter Hours	95/98

Offered at Columbus, Fairburn, Milledgeville, Online, and Robins campuses.

### General Studies (AA/AS/AAS)

#### ASSOCIATE IN ARTS (AA) GENERAL STUDIES

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
Electives*	25
*May be chosen from any courses not taken in Core Requirements	
Total Concentration	25
Total Quarter Hours	95/98

Offered at all campuses.

#### ASSOCIATE IN SCIENCE (AS) GENERAL STUDIES

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
Electives*	25
*May be chosen from any courses not taken in Core Requirements	
Total Concentration	25
Total Quarter Hours	90/94

Offered at all campuses.

#### ASSOCIATE IN APPLIED SCIENCE GENERAL STUDIES

Successful Completion of [Core Requirements](#): 51/54 quarter hours

Concentration	
Electives*	40
*May be chosen from any courses not taken in Core Requirements	
Total Concentration	40
Total Quarter Hours	91/94

\*May be chosen from any courses not taken in Core Requirements.

Offered at Atlanta, Augusta, Milledgeville, Online, and Valdosta campuses.

### Health and Human Performance (AS/AAS)

Students are no longer allowed to enter this degree program. Students currently enrolled have until July 31, 2014 to complete.

#### ASSOCIATE IN SCIENCE (AS) HEALTH & HUMAN PERFORMANCE

Successful completion of core requirements from catalog of entry: 75/78 quarter hours

Concentration	
BIO 208	6
BIO 103	2
HPE 202	3
Electives*	15
*Choose three courses from: HPE 255, EDN 202, NTR 110, PSY 200, HPE 250	
Total Concentration	26
Total Quarter Hours	101/104

Offered at Atlanta, Milledgeville, Online, Robins, and Valdosta campuses.

#### ASSOCIATE IN APPLIED SCIENCE (AAS) HEALTH & HUMAN PERFORMANCE

Successful completion of core requirements from catalog of entry: 43/46 quarter hours

Concentration	
BIO 103	2
BIO 207	6
BIO 208	6
EDN 202	5
HPE 200	5
HPE 202	3
HPE 250	5
HPE 255	5
NTR 110	5
PSY 200	5
PSY 203	5
Total Concentration	52
Total Quarter Hours	95/98

Offered at Atlanta, Milledgeville, and Online campuses.

## Health and Physical Education (AS/AAS)

ASSOCIATE IN SCIENCE (AS) HEALTH & PHYSICAL EDUCATION

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
EDN 236	5
HPE 200	5
BIO 208	6
Choose two courses from: EDN 202/216/226; HPE 250	10
Total Concentration	26
Total Quarter Hours	91/95

Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science Mathematics, and Technology (Area D) lab sciences: BIO 123 and BIO 207

Offered at Atlanta, Columbus, Milledgeville, Online, Robins and Valdosta campuses.

ASSOCIATE IN APPLIED SCIENCE (AAS) HEALTH & PHYSICAL EDUCATION  
Successful Completion of [Core Requirements](#): 51/54 quarter hours

Concentration	
Select 40 to 43 hours from:	
BIO 103	2
BIO 207	6
EDN 202	5
EDN 216	5
EDN 226	5
EDN 236	5
HPE 200	5
HPE 202	3
HPE 250	5
HPE 255	5
PSY 200	5
Total Concentration	40/43
Total Quarter Hours	91/97

Offered at Atlanta, Milledgeville, and Online campuses.

## History (AA/AS)

### ASSOCIATE IN ARTS (AA) HISTORY

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
History Courses*	15
Electives**	10
*May be chosen from any History courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
Total Concentration	25
Total Quarter Hours	95/98

Offered at all campuses.

### ASSOCIATE IN SCIENCE (AS) HISTORY

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
History Courses*	15
Electives**	10
*May be chosen from any History courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
Total Concentration	25
Total Quarter Hours	90/94

Offered at all campuses.

## Homeland Security and Emergency Management (AA/AS)

ASSOCIATE IN ARTS (AA) HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
HSE 101	5
HSE 299	5
Electives*	15
*Choose three courses from: CRJ 100/103/110; COM 101; HIS 102; MGT 210/232; PLS 200; SOC 200	
Total Concentration	25
Total Quarter Hours	95/98

Offered at all campuses.

ASSOCIATE IN SCIENCE (AS) HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
HSE 101	5
HSE 299	5
Electives*	15
*Choose three courses from: CRJ 100/103/110; COM 101; HIS 102; MGT 210/232; PLS 200; SOC 200	
Total Concentration	25
Total Quarter Hours	90/94

Offered at all campuses.

## Human Communication (AA/AS)

### ASSOCIATE IN ARTS (AA) HUMAN COMMUNICATION

Successful Completion of [Core Requirements](#): 70/73 qh  
Concentration

Communications Courses*	10
*May be chosen from any Communications courses not taken in Core Requirements	
Choose 3 additional courses from the following: COM/ART 194/BUS 204/CIS 207/CIS 208/CIS 209/ENG 110/MUS 194/PHI 200/THE 194/PSY 200/PSY 203/PSY 205/SOC 200/SOC 207	15
Total Concentration	25
Total Quarter Hours	95/98

Offered at Augusta, Fairburn, Milledgeville, Online, Valdosta, and Warner Robins campuses.

### ASSOCIATE IN SCIENCE (AS) HUMAN COMMUNICATION

Successful Completion of [Core Requirements](#): 65/69 qh  
Concentration

Communications Courses*	10
*May be chosen from any Communications courses not taken in Core Requirements	
Choose 3 additional courses from the following: COM/ART 194/BUS 204/CIS 207/CIS 208/CIS 209/ENG 110/MUS 194/PHI 200/THE 194/PSY 200/PSY 203/PSY 205/SOC 200/SOC 207	15
Total Concentration	25
Total Quarter Hours	90/94

Offered at Augusta, Fairburn, Milledgeville, Online Campus, Valdosta, and Warner Robins.

## Information Technology (AA/AS)

### ASSOCIATE IN ARTS (AA) INFORMATION TECHNOLOGY

Successful Completion of [Core Requirements](#): 70/73 quarter hours

#### Concentration

##### OPTION 1

CIS 210	5
CIS 211	5
CIS 207	5
CIS 208	5
Elective*	5/6
*Choose one course from the following: CIS 203/204/205/209/213/220/230 MAT 112/200 MAT 201/202/203 ACC 201/202	
Total Concentration	25/26
Total Quarter Hours	95/99

OR

##### OPTION 2

CIS 210	5
CIS 211	5
CIS 212	5
Electives*	10/12
*Choose two courses from the following: CIS 203/204/205/209/213/220/230 MAT 112/200 MAT 201/202/203 ACC 201/202	
Total Concentration	25/27
Total Quarter Hours	95/100

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, and Warner Robins campuses.

ASSOCIATE IN SCIENCE (AS) INFORMATION TECHNOLOGY  
 Successful Completion of [Core Requirements](#): 65/69 quarter hours  
 Concentration  
 OPTION 1

CIS 210	5
CIS 211	5
CIS 207	5
CIS 208	5
Elective*	5/6
*Choose one course from the following: CIS 203/204/205/209/213/220/230 MAT 112/200 MAT 201/202/203 ACC 201/202	
Total Concentration	25/26
Total Quarter Hours	90/95

OR  
 OPTION 2

CIS 210	5
CIS 211	5
CIS 212	5
Electives*	10/12
*Choose two courses from the following: CIS 203/204/205/209/213/220/230 MAT 112/200 MAT 201/202/203 ACC 201/202	
Total Concentration	25/27
Total Quarter Hours	90/96

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, and Warner Robins campuses.

**International Affairs (AA/AS)**

Students are no longer allowed to enter this degree program. Students currently enrolled have until March 2013 to complete.

**ASSOCIATE IN ARTS (AA) INTERNATIONAL AFFAIRS**

Successful completion of core requirements from catalog of entry: 79/82 quarter hours

To include in Social Sciences, HIS 101A, HIS 102A, HIS 122, PLS 101

Concentration	
PLS 200	5
ECO 201	5
ECO 202	5
Electives*	10
*Choose two additional courses from the following: REL 220, HIS 200, SOC 200 or PSY 200	
Total Concentration	25
Total Quarter Hours	104/107

Offered at Atlanta, Augusta, Milledgeville, Robins and Valdosta campuses.

**ASSOCIATE IN SCIENCE (AS) INTERNATIONAL AFFAIRS**

Successful completion of core requirements from catalog of entry: 74/77 quarter hours

To include in Social Sciences, HIS 101A, HIS 102A, HIS 122, PLS 101

Concentration	
PLS 200	5
ECO 201	5
ECO 202	5
Electives*	10
*Choose two additional courses from the following: REL 220, HIS 200, SOC 200 or PSY 200	
Total Concentration	25
Total Quarter Hours	99/102

Offered at Atlanta, Augusta, Milledgeville, Robins and Valdosta campuses.

## Logistics Management (AA/AS)

### ASSOCIATE IN ARTS (AA) LOGISTICS MANAGEMENT

Successful [Completion of Core Requirements](#): 70/73 quarter hours  
Concentration (choose one group from the following three groups)

ACC 201 and ACC 202	10
ECO 201 and ECO 202	10
BUS 204 or BUS 206A	5
OR	
ACC 201 and ACC 202	10
BUS 204 and BUS 206A	10
MGT 210	5
OR	
ECO 201 and ECO 202	10
BUS 204 and BUS 206A	10
MGT 210	5
Total Concentration	25
Total Quarter Hours	95/98

Offered at Columbus, Fairburn, Milledgeville, Online, Robins, and Valdosta campuses.

ASSOCIATE IN SCIENCE (AS) LOGISTICS MANAGEMENT  
 Successful Completion of [Core Requirements](#): 65/69 quarter hours  
 Concentration

ACC 201 and ACC 202	10
ECO 201 and ECO 202	10
BUS 204 or BUS 206A	5
OR	
ACC 201 and ACC 202	10
BUS 204 and BUS 206A	10
MGT 210	5
OR	
ECO 201 and ECO 202	10
BUS 204 and BUS 206A	10
MGT 210	5
Total Concentration	25
Total Quarter Hours	90/94

Offered at Columbus, Fairburn, Milledgeville, Online, Robins, and Valdosta campuses.

### Mass Communication (AA/AS)

#### ASSOCIATE IN ARTS (AA) MASS COMMUNICATION

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
COM 101 or COM 201	5
COM 210	5
COM 240	5
Choose two additional courses from COM 220/230, ART 194 (ART 191, 192, 193), BUS 204, CIS 207/208/209, ENG 210, MUS 194 (MUS 191, 192, 193), PHI 200, PSY 200/203/205, SOC 200/207, THE 194	10/12
Total Concentration	25/27
Total Quarter Hours	95/100

Offered at Augusta, Fairburn, Milledgeville, Online, Warner Robins, and Valdosta campuses.

#### ASSOCIATE IN SCIENCE (AS) MASS COMMUNICATION

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
COM 101 or COM 201	5
COM 210	5
COM 240	5
Choose two additional courses from COM 220/230, ART 194 (ART 191, 192, 193), BUS 204, CIS 207/208/209, ENG 210, MUS 194 (MUS 191, 192, 193), PHI 200, PSY 200/203/205, SOC 200/207, THE 194	10/12
Total Concentration	25/27
Total Quarter Hours	90/96

Offered at Augusta, Fairburn, Milledgeville, Online, Warner Robins, and Valdosta campuses.

## Mathematics

### ASSOCIATE IN ARTS (AA) MATHEMATICS

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
MAT 202 (if not previously taken)	6
MAT 203	6
MAT 211	5
Select two or three* of the following: CIS 210/211, MAT 200/213, PHY 111/112	11/17
Total Concentration	26/29
Total Quarter Hours	96/102

\*If MAT 201 is taken as the Quantitative Skills mathematics course then MAT 202 should be taken as the Area D elective. The student must then choose three electives in the concentration.

MAT 106 may not be taken for Area A2. MAT 112 or MAT 201 is recommended for Area A2.

Offered at Augusta, Fairburn, Milledgeville, Warner Robins, and Valdosta campuses.

### ASSOCIATE IN SCIENCE (AS) MATHEMATICS

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
MAT 202 (if not previously taken)	6
MAT 203	6
MAT 211	5
Select two or three* of the following: CIS 210/211, MAT 200/213, PHY 111/112	11/17
Total Concentration	26/29
Total Quarter Hours	91/98

\*If MAT 201 is taken as the Quantitative Skills mathematics course then MAT 202 should be taken as the Area D elective. The student must then choose three electives in the concentration.

MAT 106 may not be taken for Area A2. MAT 112 or MAT 201 is recommended for Area A2.

Offered at Augusta, Fairburn, Milledgeville, Warner Robins, and Valdosta campuses.

## Paralegal Studies (AA/AS)

### ASSOCIATE IN ARTS (AA) PARALEGAL STUDIES

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
PLG 110	5
PLG 120	5
Electives*	15
*Choose three additional courses from: BUS 206; CRJ 100/103/201/208	
Total Concentration	25
Total Quarter Hours	95/98

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, Robins, and Valdosta campuses.

### ASSOCIATE IN SCIENCE (AS) PARALEGAL STUDIES

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
PLG 110	5
PLG 120	5
Electives*	15
*Choose three additional courses from: BUS 206; CRJ 100/103/201/208	
Total Concentration	25
Total Quarter Hours	90/94

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, Robins, and Valdosta campuses.

### Political Science (AA/AS)

#### ASSOCIATE IN ARTS (AA) POLITICAL SCIENCE

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
PLS 200	5
PLS 205	5
PLS 215	5
Choose two: BUS 206A, ECO, HIS 101A/102A/121/122/201, MGT 200/210, PLG 110, PLS	10
Total Concentration	25
Total Quarter Hours	95/98

Offered at Augusta, Fairburn, Milledgeville, Robins, and Valdosta campuses.

#### ASSOCIATE IN SCIENCE (AS) POLITICAL SCIENCE

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
PLS 200	5
PLS 205	5
PLS 215	5
Choose two: BUS 206A, ECO, HIS 101A/102A/121/122/201, MGT 200/210, PLG 110, PLS	10
Total Concentration	25
Total Quarter Hours	90/94

Offered at Augusta, Fairburn, Milledgeville, Robins, and Valdosta campuses.

## Pre-Nursing (AA/AS)

### ASSOCIATE IN ARTS (AA) PRE-NURSING

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 203 or PSY 205	5
One of BIO/BOT/CHE/MAT/NTR/PHY/PSC (MAT 200 or NTR 110 recommended)	5/6
Total Concentration	28/29
Total Quarter Hours	98/102

Note: Requirements at four-year nursing schools vary. The student is charged with coordinating his or her course of study with the requirements listed in the catalog published by the nursing school of choice.

Offered at all campuses.

### ASSOCIATE IN SCIENCE (AS) PRE-NURSING

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 203 or PSY 205	5
One of BIO/BOT/CHE/MAT/NTR/PHY/PSC (MAT 200 or NTR 110 recommended)	5/6
Total Concentration	28/29
Total Quarter Hours	93/64

Note: Requirements at four-year nursing schools vary. The student is charged with coordinating his or her course of study with the requirements listed in the catalog published by the nursing school of choice.

Offered at all campuses.

## Psychology (AA/AS)

### ASSOCIATE IN ARTS (AA) PSYCHOLOGY

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
PSY 200	5
PSY 230	5
Any two PSY courses not previously used	10
Choose one course from the following: BIO/CHE/FRE/GEO/GER/HIS/MAT/PHI/PSC/PHY/SOC	5/6
Total Concentration	25/26
Total Quarter Hours	95/99

MAT 200 is required for the Area D elective.

Offered at all campuses.

### ASSOCIATE IN SCIENCE (AS) PSYCHOLOGY

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
PSY 200	5
PSY 230	5
Any two PSY courses not previously used	10
Choose one course from the following: BIO/CHE/FRE/GEO/GER/HIS/MAT/PHI/PSC/PHY/SOC	5/6
Total Concentration	25/26
Total Quarter Hours	90/95

MAT 200 is required for the Area D elective.

Offered at all campuses.

## Social Work (AA/AS)

### ASSOCIATE IN ARTS (AA) SOCIAL WORK

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
SOC 200	5
SOC 205	5
SWK 101	5
SWK 150	5
SWK 200	5
Total Concentration	25
Total Quarter Hours	95/98

Offered at Augusta, Columbus, Fairburn, Online, and Valdosta campuses.

### ASSOCIATE IN SCIENCE (AS) SOCIAL WORK

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
SOC 200	5
SOC 205	5
SWK 101	5
SWK 150	5
SWK 200	5
Total Concentration	25
Total Quarter Hours	90/94

Offered at Augusta, Columbus, Fairburn, Online, and Valdosta campuses.

## Sociology (AA/AS)

### ASSOCIATE IN ARTS (AA) SOCIOLOGY

Successful Completion of [Core Requirements](#): 70/73 quarter hours

Concentration	
Sociology Courses*	15
Electives**	10
* May be chosen from any Sociology courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
Total Concentration	25
Total Quarter Hours	95/98

Offered at all campuses.

### ASSOCIATE IN SCIENCE (AS) SOCIOLOGY

Successful Completion of [Core Requirements](#): 65/69 quarter hours

Concentration	
Sociology Courses*	15
Electives**	10
* May be chosen from any Sociology courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
Total Concentration	25
Total Quarter Hours	90/94

Offered at all campuses.

# What Classes Are Offered?

## Course Numbering

A uniform course numbering system is used for all courses in accordance with the following guidelines.

Courses numbered 000 – 099 are for Learning Support Services courses. Credits in these courses are not applicable toward any degree programs.

Courses numbered 100 – 199 are freshman level courses applicable toward associate degrees.

Courses numbered 200 – 299 are sophomore level courses applicable toward associate degrees.

Course numbers ending in zero are generally introductory courses.

Course numbers ending in 1, 2, 3, 4, and 5 are generally sequence courses. For example: English 101 precedes English 102.

## Course Descriptions

Courses offered at Georgia Military College are listed in this section of the catalog. Not every course is offered every term. A student should check the schedule of classes at each campus for the particular term he/she wishes to attend.

### Accounting

#### ACC 201 Principles Of Accounting I 5 qh

A study of the underlying theory and application of financial accounting concepts. It includes the study of accounting cycle, the preparation and interpretation of basic financial statements, and the study of fundamental accounting principles.

#### ACC 202 Principles Of Accounting II 5 qh

A study of the underlying theory and application of managerial accounting concepts. It is a continuation of ACC 201 as a decision making tool. It includes introductions to concepts, principles, and procedures used by managers for planning, control, and other business decisions. Prerequisite: ACC 201.

## **Anthropology**

### **ANT 201 Anthropology 5 qh**

An introduction to the study of human origins, development, behavior and culture. Includes paleontology, archeology, and principal aspects of sociocultural organization.

## **Aerospace Studies**

### **ARS 101 U. S. Air Force and Officership 1 qh**

Introduction to the history, mission, organization, and doctrine of the United States Air Force. Includes military customs and courtesies, communication, officership, and Air Force job specialties.

### **ARS 102 Air Force Commands 1 qh**

A study of the various specified, unified, and joint commands that make up the structure of the Air Force. Focus is on the mission, organization, capabilities, and weapon systems of each command.

### **ARS 103 The Air Force Today 1 qh**

Introduction to flight, geopolitics, the military balance, and terrorism. Includes a survey of relations with other branches of the Armed Services.

### **ARS 104 Team Building 1 qh**

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include team building, diversity training, and Oath of Office. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. Prerequisite: ARS 103.

### **ARS 201 Growth of Air Power 1 qh**

Traces the events and elements in the history of air power that provided a significant impact on United States strategy.

### **ARS 202 Concepts of Air Power 1 qh**

Traces the development of concepts for the employment of air power to support national objectives.

### **ARS 203 Air Power Technology 1 qh**

Focuses upon factors that prompted research and technological change to improve the effectiveness of air power.

### **ARS 204 Air Power in the Post-Cold War Era 1 qh**

Course is designed to introduce students to the evolution of the United States Air Force in the Post-Cold war era. Featured topics include the Persian Gulf War, conflict in the former Republic of Yugoslavia, and Post-Cold war operations. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. Prerequisite: ARS 203.

ARS 299 Air Force ROTC Leadership Lab 1 qh

Focus upon the practical application of the leadership principles for Air Force officers. Note: AFROTC courses are taught at Valdosta State University by the VSU Military Science faculty.

## **Art**

ART 191 Art Appreciation I 2 qh

A history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values.

ART 192 Art Appreciation II A continuation of Art 191. 2 qh

ART 193 Art Appreciation III A continuation of Art 192. 2 qh

ART 194 Art Appreciation 5 qh

A history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values. (Art 191, 192, and 193 combined and taught in one course.)

ART 195 Design I 5 qh

A course that helps students develop the skills and understanding of basic two dimensional design, color use, perspective, texture, intensity, and composition. Students will be required to complete projects that will aid in developing these skills and concepts.

ART 196 Drawing I 5 qh

A beginning drawing course with specific concentration on tools, materials, design, composition, and display and mounting procedures. Some art supplies will be needed.

ART 197 Drawing II 5 qh

A second level drawing class with an emphasis on mixed media. Students will also learn how to display and conserve their art, and they will be required to produce a portfolio. Prerequisite: ART 196.

ART 198 Painting I 5 qh

A beginning painting class using acrylics and oil painting on canvas, paper, and board. Slides and lectures about present and past painters will be given, as well as a lecture on the dangers of toxic materials.

ART 199 Painting II 5 qh

A second level painting class covering advanced techniques and applications. Prerequisite: ART 198.

ART 200 Art and Technology 5 qh

Art class based on the use and limited mastery of software enabling student to use a digital camera, scanner, and printer. Includes creating and enhancing art.

ART 205 3 Dimensional Design 5 qh

Continuation of Design I (ART 195). Student will organize in space, employing the use of design elements to create three dimensional sculpture.

## **Biology**

BIO 100 Survey of Biology 5 qh

A survey course emphasizing basic biological principles operating in living organisms with particular reference to the application of these principles to human welfare. This is a non-laboratory science with five lecture/demonstration classes a week. Not designed for transfer.

BIO 103 Medical Terminology 2 qh

A study of the meanings and origins of medical and scientific terminology to include relevant medical and biological abbreviations and symbols. This course includes basic vocabulary to facilitate understanding and use of terminology in courses required for pre-professional degrees such as Pre-nursing and for other medically related fields.

BIO 105 Environmental Studies 5 qh

A survey of basic principles of ecology and sources of environmental degradation, with emphasis on the impact of man on the biosphere and potential solutions to environmental problems.

BIO 106 Animal Behavior 5 qh

An introductory course that includes history, genetics, evolution, mechanisms, behavior, learning and motivation, communication, aggression, mating, and the evolution of behavior patterns and social systems.

BIO 111 Intro to Pharmacology 5 qh

This course presents the basic principles of pharmacology and the essential characteristics of commonly prescribed drug classes, including action mechanisms, therapeutic uses, side effects and warnings. This course provides a conceptual framework of anatomy, physiology and pathology within which drug actions and interactions are taught. This course includes basic vocabulary and most-used drugs to facilitate understanding and use of these in nursing and other medically related fields.

BIO 112 Pharmacology I 2 qh

An introduction to the basic concepts of Pharmacology, focusing on the interpretation of physician's orders, dosage calculations, methods of drug delivery, mechanisms of absorption, biotransformation, excretion of drugs, and the study of drugs targeting the nervous and cardiovascular systems.

BIO 113 Pharmacology II 2 qh

A study of drugs functioning in infection fighting, the treatment of neoplasia, and treatment of inflammation and immune disorders as well as the study of drugs used in treatment of disorders of respiratory, digestive, and urinary systems.

BIO 114 Pharmacology III 2 qh

A study of drugs functioning within the endocrine and reproductive systems, along with drugs targeting the musculo-skeletal and integumentary systems, the eyes, and the ears.

BIO 115 Marine Biology 5 qh

A basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include: adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there.

BIO 123 General Biology I 6 qh

An introduction to life processes including principles of cell and molecular biology; the perpetuation of life, origin and diversity; and a study of plants, invertebrates, and vertebrates. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: RDG 099 or placement. Students must take BIO 211 to satisfy the requirements of the AA/AS Biology degree.

BIO 124 General Biology II 6 qh

A continuation of BIO 123, including evolution and a comprehensive survey of organisms within the 5 kingdoms and their adaptations to their environment. Students completing BIO 124 will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. Students must take BIO 212 to satisfy the requirements of the AA/AS Biology degree. Prerequisite: BIO 123.

BIO 140 Forensic Biotechnology 6 qh

An overview of the study and application of science to the processes of criminal law. This course will focus on collection and preservation, examination, evaluation and interpretation of evidence. Special emphasis is devoted to the significance of physical evidence, chemical, physical and biological principles of the scientific techniques employed, and the capabilities and limitations of the forensic sciences. While this course cannot be used to satisfy a core lab science, it can be used as the Area D Mathematics, Science or Technology elective or in the General Studies concentration. Lecture 4.5 hours; Laboratory 1.5 hours.

BIO 207 Human Anatomy & Physiology I 6 qh

An integration of anatomical structure with physiological function, systematically examining basic histology and the integumentary, skeletal, muscular, nervous, and sensory systems. Laboratory work includes histology, dissection, and physiological experiments. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: BIO 123 or BIO 211.

BIO 208 Human Anatomy & Physiology II 6 qh

A continuation of the study of human systems, with emphasis on the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Laboratory work includes extensive histology, dissection, and physiological experiments appropriate to systems studies. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: BIO 207.

**BIO 211 Principles of Biology I 6 qh**

This is a majors course designed to explore basic concepts of biology including science as a process, biochemistry, energy transfer, mitosis and meiosis, cell structure and function, cellular energetic, molecular genetics, molecular basis of evolution, reproduction and development. Students completing Principles of Biology I will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises will include, but not be limited to: introductory laboratory techniques and safety, data collection and analysis, microscopy, basic microbiological and biotechnology techniques, genetics and bioenergetics. Students cannot receive credit for BIO 123 and BIO 211. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisites: MAT 106 or higher, RDG 099, ENG 099 or placement.

**BIO 212 Principles of Biology II 6 qh** This the second in a two-part majors course. Principles of Biology II will focus on organisms including diversity and phylogeny, the relationship of biological history to geological time, structure and function of living organisms, principles of ecology, and interaction with the environment. Students completing Principles of Biology II will become biologically literate citizens able to apply biological concepts to the ethical choices they must make throughout life. This course is for science majors. Laboratory exercises will include, but not be limited to: survey of animal phyla including comparative form and function; survey of plant divisions; basic ecological techniques; data collection, analysis, and presentation. Students cannot receive credit for BIO 124 and BIO 212. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisites: BIO 211

**BIO 230 General Botany 6 qh**

A study of the structure of leaves, stems, roots, growth, and nutritive processes of plants; the relationship of plants to their environments and plant taxonomy. Lecture 4.5 hours; Laboratory 1.5 hours.

**BIO 255 Marine Biology 6 qh**

A basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include: adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there. Lecture 4.5 hours; Laboratory 1.5 hours.

**BIO 270 General Zoology 6 qh**

A general introduction to zoology, a survey of the structure, physiology, adaptations, and life cycles of animals in each major group from protozoans to humans. Lecture 4.5 hours; Laboratory 1.5 hours.

**BIO 299 Microbiology 6 qh**

A study of microbial morphology, growth, colonial morphology, biochemistry, physiology, drug resistance, methods of disinfection, and methods of sterilization. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: BIO 123 or BIO 211.

## **Business Office Administration**

### **BOA 101 Introductory Keyboarding 3 qh**

Correct keyboarding techniques and application of skill in entering data related to a business environment.

## **Business**

### **BUS 204 Business Communications 5 qh**

Theory and practice in the organization, content, and style of business letters; the role of business reports and their types; collecting, organizing, and interpreting data; written presentations; oral presentations; practice in writing business letters and reports; and practice in making oral presentations. Prerequisite: ENG 101

### **BUS 206A Legal Environment of Business 5 qh**

A discussion of the ethical, political, social, legal, and regulatory issues of a business environment. Topics will focus on the conflicting rights and duties of individuals, organizations, and other factions in a domestic and global society that lead to the development of ethical awareness, social responsibility, and law.

### **BUS 210 Marketing 5 qh**

Study of marketing channels and institutions; market structure, organization, and behavior; retail, wholesale, and industrial marketing; and governmental regulations.

## **Chemistry**

### **CHE 101 General Chemistry I 6 qh**

A systematic treatment of atomic structure, molecular formulas, reactions in aqueous solutions, calculations with chemical formulas and equations, the gas laws, thermochemistry, and electronic structure. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: MAT 099 or placement.

### **CHE 102 General Chemistry II 6 qh**

A continuation of CHE 101 with emphasis on bonding, molecular geometry, states of matter, solutions, acid-base and oxidation reduction concepts, equilibrium, and nuclear chemistry. Lecture 4.5 hours, Laboratory 1.5 hours. Prerequisite: CHE 101.

### **CHE 105 Descriptive Chemistry I 6 qh**

An introduction to general chemistry. A systematic look at the fundamental concepts of the structure and properties of matter. Topics include formulas, chemical structures and equations, solution chemistry, stoichiometric calculations, and equilibrium including acid/base equilibria. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: MAT 099 or placement.

### **CHE 106 Descriptive Chemistry II 6 qh**

An overview of the chemistry of organic molecules and an introduction to biochemical concepts. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: CHE 105.

CHE 200 Introductory Biochemistry 6 qh

An introduction to the structure and function of biological molecules, their enzymology, metabolism, and energy relationships, DNA and RNA structure, transcription and molecular biology. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: CHE 101 and 102 or permission.

CHE 250 Organic Chemistry I 6 qh

An introduction to organic chemistry. A systematic study of the chemistry of alkanes, alkenes, alkyl halides, dienes, alkynes, alicyclic hydrocarbons, and aromatic hydrocarbons, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory, 1.5 hours. Prerequisite: CHE 101 and 102.

CHE 251 Organic Chemistry II 6 qh

A continuation of CHE 250 focusing on the chemistry of alcohols, ethers, epoxides, aldehydes, ketones, carboxylic acids, and amines, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; laboratory, 1.5 hours. Prerequisite: CHE 250.

**Communication**

COM 101 Fundamentals of Speech Communication 5 qh

This course offers an opportunity to learn and apply, in daily life, practical principles of communication. Emphasis is placed on psychological, social, cultural, and linguistic factors, which affect person-to-person interaction. This course is designed to help students improve their communication in both personal and professional contexts. Attention is given to human perceptions, interpersonal dynamics, patterns of inference, listening, and verbal and visual symbols. Prerequisites: None

COM 201 Public Speaking 5 qh

This course is designed to provide extensive practice in preparing and presenting effective public speeches. Special emphasis is devoted to organization, outlining, audience analysis, analytical reasoning, and delivery skills. Prerequisites: None

COM 210 Introduction to Mass Communication 5 qh

This course is a basic study of the structure and dynamics of the contemporary mass media and its producer-to-audience relationship. The history, ethics, and social importance of media will be explored in the context of our own diverse society. Students will investigate the elements of media, discern between the press and other forms of media, and develop a basic understanding of how and why messages are created and communicated and the effects of these messages. Prerequisites: Fulfillment of all LSS Reading and English requirements or placement in ENG 101.

COM 220 Interpersonal Communication 5 qh

This course provides students the skills necessary to become better communicators. This course is a study in the theories and practices of communication in two person or small group settings. Primary emphasis is placed on understanding verbal and non-verbal communication and the cultural context in which this communication occurs. Prerequisites: Fulfillment of all LSS Reading and English requirements or placement in ENG 101.

COM 230 Introduction to Communication Theory 5 qh

This course provides an overview of the four disciplines within the communication field (interpersonal, small group, public speaking and mass communication,) and how to apply the various theories within these disciplines. Prerequisites: Fulfillment of all LSS Reading and English requirements or placement in ENG 101.

COM 240 Basic News Writing and Reporting 5 qh

This course is a study of the basic skills required for writing in a professional journalistic atmosphere. Students will learn about reporting and “news gathering” practices while practicing the writing techniques of journalism, such as writing leads, organizing stories, and referencing sources. Students will evaluate and practice producing news writings for newspapers, television, and online sources. Prerequisites: ENG 101 and COM 210

**Computer Information Systems**

CIS 100 Computer Literacy 2 qh

An introductory course on basic computer usage. The student is introduced to basic windows applications, e-mail, and the Internet. Other topics include the use of microcomputers and local area networks in business, hardware considerations, and ethical issues relative to computers.

CIS 105A Intro to Word Processing and Presentation Graphics 2 qh

An introduction to basic word processing concepts and to the basic concepts of a presentation graphics program. A student who has successfully completed CIS 200 with a grade of “C” or better may not take this course. If a student chooses to take CIS 200 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

CIS 106 Intro to Spreadsheets 2 qh

An introduction to computer spreadsheets as used in a business environment. Basic spreadsheet operations are presented within a popular PC program. A student who has successfully completed CIS 200 with a grade of “C” or better may not take this course. If a student chooses to take CIS 200 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

CIS 107 Intro to PC Database Management 2 qh

An introduction to database management as used in a business environment. Basic database operations are presented within a popular PC program. A student who has successfully completed CIS 200 with a grade of “C” or better may not take this course. If a student chooses to take CIS 200 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

CIS 200 Computer Concepts And Applications 5 qh

A hands-on course emphasizing word processing, spreadsheets, database management, presentation graphics, Internet and e-mail. Other topics include the use of microcomputers and local area networks in business, hardware considerations, and ethical issues in the computer field.

CIS 202 Intro to Computer Hardware 5 qh

A hands-on introduction to computer hardware. Special emphasis is given to how the components work and how they are configured. Provides an introduction to installing and maintaining microcomputers, troubleshooting, resolving minor hardware problems, and preventative maintenance.

CIS 203 Advanced Word Processing Applications 5 qh

Advanced study of word processing that uses a popular word processing program in a hands-on environment. Emphasis is on table creation and manipulation, form letters and interfacing with other popular spreadsheet and database programs, creating newsletters, working with indexes and table of contents, and creating forms. Prerequisite: CIS 200

CIS 204 Advanced Spreadsheet Applications 5 qh

Advanced study of spreadsheet applications using a popular spreadsheet program in a hands-on environment. Emphasis is on absolute addressing, what if analysis, advanced graphs, financial functions, database worksheet integration, templates, auditing, and working with multiple worksheets. Prerequisite: CIS 200

CIS 205 Advanced Database Applications 5 qh

Advanced study of database applications using a popular database program in a hands-on environment. Emphasis is on updating a database, creation and manipulation of reports, using forms, sub forms, and combo boxes, incorporation OLE (pictures, etc.) and hyperlinks, creating macros and advanced report design. Prerequisite: CIS 200.

CIS 207 Web Design I 5 qh

Designing and implementing a Web page using a popular web page design tool. Emphasis is placed on learning proper web page design techniques in an exercise oriented approach, while learning common web page formats and functions.

CIS 208 Web Design II 5 qh

Designing and implementing Web pages using Hypertext Mark-up Language. Hands-on design that includes web elements such as links, tables, image maps, forms, and frames. Prerequisite: CIS 207.

CIS 209 Desktop Publishing 5 qh

This course is designed to introduce students to the procedures used to create professional quality publications suitable for coursework, professional purposes, and personal use.

CIS 210 Principles of Computer Programming I 5 qh

The study of computer programming with emphasis on problem solving utilizing well structured code. Additional topics include straight line coding and conditional code, data representation, control structures, and functions. Course includes programming assignments using a popular programming program.

CIS 211 Principles of Computer Programming II 5 qh

A continuation of computer programming including algorithm development, array manipulation,

advanced structure analysis, documentation, and problem solving. Course includes programming assignments using a popular programming program. Prerequisite: CIS 210.

**CIS 212 Web Page Development 5 qh**

This course will cover the theory and design of web pages and web sites. Topics covered include: the hypertext markup language, the Java script, graphical design considerations, search engine ranking strategies, and the use of higher-level software in the creation and design of web sites and pages. Prerequisite: CIS 210.

**CIS 213 Networking 5 qh**

This course serves as an introduction to networks. Course will cover the creation and functions of computer networking systems. Topics to be covered include networking terminology, network theory, network planning and configuration, network management, standards bodies, and network models.

**CIS 220 Data Systems Analysis & Design 5 qh**

An introduction to problems from business and science using logical and mathematical techniques particularly suited to characteristics of the digital computer. Problems involve qualification of descriptive data, manipulation of these data, and expression of analysis in descriptive terms. Includes documentation and flowcharting methods.

**CIS 230 Management Information Systems 5 qh**

This course integrates EDP methodology, human behavior and organizational structures. Management information needs, decision support systems, expert systems and integrated database technology are stressed.

**Criminal Justice**

**CRJ 100 Intro to Criminal Justice 5 qh**

A general overview of the American criminal justice system. Each of the major components (police, courts, and corrections) will be examined.

**CRJ 101 Correctional Institutions 5 qh**

An introduction to correctional procedures, punishment, deterrence, incarceration, and rehabilitation.

**CRJ 102 Corrections 5 qh**

Reviews judicial decisions that have had significant implications for the operation of prisons/jails. Explains how the correctional professional can incorporate mandated changes into the operation of prisons/jails.

**CRJ 103 Criminal Procedures 5 qh**

A study of the nature and function of the law with relation to the criminal process, policies and procedures in the administration of criminal justice.

CRJ 104 Juvenile Delinquency and Procedure 5 qh

A detailed examination of juvenile delinquency in the United States. Course topics will include: social causes, apprehension and processing, court procedures, and rehabilitation.

CRJ 109 Probation and Parole 5 qh

The course examines the theory, practices and processes of probation and parole.

CRJ 110 Principles of Private Security 5 qh

The historical development of security as a vocation, types of security, personnel requirements, and legal support constraints placed on security programs are studied.

CRJ 200 Intro to Criminology 5 qh

An examination of crime theories and causation. The relationship between crime, the criminal, and society is presented. The nature of criminal behavior, moral law, and criminal law are discussed.

CRJ 201 Criminal Investigation 5 qh

Introduces the student to the techniques of criminal investigation to include: crime scene, search and recording, collection and preservation of evidence, scientific aids, modus operandi, sources of information, and interviewing witnesses.

CRJ 202 Intro to Criminalistics 5 qh

The study of the scientific aspects of criminal investigation to include: collection, preservation, and examination of physical evidence, chemical and other scientific methods used in a modern crime investigation laboratory.

CRJ 203 Police Community Relations 5 qh

This course examines the historical development of criminal justice agencies with emphasis on community relationships, police and community perceptions, attitudes and values.

CRJ 204 Ethics in Criminal Justice 5 qh

An introduction to concepts of ethics and the examination of contemporary ethical issues in criminal justice.

CRJ 208 Criminal Law 5 qh

This course examines substantive criminal law and its procedures for implementation. Emphasis will be given to historical developments, contemporary forms of criminal definitions and Supreme Court decisions that govern criminal procedures.

CRJ 209 Police Supervision & Management 5 qh

An examination of public administration as it applies to criminal justice organizations. Emphasis will be given to organizational theory, leadership, decision-making, and human resource management.

## **Economics**

### **ECO 180 Survey of Economics 5 qh**

This course is designed to create student interest and enhance general understanding of the basic tenets of economics. Basic microeconomic and macroeconomic theories are offered and explored relative to real world issues that students face every day. Students will become better prepared to critically evaluate the world around them. This course can be used as an elective in area E of the core.

### **ECO 201 Macroeconomics 5 qh**

An introduction to the study of economics through an examination of the nature and operation of the American economic system. The study will include the economic components of the American and international economy, supply and demand, the circular flow diagram and gross domestic product, fiscal policy, monetary system and monetary theory and policy.

### **ECO 202 Microeconomics 5 qh**

An introduction to the study of economics and microeconomics through examination of the principles involved in the production and distribution of goods within a market economy under conditions of pure competition, imperfect competition, and monopoly.

## **Education**

### **EDN 202 Personal Health 5 qh**

An introduction to methods of promoting health in the individual.

**EDN 216 Exploring Socio-Cultural Perspective on Diversity in Educational Settings 5 qh** This course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course has a required ten-hour field experience component. The field experience must be successfully completed in order to receive a passing grade in the course.

### **EDN 226 Investigating Critical and Contemporary Issues in Education 5 qh**

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course has a required ten-hour field experience component. The field experience must be successfully completed in order to receive a passing grade in the course.

### **EDN 236 Teaching and Learning 5 qh**

This course allows students to explore key aspects of learning and teaching. The students will examine their own learning processes and those of others, with the goal of applying this

knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course has a required ten-hour field experience component. The field experience must be successfully completed in order to receive a passing grade in the course.

## English

ENG 097 LSS English I 5 qh  
Institutional credit only

This course is primarily a comprehensive review of grammar and mechanics to prepare students for success in college-level English courses. Paragraph writing is also included. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

ENG 099 LSS English II 5 qh  
Institutional credit only

This course, an extension of ENG 097, emphasizes paragraph structure and the writing of short expository essays, with special attention to organization, logic, usage, tone, and style. The course is designed to prepare students for college-level writing in English 101 and in other disciplines. Prerequisite: ENG 097 or placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Asst. Dean.

ENG 101 Composition I 5 qh

An introduction to writing and reading expository prose. Focuses on unity, coherence, emphasis, organization, correctness of grammar and punctuation, editing, and proofreading. Prerequisite: Placement by exam or completion of ENG 099 and RDG 099 with a "C" or better. A student who takes this course must receive a "C" or better in order to graduate.

ENG 102 Composition II 5 qh

ENG 102 is a continuation of ENG 101, as well as an introduction to literature and the research paper. In order to graduate, a student must receive a "C" or better in ENG 102. Prerequisite: ENG 101 with a "C" or better or a satisfactory score on an ENG 101 CLEP test.

ENG 201 World Literature I 5 qh

An introduction to the masterpieces of the World, from the ancient Greeks through the Renaissance. Prerequisite: ENG 102 with a "D" or better.

ENG 202 World Literature II 5 qh

An introduction to the masterpieces of the World from the mid-seventeenth century to the present. Prerequisite: ENG 102 with a "D" or better.

ENG 210 Creative Writing 5 qh

This course offers instruction in how to write creatively in a variety of forms, including poetry, short stories, drama, and nonfictional essays, and in how to critique and edit others' works. Main Campus students will also assist in editing and formatting the college's literary magazine. Prerequisite: ENG 101.

ENG 221 American Literature I 5 qh

A survey of American literature from the Colonial period through the mid-nineteenth century. Prerequisite: ENG 102 with a "D" or better.

ENG 222 American Literature II 5 qh

A survey of American literature from the mid-nineteenth century to the present. Prerequisite: ENG 102 with a "D" or better.

ENG 231 British Literature I 5 qh

ENG 231, British Literature I, is a chronological survey, which helps students gain a broad background in medieval, renaissance, and eighteenth century literature through a close reading of various texts, as well as considering historical and literary contexts. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. Prerequisite: ENG 102 with a "D" or better.

ENG 232 British Literature II 5 qh

English 232, British Literature II, is a chronological survey of British Literature from the Romantic age to the modern period. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. Prerequisite: ENG 102 with a "D" or better.

## **French**

FRE 101 Elementary French I 5 qh

A course for beginners, covering the elements of French grammar, pronunciation, composition, translation, and reading.

FRE 102 Elementary French II 5 qh

A continuation of the study of French grammar, pronunciation, composition, translation, and reading begun in FRE 101. Prerequisite: FRE 101.

FRE 201 Intermediate French I 5 qh

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 102. Prerequisite: FRE 102

FRE 202 Intermediate French II 5 qh

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 201. Prerequisite: FRE 201

## **Geography**

GEO 219 World Geography 5 qh

An introduction to geographical place names, land masses, oceans and seas, climate and cultures and their interrelationship.

## **German**

GER 101 Elementary German I 5 qh

A course for beginners covering the elements of German grammar, pronunciation, composition, translation, and reading.

GER 102 Elementary German II 5 qh

A continuation of the study of German grammar, pronunciation, composition, translation, and reading begun in GER 101. Prerequisite: GER 101.

GER 201 Intermediate German I 5 qh

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 102. Prerequisite: GER 102

GER 202 Intermediate German II 5 qh

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 201. Prerequisite: GER 201

## **Health and Physical Education**

HPE 200 Introduction to Health & Physical Ed. 5 qh

An overview of the history, philosophy, theory and application of the profession of Health and Physical Education.

HPE 202 First Aid and Emergency Care 3 qh

This course provides instruction in basic First Aid and Emergency Care. This course will also offer certification in Community First Aid/CPR (adult, child, infant) through the American Red Cross.

HPE 204 Cardio Respiratory Fitness I 2 qh

A highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off-season. Prerequisite: Enrollment in Intercollegiate Athletics.

HPE 205 Cardio Respiratory Fitness II 2 qh

A highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off-season. Prerequisite: Enrollment in Intercollegiate Athletics.

HPE 250 Strength Training & Conditioning 5 qh

A course designed to teach the theoretical basis and principals involved in design, implementation and development of individual and sport specific testing and strength and conditioning programs.

HPE 255 Essentials of Athletic Healthcare 5 qh

This course is designed to provide information on basic injury prevention, identification, rehabilitation and overall healthcare for recreational and competitive athletes.

**History**

HIS 101A World Civilization I 5 qh

World Civilization I is a survey of the history of the world from prehistoric times through the 16th century.

HIS 102A World Civilization II 5 qh

World Civilization II is a survey of the history of the world from the 17th century to the Modern Age.

HIS 121 American History I 5 qh

American History I is a survey of the social, cultural, economic, and political aspects of the development of this nation from the voyages of discovery through the Civil War. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

HIS 122 American History II 5 qh

American History II is a survey of the social, cultural, economic, and political aspects of the development of this nation since 1865. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

HIS 200 Military History 5 qh

A general study of military activities in war and peace including policy, administration and the role of armed services in history from 1650 to the present. Required of advanced Cadet Corps members.

HIS 201 Georgia History/Constitution 5 qh

A survey of the social, cultural, economic, and political history of Georgia from the pre-Columbian Era to the present. This course satisfies the Georgia legislative requirements in Georgia's history and constitution.

HIS 202 African-American History 5 qh

A survey of the African American experience from the colonial period to the present.

HIS 220 World Religions 5 qh

A study of the origins, beliefs, development, and cultural significance of major world religions.

HIS 225 Religion in America 5 qh

A survey of major religion patterns and developments in the United States from colonial period to present. Emphasis on development of Western and non-Western religious bodies.

### **Homeland Security**

HSE 101 Introduction to Homeland Security and Emergency Management 5 qh

This course is a broad overview of the expanding Homeland Security and Emergency Management field. This history of homeland security as it evolved from the fields of civil defense, emergency preparedness and the traditional intelligence community will be discussed.

HSE 299 Terrorism and International Crime 5 qh

This course examines the modern problem of terrorism, including its political roots. The history of terrorism both domestically and internationally as well as the structure of operations of terrorist organizations will be discussed.

### **Interdisciplinary Science**

ISC 201 Life and Earth Sciences 5 qh

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the life and earth sciences. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.) Prerequisites: RDG 099 or Placement

ISC 202 Physical Science and Astronomy 5 qh

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the physical sciences and astronomy. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.) Prerequisites: RDG 099 or Placement

### **Management**

MGT 100 Intro To Supervision and Management 5 qh

The study of the rudiments of supervision, giving the student an appreciation for the scope of related responsibilities in management systems and organizations. Role-playing and problem-solving of case studies and techniques employed.

MGT 210 Principles of Management and Organization 5 qh

A study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Management principles and functions of management together with planning, organizing, and controlling are studied.

MGT 232 Personnel Management and Administration 5 qh

Introduction to personnel management; major personnel problems and issues; policies and

practices in the personnel field; application of theory in selecting, developing, rewarding and utilizing human resources.

#### MGT 252 Small Business Management 5 qh

Course explores the place of the small business enterprise in the national economic scene, the method of establishing such a venture, the operation of the small business, and problems confronting the entrepreneur in small business.

### **Mathematics**

#### MAT 096 LSS Pre-Algebra 5 qh

Institutional Credit only

Review of basic skills of arithmetic: common and decimal fractions, computational skills, and ratio and proportion. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### MAT 097 LSS Math I 5 qh

Institutional Credit only

Introduction of elementary algebraic concepts: variables, polynomials, solutions of simple equations, and graphing. Prerequisites: MAT 096 or placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### MAT 099 LSS Math II 5 qh

Institutional Credit only

Continuation of MAT 097, covering rational, radical, and quadratic equations and complex numbers. Prerequisite: MAT 097 or placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### MAT 106 Intro to Mathematical Modeling 5 qh

Designed as an alternative to college algebra for those students who will not require calculus in their future study, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology. Prerequisite: Satisfactory score on the math placement exam or completion of MAT 099 with a grade of "C" or better.

#### MAT 109 College Algebra 5 qh

This course is a symbolically intensive, functional approach to algebra that incorporates the use of appropriate technology and application problems. Topics include the study of linear, quadratic, exponential and logarithmic functions, the real number axioms, equations, inequalities and systems of equations. Prerequisite: Satisfactory score on the math placement exam or completion of MAT 099 with a grade of "C" or better.

#### MAT 110 Plane Trigonometry 5 qh

The study of basic trigonometric functions, graphs of trigonometric functions, identities, right triangles, the law of sines, the law of cosines, oblique triangles and their areas. Prerequisite: By placement.

**MAT 111 Survey of Calculus 5 qh**

A brief survey of the key elements of elementary calculus. Emphasis on the application of calculus to problems in management and economics. Prerequisite: By placement.

**MAT 112 Precalculus 5 qh**

The study of polynomials, exponential and logarithmic functions, conic sections, and an introduction to trigonometric functions. The focus of this course is on an in-depth study of topics in algebra which are essential for an understanding of calculus. Students with strong backgrounds in mathematics who are planning to major in areas of science or technology should take MAT 112 instead of MAT 109. Prerequisite: By placement.

**MAT 200 Applied General Probability & Statistics 5 qh**

An overview of the ideas and concepts that are basic to modern statistics. Topics include descriptive statistics, probability, estimation, hypothesis testing, and linear regression. Students will be exposed to applications from a variety of fields. Prerequisite: Completion of Quantitative Skills mathematics with a grade of "C" or higher.

**MAT 201 Calculus I 6 qh**

The first quarter of Calculus will involve the study of limits and continuity, derivatives, the applications of the derivatives, definite and indefinite integral, fundamental theorem of calculus and applications of integration to areas and volumes of solids revolution. Prerequisite: By placement.

**MAT 202 Calculus II 6 qh**

The second quarter of calculus will involve the study of exponential, logarithmic, hyperbolic and inverse trigonometric functions, techniques of integration, infinite series, sequences, polar coordinates and conics. Prerequisite: MAT 201

**MAT 203 Calculus III 6 qh**

The third quarter of calculus will involve the study of vectors, partial derivatives, multiple integrals and their applications, Greene's and Stoke's Theorems. Prerequisite: MAT 202.

**MAT 208 Foundations of Numbers and Operations 5 qh**

This course is an introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. (\*This course cannot be used to satisfy any mathematic requirement other than the concentration requirements of the early childhood education track.) Prerequisite: Completion of Quantitative Skills mathematics with a grade of "C" or higher.

**MAT 211 Introduction to Linear Algebra 5 qh**

An introduction to the computational and theoretical aspects of vectors, systems of linear equations, matrices, determinants, vector spaces, eigenvalues and eigenvectors. Prerequisite: "C" or better in MAT 201

**MAT 213 Ordinary Differential Equations 5 qh.**

Introduction to first and higher order ordinary differential equations (ODE) and applications, series solutions of ODE, Laplace transforms, systems of first order differential equations and numerical solutions of ODE. Prerequisite: "C" or better in MAT 202

## **Military Science**

MSD 101C Leadership and Personal Development 2 qh

MSD 101C introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of ROTC, its purpose in the Army, and its advantages for the student.

MSD 102C Introduction to Tactical Leadership I 2 qh

MSD 102C overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets will explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises.

MSD 103C Introduction to Tactical Leadership II 2 qh

MSD 103C is a continuation of MSD 102C and overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. You will explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises.

MSD 201C Innovative Team Leadership 2 qh

MSD 201C explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in Leadership Labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE).

MSD 202C Foundations in Changing Environments I 2 qh

MSD 202C examines the challenges of leading tactical teams in the complex COE. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. Contemporary Operating Environment case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

MSD 203C Foundations of Changing Environments II 2 qh

MSD 203C continues to build on MSD 202 coursework by continuing to examine the challenges

of leading tactical teams in the complex COE. The Course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. MSD 203 provides a smooth transition into MSD 301. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

#### MSD 301C Adaptive Tactical Leadership 3 qh

MSD 301C challenges Cadets to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of preparing for the ROTC Leader Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Cadets at the MSD III level begin to analyze and evaluate their own leadership values, attributes, skills and actions. Primary attention is given to preparation for LDAC and the development of leadership abilities. Weekly requirements: three hours and a 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training.

#### MSD 302C Leadership in Changing Environments I 3 qh

Cadets will be challenged to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of the ROTC Leader Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. You will receive systematic and specific feedback on your leadership abilities.

#### MSD 303C Leadership in Changing Environments II 3 qh

MSD 303C is a continuation of MSD 302C. Cadets will be challenged to study, practice, and evaluate adaptive leadership skills as you are presented with the demands of the ROTC Leadership Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Cadets will receive systematic and specific feedback on your leadership abilities.

#### MSD 401C Developing Adaptive Leaders 3 qh

MSD 401C develops student proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership-performance feedback to subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC students. MSD IV Cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSD IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSD III Cadets while simultaneously considering their own leadership skills. Weekly requirements: three hours and 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Staff meetings with peers. Participation in weekend exercises is also required.

#### MSD 402C Leadership in a Complex World I 3 qh

MSD 402C refines student proficiency in planning, executing, and assessing complex operation, functioning as a member of a staff, and providing leadership performance feedback to

subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC students. MSD IV cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSD IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSD III cadets while simultaneously considering their own leadership skills. Attention is given to preparation for BOLC II and the development of leadership abilities. Students will participate in week-end FTX training events.

#### MSD 403C Leadership in a Complex World II 3 qh

MSD 403C explores the dynamics of leading in the complex situations of current military operations in the Contemporary Operating Environment (COE). Cadets will examine differences in customs and courtesies, military law, principles of war, and rules of interacting with non-government organizations, civilians on the battlefield, and host nation support. The course places significant emphasis on preparing you for BOLC II and III, and your first unit of assignment. It uses case studies, scenario and "What Now, Lieutenant?" exercises to prepare you to face the complex ethical and practical demands of leading as a commissioned officer in the United States Army.

### **Music**

#### MUS 101 Chorus 2 qh

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

#### MUS 102 Chorus 2 qh

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

#### MUS 103 Chorus 2 qh

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

#### MUS 104 Chorus 2 qh

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

MUS 105 Chorus 2 qh

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

MUS 106 Chorus 2 qh

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

MUS 191 Music Appreciation I 2 qh

A historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music.

MUS 192 Music Appreciation II 2 qh

This class is a continuation of MUS 191.

MUS 193 Music Appreciation III 2 qh

This class is a continuation of MUS 192.

MUS 194 Music Appreciation 5 qh

A historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music. Designed for general college student, as well as the freshman music major. MUS 191, 192, and 193 are combined and taught as one course.

**Nutrition**

NTR 107 Nutrition I 2 qh

An introduction to the principals of nutrition and health promotion, including the health promotion concept, dietary trends and guidelines, tools and methods, and food safety and labeling.

NTR 108 Nutrition II 2 qh

A study of energy in nutrition; the role of vitamins, minerals, and water; and weight management.

NTR 109 Nutrition III 2 qh

A study of nutrition throughout the life cycle, including nutrients of healthy mothers and infants, nutrition in childhood and adolescence, and nutrition and aging.

NTR 110 Nutrition 5 qh

A course designed to cover the measurement of diet and the role of nutrients in body function and throughout the life cycle in order to promote changes to increase life expectancy, to decrease cardiovascular disease, and to improve dietary patterns. (NTR 107, NTR 108, and NTR 109 combined, condensed, and taught in one single course.)

## **Paralegal**

### **PLG 110 Introduction to Law and Ethics 5 qh**

An introduction to the legal system and legal practice and principles. This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques.

### **PLG 120 Legal Research and Writing 5 qh**

The course includes the regulation of practice and the skills necessary for successful practice. There will be an emphasis on computer skills necessary for the preparation of legal documents, which includes dictation, drafting, motions, complaints, and answers, and researching precedent. Prerequisite: ENG 101

### **PLG 210 Civil Litigation 5 qh**

Introduction to the jurisdiction and organization of the state and federal courts, to pleading and practice in civil cases in those courts. Students will be familiar with all phases of civil litigation including discover, trial preparation, rules of evident, and courtroom procedure. Prerequisite: PLG 110

### **PLG 230 Family Law 5 qh**

This course introduces issues that may arise in family law cases. This course will focus on the role of the paralegal in assisting the attorney in development and presentation of such cases, which include marriage, annulment, prenuptial agreements, divorce, division of property, adoption, child support, and child custody. Students will also have an understanding of ethical issues that may be relevant to family law. Prerequisite: PLG 110

### **PLG 240 Introduction to Alternative Dispute Resolution 5 qh**

This course is designed both to train the Alternative Dispute Resolution professional and to provide paralegals with alternative skills that strengthen their effectiveness as advocates. Negotiation, mediation, and arbitration techniques will be taught during this course. Issues in contracts, family law, and business transactions will be covered. Prerequisite: PLG 110

### **PLG 250 Torts and Remedies 5 qh**

Introduction to civil liability resulting from breach duties. Subject matter focuses on intentional, negligence, and strict liability torts and theories of liability and recovery. Other subjects covered my include trespass to land, nuisance, assault, battery, products liability, invasion of privacy, defamation and injuries to business relationships. Prerequisite: PLG 110

## **Perspectives**

### **PER 101 College Success 3 qh**

College Success is the cornerstone of Georgia Military College's First Year Experience program. College Success introduces first-time GMC students to the foundational concepts of liberal arts education, critical thinking, and character development, to include the core values of duty, honor, and country, as well as to campus resources and opportunities. Additionally, College

Success teaches time management, test-taking, goal setting, and numerous other skills to facilitate successful learning and rewarding college, career, and life experiences. This course is required for all degree-seeking students, except those transferring 36 or more quarter hours into GMC in good academic standing according to GMC standards of academic progress, and must be completed during a student's first term of enrollment at GMC. Students not required to take PER 101 must substitute any Institutional Options. Students who have credit for GMC 100a or GMC 101 may not receive credit for PER 101. Prerequisite: none

**PER 102 Critical Thinking and Character Development 3 qh**

This keystone course emphasizes the Georgia Military College mission to produce educated, contributing citizens through the development of the intellect and character by developing virtues that are central to good citizenship and by thinking critically about the ways in which these virtues might be applied in everyday life. Students will also be encouraged to apply lessons about citizenship through a service learning project. PER 102, the capstone course for the First Year Experience program, should be taken after successful completion of PER 101 and ideally during the final term of a student's first year. This course is required for graduation. Students who have credit for GMC 154 or GMCA 154 may not receive credit for PER 102. Prerequisite: RDG 099 and PER 101 (unless the latter is waived according to policy)

**Philosophy**

**PHI 200 Intro to Philosophy 5 qh**

A first study of the major themes and issues of philosophy, as well as some of the world's greatest philosophers.

**Physical Education**

**PED 103 Beginning Badminton 2 qh**

A course designed to teach basic skills and rules of badminton.

**PED 108 Bowling 2 qh**

An introduction to the sport of bowling.

**PED 111 Beginning Basketball 2 qh**

A course designed to teach the rules and basic skills in basketball.

**PED 115 Beginning Golf 2 qh**

A course designed to introduce golf skills and fundamentals.

**PED 118 Beginning Softball 2 qh**

A course designed to introduce the skills, strategy, and rules of softball.

**PED 121 Beginning Tennis 2 qh**

A course designed to introduce the skills, strategies, and rules of tennis.

**PED 124 Beginning Volleyball 2 qh**

A course designed to provide knowledge and skills necessary to enjoy recreational volleyball.

PED 125 Beginning Walking 2 qh  
A course in the theory and practice of walking.

PED 137 Jogging 2 qh  
A course in the theory and practice of jogging.

PED 141 Beginning Weight Training 2 qh  
A course in the theory and practice of weight training.

PED 155 Beginning Step Aerobics 2 qh  
A course in the theory and practice of aerobic exercise.

PED 158 Beginning Clogging 2 qh  
An introductory course in the fundamentals and practice of clogging.

PED 159 Intermediate Clogging 2 qh  
This course is a continuation of PED 158 (Beginning Clogging).

PED 165 Backpacking 2 qh  
A survey of basic principles of backpacking and overnight camping.

PED 166 Yoga 2 qh  
A course in the theory and practice of basic yoga posture, breathing practices, stretching and relaxation techniques as a method to improve flexibility, decrease stress and improve physical and mental well being.

PED 170 Canoeing 2 qh  
This course develops aquatic skills and emphasizes safety and basic proficiency in canoeing.

PED 180 Rock Climbing & Rappelling 2 qh  
A course designed to develop basic mountaineering skills.

PED 190 Officiating Basketball/Softball 2 qh  
A course in officiating basketball and softball.

PED 204 Cardio-Respiratory Fitness I 2 qh  
A course designed to develop cardio-respiratory fitness by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

PED 205 Cardio-Respiratory Fitness II 2 qh  
This course continues to improve cardio-respiratory fitness developed in PED 204 by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

## **Physics**

PHY 111 Introductory Physics I 6 qh  
Part I of an introductory trigonometry based physics course. Topics include Mechanics, Waves,

and Thermodynamics. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: MAT 110 or MAT 112

PHY 112 Introductory Physics II 6 qh

Part II of an introductory trigonometry based physics course. Topics include Electromagnetism, Optics, and Modern Physics. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: PHY 111.

### **Physical Science**

PSC 100 Survey of Physical Science 5 qh

Survey of the physical sciences, including the basic elements of physics, chemistry, geology, and astronomy. Prerequisite: Successful completion of MAT 106/109 or higher.

PSC 101 Intro to Physical Science I 6 qh

An introductory course in the physical science drawing its material from the elements of physics and chemistry. Stress is given to the basic principles and laws of physical science. Not open to students who have college credit in chemistry or physics. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: Successful completion of MAT 099 or placement.

PSC 102 Intro to Physical Science II 6 qh

An introduction to physical science, focusing on elements of astronomy, meteorology, oceanography, and geology. Emphasis is placed on examining the interrelationships of the forces acting upon the earth and its structures. Not open to students who have college credit in astronomy or geology. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: Successful completion of MAT 099 or placement.

### **Political Science**

PLS 101 Intro to American Government 5 qh

An introduction to national, state, and local government in the United States that examines the evolution of government from the writing of the U.S. Constitution to the modern day struggles of American politics. Special attention will be given to political development in the last thirty years. This course satisfies legislative requirements for U. S. and Georgia Constitutions.

PLS 200 Intro to International Politics 5 qh

An introduction to the contemporary international system. State and non-state actors and instruments used to achieve their objectives. Approaches to peace including arms control, international organizations and international law will be examined.

PLS 205 State and Local Governments 5 qh

This is an introduction to state and local government that examines the types and forms of governments that exist. The primary focus will be the functions and problems of state and local governments . Prerequisite: PLS 101

PLS 210 Introduction to Comparative Politics 5 qh

A comparative survey of the politics and structure of government in major nation-states and transnational governmental entities. Students will develop a solid foundation for analyzing

politics and government through a comparative perspective by observing how different political institutions and behaviors produce different outcomes. There will be an emphasis on analysis and critical thinking. Prerequisite: PLS 101

**PLS 215 Introduction to Public Administration 5 qh**

A survey of the field of public administration. Students will evaluate and discuss the various theories of public administration, evaluate program and policy effectiveness, analyze the budgeting and managing processes, and discuss the interactions between the bureaucracy and the other institutions of government. Prerequisite: PLS 101

**Psychology**

**PSY 200 Intro to Psychology 5 qh**

The course is a study of general psychology that includes the fundamental theories of psychology, the relationship of psychology to other disciplines and the application of psychology to human relations.

**PSY 203 Human Growth and Development 5 qh**

The study of the various areas of human development from conception to old age and death.

**PSY 205 Psychology of Adjustment 5 qh**

A study of the fundamental principles of good mental health. Normal and abnormal reactions to stress and conflict are examined, with an emphasis on healthy techniques of adjustment.

**PSY 207 Educational Psychology 5 qh**

A study of the application of behavioral science to issues related to teaching and student learning with a focus on the cognitive and emotional learning of children and adolescents.

**PSY 210 Abnormal Psychology 5 qh**

Abnormal Psychology is an overview of the field of clinical psychology including a review of the history of psychological disorders and current identification, etiology, and treatment of a wide range of psychological disorders representing a range of theoretical perspectives.

**PSY 230 Research Methods for the Behavioral Sciences 5 qh**

This course is a comprehensive study of the diverse research methodologies used in the behavioral sciences. Students are taught how to design and implement experimental and non-experimental studies. Students will be required to conduct a research project. Research ethics are emphasized at all stages of the research process. Upon completion of the course, students are able to evaluate critically experimental research and non-experimental quantitative and qualitative research with regard to not only the design, implementation, and interpretation of behavioral studies, but also the ethics of research. Prerequisites: PSY 200 and MAT 200

**Reading**

**RDG 097 LSS Reading I 5 qh**

Institutional credit only

This is an introductory reading course designed to meet the needs of students with deficiencies

in reading skills. Emphasis is on word recognition, vocabulary improvement, comprehension, concentration, and retention. Required of all students scoring below the designated level on the placement test. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

RDG 099 LSS Reading II 5 qh

Institutional credit only

A course for students needing supplemental preparation in basic reading. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

## **Religion**

REL 210 Old Testament 5 qh

A study of the nature, content, and problems of the Old Testament literature with emphasis given to historical data, literary forms and outstanding personalities.

REL 213 New Testament 5 qh

A study of the nature, content, and problems of the New Testament literature with emphasis given to historical data, literary forms and outstanding personalities and usage in the early Christian community.

REL 220 World Religions 5 qh

A study of the origins, beliefs, development, and cultural significance of major world religions.

REL 225 Religion in America 5 qh

A survey of major religion patterns and developments in the United States from colonial period to present. Emphasis on development of Western and non-Western religious bodies.

**Social Work** SWK 101 Careers in Social Work 5 qh

This course focuses on the various roles and functions that social workers perform and highlights the dynamism and vitality of the social work profession. It offers practical information about jobs available in specific service areas; the course will cover the spectrum of social work roles and functions, the nature of the social work practice, and best career opportunities for the future. Interdisciplinary relationships, technology, and the unique qualities of social work are all highlighted.

SWK 150 Self-Awareness and Professional Development 5 qh

This course is designed to address self-awareness and effective learning that is necessary to become effective and professional social work practitioners. Further it is to enhance students' development of self and the use of self to empower others in social work practice. The students will examine their identity, interpersonal relationship skills, problem-solving skills, styles of communication, and value system. Prerequisite: SWK 101

SWK 200 Introduction to Social Work 5 qh

This is the second introductory course to the field of Social Welfare and the Social Work Profession. It provides a foundation for the Social Work Program and helps students decide if

they are interested in pursuing further study. This course explores a wide range of human problems, intervention strategies and professional practice choices from a generalist perspective. This course also focuses on the problem solving process for people at risk from a system's perspective.

## **Sociology**

### SOC 200 Intro to Sociology 5 qh

The study of human society, the nature of culture and its organizations. Applications of communication, socialization, mobility, and population growth are analyzed. A comprehensive study of research methods, theories, and principle findings in the field of sociology.

### SOC 201 Social Problems I 2 qh

An analysis of a diversified society in relation to social events that occur in contemporary society. Changes in social norms, social goals, and values are a primary concern. Social disorganization as it applies to family, economics, religion, and other social institutions is discussed.

### SOC 202 Social Problems II 2 qh

A continuation of SOC 201.

### SOC 203 Social Problems III 2 qh

A continuation of SOC 202.

### SOC 205 Social Problems 5 qh

SOC 201, 202, and 203 combined and taught in one course.

### SOC 206 Juvenile Delinquency and Procedures 5 qh

A detailed examination of juvenile delinquency in the United States. Course topics will include: social causes, apprehension and processing, court procedures, and rehabilitation.

### SOC 207 The Family 5 qh

The study of the family as a basic social institution. Course includes alternative behaviors in contemporary family life, changes in family patterns, and marital adjustments and challenges.

## **Spanish**

### SPA 101 Elementary Spanish I 5 qh

A course for beginners, covering the elements of Spanish grammar, pronunciation, composition, translation, and reading.

### SPA 102 Elementary Spanish II 5 qh

A continuation of the study of Spanish grammar, pronunciation, composition, translation, and reading begun in SPA 101. Prerequisite: SPA 101.

### SPA 201 Intermediate Spanish I 5 qh

This course is designed to continue listening, speaking, reading, and writing in Spanish with

further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is continuation of SPA 102. Prerequisite: SPA 102.

**SPA 202 Intermediate Spanish II 5 qh**

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of SPA 201. Prerequisite: SPA 201.

**Theater**

**THE 101 Introduction to Acting 5 qh**

This course focuses on the Stanislavski technique. Utilizing non-dialog driven scenes, students will study moment-to-moment behavior as well as layer urgency, obstacles, physical endowments, and tactics within that behavior.

**THE 194 Introduction to Theater 5 qh**

In this course, students will investigate the process of theater. Focusing on the roles and skills of theater artists, students will also gain a practical understanding and awareness of theater history, its playwrights, and processes.

**Wellness**

**WEL 154 Wellness 2 qh**

This course provides information about the benefits of an active lifestyle, good nutrition, and stress management. It provides techniques for assessing health fitness and gives the student an opportunity to develop and implement safe and effective personal programs; and participate in structured physical activities relevant to effective personal fitness plans.

# What Happens If I Drop or Withdraw From a Course?

## Dropping/Adding Courses

A student may drop a course without academic consequence or financial penalty only during the drop/add period. This is accomplished in consultation with the faculty advisor and by complying with the policy of the campus for processing.

A student also may add courses only during the scheduled drop/add period. Your faculty advisor can explain the process to you.

A student who has changed the number of hours of a course load, either by adding or dropping a class, must talk to a representative from the Financial Aid Office and the Business Office. Changes in a course load can cause a change in the amount of financial aid the student receives and in what the student owes the school. If a student drops a course within certain time frames the action can result in a loss of financial aid and a balance that the student owes GMC.

## Refund Policy

The Georgia Military College refund policy and procedure for students who drop a course is as follows:

1. Refunds will be made after the established drop/add period has ended.
2. A 100% refund of tuition and fees usually will be made if the student drops prior to the published end of the drop/add period. Some campuses may charge an administrative fee.
3. All refunds will be paid by check and in a timely manner. There will be no refund of tuition and course fees if the student chooses to withdraw after the drop/add period.

## Withdrawal from A Course

Students may withdraw from a class during the regular term at any time prior to the final week of class, provided that the professor has not previously withdrawn the student from class for excessive absences (consult your individual course syllabus for the professor's attendance policy). Any student who misses in person and/or online for two consecutive weeks of class is considered to have withdrawn from the course; this will be treated as a student-initiated withdrawal.

A grade of W is assigned for a student-initiated withdrawal prior to midterm. After midterm, the professor will assign either a W (if passing the class at the time of the withdrawal) or WF (if failing the class at the time of the withdrawal). In all cases, the student is responsible for tuition and fees associated with the class. Withdrawing from a class may change the amount of the financial aid awarded for the quarter and may result in a balance owed by the student.

## **Eligibility for State Funds**

In order to receive state financial aid funds, a student must be in attendance as a full-time student through the day after the end of the drop/add period for each term. If a student officially or unofficially withdraws, drops, or is expelled before the day after the end of the drop/add period, the student is not eligible to receive Georgia Tuition Equalization Grant (GTEG). HOPE Scholarship may be reduced or canceled. If these funds have been posted to the student's account, the aid will be reversed and the student may owe GMC.

## **Refund Policy for Students Receiving Title IV Funds**

If a student is receiving Title IV funds and withdraws officially or unofficially (by not attending classes) before completing 60% of a term, Georgia Military College must determine if funds must be returned to one or more Title IV aid programs. This does not apply to Federal Work Study (FWS).

The process for this calculation is as follows:

The institution must:

1. Determine the date of withdrawal and relate that date to a percentage of the term.
2. Apply that percentage to the total Title IV aid that the student was eligible to receive to determine the amount "earned" by the student.
3. Compare the amount "earned" by the student to the amount disbursed. If the amount "earned" is greater than the amount disbursed, then the student may be eligible for a "late disbursement" of funds. If the student is eligible for a "late disbursement," the institution must make a post-withdrawal disbursement. If the amount "earned" is less than the amount disbursed, then Title IV aid must be returned to the applicable aid programs.
4. Determine the amount of aid that must be returned to the Title IV programs by GMC and the amount that must be returned by the student. The percentage of Title IV aid the student must return is dependent upon the program from which the funds are received.
5. Distribute the unearned Title IV aid back to the Title IV programs. Funds must be allocated in the following order:
  - 1) Unsubsidized Federal Direct Stafford loans
  - 2) Subsidized Federal Direct Stafford loans
  - 3) Federal Direct PLUS Program
  - 4) Federal Pell Grants
  - 5) Federal SEOG Program
  - 6) Other Title IV grant or loan assistance

Note: Examples of Return of Title IV calculations are available in the Financial Aid Office. Students may contact the Financial Aid Office with any questions regarding the return of student aid.

## **Involuntary Withdrawals**

Exclusions and other involuntary withdrawals do not relieve the student of financial obligations for tuition and fees.

A student may be administratively disenrolled from the college when, in the judgment of the Vice President for Academic Affairs and Dean of Faculty, the Distant Learning Center Assistant Dean, the Director of Student Health Services and, after consultation with the student's parents and personal physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which:

- A. Poses a significant danger or threat of physical harm to the student or to the person or property of others; or
  
- B. Causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or
  
- C. Causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Code of Conduct and other publications of the college. Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his continued enrollment at the college.

# Are There Things To Do Besides Attending Class?

The Dean of Students office is located on the Milledgeville campus. The phone number is: (478) 387-4783

Augusta Campus  
(706) 651-7338

Columbus Campus  
(706) 478-2754

Fairburn Campus  
(770) 306-6401

Valdosta Campus  
(229) 269-4844

Warner Robins Campus  
(478) 225-0193

## Student Activities

Student activities are provided and supervised under the direction of the Dean of Students. All GMC students are encouraged to participate in a variety of co-curricular and extra-curricular activities in an effort to enhance the sense of community, develop responsibility and increase leadership skills. Student government, student organizations, student clubs and student publications, in particular, are not only a vital part of the college, but also are an important part of the student's total educational experience. Students are advised to choose activities wisely and to balance academic activities with participation in service, religious, athletic, social and recreational pursuits.

General administrative responsibility for the student services program rests with the Dean of Students and is administered through him. Student activities are sponsored by the Student Activities Committee and Student Government Association. Major initiatives in developing organizations and activities appropriate to the educational purposes of the college, as well as implementation of programs which have been planned, is a shared responsibility of staff, students and faculty.

The availability of student activities varies by campus. For a better understanding of the activities available, contact the Dean of Students at the Milledgeville campus or the Assistant Director at any other campus center.

## STUDENT HANDBOOK

A Student Handbook is published by the Dean of Students and available online [here](#). It is the student's responsibility to become familiar with the contents of the Student Handbook, including the Student Code of Conduct and the Honor Code that regulate student life at Georgia Military College.

## Honor Societies

### PHI THETA KAPPA

Phi Theta Kappa is an international honor society for students of two-year colleges. Phi Theta Kappa chapters have been chartered on the Augusta, Columbus, Fairburn, Milledgeville, Valdosta and Warner Robins campuses. Since its founding in 1918, Phi Theta Kappa has been the only national honor society for junior colleges, promoting scholarship, developing character, and cultivating fellowship.

To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence as judged by the faculty sponsor in accordance with guidelines set by the international constitution. Membership is by invitation only. Contact the Academic Dean or Assistant Dean on your campus for further information or for the name of the faculty sponsor on your campus.

Most four-year colleges and universities have scholarship funds earmarked for junior college transfer students who are members of PTK. These funds are competitive and in many instances provide very generous awards up to and including full tuition for up to two years at the university or college. The PTK advisor on your campus can provide more details on these opportunities.

### MU ALPHA THETA

Mu Alpha Theta, a Mathematics Honors society, has been chartered for the GMC Milledgeville campus. For information, contact the Chairman of the Mathematics and Business Division.

### INTERCOLLEGIATE ATHLETICS

Georgia Military College fields a growing intercollegiate athletics program at the Milledgeville Campus. Both resident cadets and commuting students may participate in the various sports except football, which requires membership in the Corps of Cadets for participation. Students from the Augusta, Columbus, Fairburn, Warner Robins and Valdosta campuses are eligible to compete with the golf and cross country teams through coordination with the Milledgeville Campus. For information on these programs, contact the Athletic Department on the Milledgeville campus, 478-387-4704.

### CROSS COUNTRY

Both Women's and Men's Cross Country programs have enjoyed continued success with runners qualifying to compete at nationals in three of the last four years. Participation is open to both teams to all eligible students.

### FAST PITCH SOFTBALL

College softball is a scholarship program and it open to both cadet and commuter student athletes who qualify. The Women's Fast Pitch Softball program has quickly developed into a regional and national contender by earning a trip to the regional playoffs in only its second year of existence. College softball has its season in the Spring only.

## FOOTBALL

The GMC JC Football program has consistently placed itself among the nation's elite and continues to earn many honors at the national level. Since 1991, the program has produced 51 NJCAA All-Americans, won the national championship in 2001, and was runner-up in 2002 and 2005. On the individual level, the program has produced the 2001 and 2002 National Coach of the Year, the 2001 National Defensive Player of the Year, and the 2001 Lea Plarski Award winner, which is awarded to the nation's best all-around male and female student athlete. Members of the football team are required to be members of the Corps of Cadets. Participation in the fall term is by invitation only through the office of the head football coach. Walk-on tryouts are by invitation only to cadet students.

## GOLF

The Men's Golf Team has enjoyed tremendous success in its short existence, earning a berth in the national tournament in every year of its existence. The Bulldog Golf Team won the National Championship in 2004, placed 3rd in 2005 and placed 8th in 2007. The top golfer each year is presented with the coveted Mason Cup, which is named in honor of Mr. Harold Mason.

## RIFLE TEAM

Georgia Military College also fields a collegiate coed rifle team that competes in NRA and SEARC sanctioned events across the Southeast. The team is open to cadets and commuters alike and competes with precision air rifles and .22 caliber rifles.

## SOCCER

Both Men's and Women's Soccer Teams compete in the GJCAA and NJCAA and are both eligible to all eligible students who qualify. Both men's and women's soccer programs are scholarship programs and open to both cadets and commuter student athletes who qualify.

## Intramural Sports

The intramural sports program is open to all students, faculty, and staff on each campus. Different intramural sports are offered at each campus. Information is available on these events from the office of the Dean of Students.

## Student Publications

The official student publications are Old Capital News (the student newspaper) and Reflections, (the literary magazine). These publications are produced by students under the supervision of faculty/staff advisors. Financed by the Student Activity Fund, these publications provide opportunities for students in creative writing, art, reporting, business, and design. Each of the Georgia Military College campuses has a student publication in the form of a campus newspaper.

## REFLECTIONS

The Georgia Military College art and literary magazine is a compilation of student, faculty, and staff writing and art. It is published yearly under the aegis of the Humanities and Education Division. Students from all of the GMC campuses are encouraged to submit their work, join the staff, and enjoy the imaginative variety of student creations when Reflections is printed each spring. For submission guidelines and assistance, please refer to the Humanities and Education Chair or the Humanities Coordinator on your campus.

### OLD CAPITAL NEWS

The Milledgeville campus student newspaper is published quarterly. It is written, produced, and published by students under the supervision of the Dean of Students. It provides opportunities for students in creative writing, reporting, interviewing techniques, business, and design. All students, alumni, faculty, and staff are encouraged to contribute articles to the Old Capital News and to read each publication. Submission deadlines are established each quarter by the paper's staff and announced through the Humanities/English coordinators at each campus. The campus newspaper at each of the college campus is a student publication supervised by members of the faculty or staff at the campus.

### Student Organizations

#### STUDENT GOVERNMENT ASSOCIATION

Georgia Military College has a Student Government Association (SGA) at each campus. The SGA deals with student concerns, promotes understanding within the college community, and administers all matters that are delegated to the student government by the President of Georgia Military College. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in SGA and in the institution's decision-making process. Officers are elected by the student body and normally serve for one year. Responsibility for governing the student body is vested in the students. Elections are held annually in the spring.

#### STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee is composed of representatives from each academic area, athletics, drama, and a sophomore, freshman, and cadet representing the student body. Students are the key in communicating student interests and needs to the activities committee. Activities include movies, dances, lectures, guest entertainers, concerts, field trips, student publications, intramural, and club activities. Notices of upcoming activities are posted on the campus bulletin boards, monthly activities calendar, and faculty announcements in the classroom. Students who wish to suggest activities should contact one of the student representatives or the President of the Student Government Association on your campus. The President of the Student Government Association can be contacted through the Dean of Students office at Milledgeville or the Assistant Director's office at all other campuses.

#### ALPHA PHI OMEGA

Alpha Phi Omega is a coeducational national service fraternity open to any student who is interested in developing social awareness, leadership skills and a sense of brotherhood with other students. It not only is the single most represented intercollegiate organization in the United States of America, but the fraternity has active chapters in the Philippines, Canada and Australia, and alumni groups around the world. Members are offered opportunities to use their talents to be of service to humanity while having fun and forming lasting friendships. Georgia Military College's chapter, Alpha Epsilon Pi, was first chartered in 2002.

#### CAMPUS COLLEGE-SPONSORED CLUBS WITH FACULTY ADVISORS

Clubs are available at the college; they include but are not limited to:

- Adventure Club
- Book Club

- Business Club
- Chess Club
- College Republicans
- Critical Thinking
- Drama/Art Club
- Ethics Bowl
- Fiber Arts
- History Club
- Humanist
- Math Club
- Mixed Marital Arts
- Newspaper
- Officer Christian Fellowship (OCF)
- Paintball
- Pre-Nursing/Biology Club
- Psychology
- Reflections
- 5K

More information on these and other clubs may be obtained from the Milledgeville office of the Dean of Students or the Assistant Director at the campus. Students who have a common interest in an educational, social or sport activity and wish to be recognized as a club by the college should contact the Dean of Students Office.

#### CHORUS

Membership in the Georgia Military College Chorus is open to all interested students on the Milledgeville Campus. The chorus plans several off-campus performances as well as performances on campus for students, faculty, staff, and the community. Additional information is available from the chorus director.

#### DEBATE/SPEECH TEAM

The purpose of the Debate/Speech Team is to develop confidence and expertise in fundamentals of speech and enhance vital communication skills through participating in argumentative and interpretative debate through judged competition. The members of the Georgia Military College team travel to several tournaments involving both debate and individual speaking events. Students with minimal experience are encouraged to register for COM 101, Fundamentals of Speech.

# What Else Should I Know?

## Strategic Planning

### HOW DOES STRATEGIC PLANNING AND ASSESSMENT IMPACT GMC STUDENTS?

Strategic planning is the process by which a college plans its future, addresses its current problems, and understands the effects of its past. Student learning is an essential part of the college mission; therefore, a college spends a great deal of time trying to understand its effect on students and developing new ways to improve services for students.

Over the course of your time at Georgia Military College, you will be asked about the college's impact on you and whether the college has met your educational objectives. The normal elements of this process include asking students to complete surveys because they provide valuable information from students about the college's strengths and weaknesses across a very broad range of areas. You will be asked about the quality of the courses, the course schedule, academic advising, campus security, the library's resources, available parking and some college services not listed here. From the answers to these survey questions, the college selects areas where we need to improve and designs plans to address those problems of most concern to students.

Assessment includes the evaluation of the college's effectiveness inside and outside the classroom. The assessment of student learning and student satisfaction do not involve only the long surveys, assessment also includes the ongoing evaluation of how well you are mastering the materials presented in your classes. Every class has a syllabus of instruction, which includes a list of expected learning outcomes. Student acquisition of these objectives is evaluated regularly during the course.

All of this assessment is managed carefully by the college under the leadership of the President. The results are reported annually and are included in an annual strategic planning conference where members of the faculty and staff sum up the year's work and propose courses of action for the future. As a result of this process, the college changes policies and services to solve problems proposed by the students.

As a part of the strategic planning process over the past three years, Georgia Military College has developed a Quality Enhancement Plan (QEP). This effort is focused on improving the quality of the college's Learning Support Services Program and the program's impact on the students. Over the next several years, special attention continues to be placed on expanding the effectiveness of the Learning Support Services (LSS) courses, the LSS instructional methods, the integration of technology in instruction, and tutorial services in Learning Support Services classes.

We know students who dedicate themselves and participate fully in their LSS courses earn better grades in their college level courses than many students who enroll in college level courses immediately after high school graduation. We know that students who begin LSS

courses in English pass the Regents' Exam in English at a higher rate than those who did not complete LSS courses.

We also recognize that too many of our entering LSS students leave us before we can help them be fully successful. This low graduation rate for LSS students bothers us greatly and is a primary factor in the decision to dedicate the QEP to improving the LSS Program. Our student satisfaction surveys and our graduating student surveys indicate we often lose LSS students before they complete their AA/AS degree. We believe that we can enrich the lives of every LSS student if each will complete their coursework at GMC. As a result of our continued efforts, we believe that more students will stay and finish their education at GMC.

We will continue to ask your help in identifying our strengths and weaknesses. We hope you will see these requests as an opportunity to tell us where our strengths and weaknesses occur. We need to know when we are successfully meeting the needs of our students so we can ensure a productive life after graduation from GMC. Your success after GMC means our strategic plan and your educational plan have been successful.

### **Student Health Services - Milledgeville Campus**

A nurse-directed out-patient clinic is available in Usery Hall on the Milledgeville campus to provide care for minor illnesses and injuries and referral to local health care providers along with wellness education and resources. There is no cost for these services to full-time students.

In case of a serious illness or injury, students will be referred to a local physician or Oconee Regional Medical Center. Costs for off-campus services including transportation is the responsibility of the student and/or parent/guardian. Students are strongly encouraged to have health insurance coverage and to carry their policy identification card.

### **Student Rights and Responsibilities**

Your official GMC email address (ending in @student.gmc.cc.ga.us) will be utilized by GMC faculty and staff for important correspondence. GMC Email is considered an official form of communication, and you need to check your GMC email every day. You will be held responsible for all content in your email box sent from GMC faculty and staff. This includes deadlines and financial information. Not checking your email will not be considered an excuse for missing these deadlines.

Since its founding, good citizenship has been a hallmark of Georgia Military College. Student citizens are the foundation of a college just as they are the foundation of any community in which people live and work. GMC sets and enforces high standards for its student citizens, whether on campus or in the community. We expect that individual students and the student body will conduct themselves in a fashion that will reflect favorably on themselves and the college.

GMC students are expected to demonstrate respect for law and order, to treat the property of the institution and of other people with diligent care, to respect the rights of others, and to

exhibit a strong sense of personal honor and integrity. Behavior other than that expected of a conscientious and responsible citizen is not acceptable.

Each student should obtain a copy of the GMC Student Handbook, which outlines expectations of student conduct, student rights and responsibilities, and the disciplinary procedures of the college.

Students who disregard the expectations placed upon them as good citizens subject themselves to the disciplinary process. As noted below, Georgia Military College has a policy on standards and procedures for student non-academic discipline. While the rules and regulations of Georgia Military College are not meant to duplicate civil laws, there are some areas in which the lawful interests of the institution as an academic community coincide with broader public interests. Students who commit offenses against the laws of municipalities, states, or the United States are, of course, subject to prosecution by the appropriate authorities and are liable for disciplinary action under Georgia Military College rules.

The Dean of Students is the officer of the college with primary responsibility for student discipline. The Distant Learning Center Directors have responsibility for student discipline at the distant learning centers. The Commandant of Cadets is responsible for cadet discipline.

Students who are accused of misconduct will have an administrative hearing with the Dean of Students, his designee, or the Distant Learning Center Director. The hearing officer determines guilt or innocence, and imposes appropriate sanctions. Severe misconduct cases may be referred to the Georgia Military College Disciplinary Committee and local law enforcement authorities. Sanctions may include oral or written reprimands, personal probation, revocation and/or limitation of privileges, restitution, probation, suspension, or expulsion. Depending upon the circumstances, a student may be temporarily suspended from the college after a preliminary hearing pending a final hearing on the incident and its resolution.

## **Catalog**

A student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student is continuously enrolled.

The College reserves their right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in affect at the time of readmission. Administrative policy changes that do not affect the student's completion of degree are applicable to all students regardless of the catalog under which the student was admitted.

## **Academic Support Services**

Katie Johnson  
Director and Manager of Student Disability Services  
(478)-387-4902  
Office location: ZMH 117

Judy Ely  
Assistant Director and Testing Coordinator  
(478) 387-4958  
Office location: OCB 110

Marilu Couch  
Advising and Tutoring Coordinator  
(478) 387-4959  
Office location: ZMH 122

Academic Support Services provides:

1. Placement testing (refer to [Placement Examinations](#) for more information)
2. Academic advisement and guidance
3. Academic Alert
4. Career planning
5. [Disability review](#)
6. Personal problem assessment and referral
7. Free tutoring in a variety of subjects

## **Policy on Drugs and Alcohol**

The Board of Trustees, administrative officers, faculty and staff of Georgia Military College endorse and support the laws of Georgia and of the United States with respect to the sale, use, distribution, and possession of illicit drugs and alcoholic beverages on college campuses as well as within the state-at-large. Liability for violation of these laws and related liabilities may be imposed on the purchaser or seller as well as the hosts, chaperones, sponsors, or promoters of any event or occasion involving participants going to, being present at, or departing from such events. To this end, the college and the board have endorsed a program designed to enhance awareness of and curb the use of illicit drugs and alcohol by students and others associated with GMC.

Any student organization which knowingly permits or authorizes the sales, distribution, serving, possession, consumption, or use of alcohol, marijuana, a controlled substance or a dangerous drug at any social event or departing from such event or otherwise when such sale, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn for a calendar year from the year of determination of guilt.

### **Title VI of the Civil Rights Act of 1964**

The College adheres to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel.

### **Title IX of the Higher Education Act of 1972**

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title IX of the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity."

The Title IX Coordinator is the Dean of Students. The Assistant Dean of Students at each Distant Learning Center is a deputy Title IX Coordinator.

The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478-387-4787).

It is understood that throughout this handbook and all other publications of Georgia Military College, terms, such as "he, his, himself, chairman," are used without regard to sex.

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

Georgia Military College adheres to the provisions of the Family Rights and Privacy Act of 1974 (FERPA) as amended. In summary, this act entitles all eligible students (those students who are 18 years of age or, regardless of age, who are attending a post secondary educational institution) and parents of those students under the age of 18, attending primary or secondary educational institutions, the right to inspect and review the student's educational records and contest inaccurate or misleading information. Written permission must be obtained from the eligible student before the postsecondary educational institution may release such educational information to a third party unless such release of information occurs under the exceptions granted by law. Transcripts are a vital part of the student's personal record. No transcript of a student's record will be issued without the express, written authorization of the student. No telephone or third-party requests will be honored by the college for information from or transmittal of the student record.

The college will not issue official transcripts if the student's financial accounts are in arrears or if there is a disciplinary hold on the transcript.

GMC designates the following as directory information: student's name, address and telephone number, date and place of birth, major field of study, student status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. GMC may disclose any of those items without prior written consent, unless the student formally requests in writing that the information not be disclosed.

Educational records requested by court order or valid subpoena do not require prior consent under FERPA regulations. Prior to rendering such requested information the college will make reasonable attempts to notify the student of the legal request so that he/she may raise legal objections.

In cases where there is a valid emergency where such personal information is necessary to avert harm or threat to health and safety of individuals, and the situation requires immediate action, the institution must release that information as needed.

All requests for student records and consent documents must be registered with the Registrar or the Director of the Distant Learning Center.

### **Policy Concerning Student Records**

Georgia Military College will abide by the following guidelines concerning student records:

- A. Inform parents of students and students of their rights concerning student records kept by GMC;
- B. Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- C. Non disclosure of personally identifiable information from the educational record of a student to any outside agency without the prior written consent of the student; and
- D. Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of a student.

As a general rule, the following information will be kept by the Registrar (copies will be kept by Distant Learning Centers) and will remain in the student's academic file:

- A. The official academic transcript (Registrar's Office only);
- B. The original application for admission;
- C. Secondary and post-secondary official transcripts;
- D. Application for graduation and/or degree;
- E. Official notice of admission;
- F. Evaluation of transfer credits; and
- G. Memoranda or correspondence pertaining to:
  - 1. Registration form, student schedule;
  - 2. Grades, grade changes, explanations, and special course descriptions;
  - 3. Drop/Add, official withdrawals;
  - 4. Special honors or special problems; and
  - 5. Name and address changes.

As a general rule, all academic files are destroyed three years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely.

The Dean of Students maintains disciplinary files for three years after graduation, withdrawal, or suspension.

## **Students with Disabilities**

*Georgia Military College  
Academic Affairs  
Office of Student Disability Services*

### **Policies and Procedures for Students with Disabilities**

Georgia Military College is committed to the full and total inclusion of all individuals providing equal opportunity to participate in and benefit from all programs, services and activities. Georgia Military is also supportive of individual rights and responsibilities.

As a public institution receiving Federal funds, Georgia Military College adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. In accordance with all pertinent federal and state legislation the institution will ensure reasonable accommodations are provided for students with disabilities through the Office of Student Disability Services.

Institutional policy ensures that reasonable accommodation be made on an individualized case-by-case basis. However, it is the responsibility of the student to identify and disclose their disability and make their needs known. With the assistance of the institutions' staff appropriate and reasonable accommodations will be provided once the student has been verified by the Office of Student Disability Services.

#### **Definitions:**

An individual with a disability is defined as a person who 1) has a physical or mental impairment that substantially limits one or more life activities, 2) has a record of such an impairment or 3) is regarded as having such an impairment.

"Accommodations" are those adjustments to structure, location or mode of access to the educational environment. Accommodations are to be reasonable, not altering academic standards or expectations and not to place undue financial or administrative hardship on an institution.

#### **Contact Person:**

The Manager of Student Disability Services is located at the main campus of Georgia Military College at Milledgeville, 117 Zell Miller Hall, phone: 478-387-4902. At other GMC campus locations please contact the disability officer or the assistant dean.

**PLEASE NOTE THAT DISABILITY WILL NOT BE FACTOR IN QUALIFYING FOR COLLEGE ADMISSION.**

## **Rights and Responsibilities**

To ensure full translation of this policy for access of individuals with disabilities, two important areas of rights and responsibilities have to be considered: a) the right of the individual with a disability to be included on the basis of criteria that do not unfairly discriminate because of the disability and b) the right of the institution to set and maintain standards for admitting and evaluating the progress of students.

### **Rights and Responsibilities of the Institution**

Georgia Military College recognized that its basic responsibility is to identify and maintain the academic and technical standards that are fundamental to providing quality academic programs while ensuring the rights of individuals with disabilities. To meet these obligations, Georgia Military College recognizes the following rights and responsibilities:

- Georgia Military has the right to request and receive documentation that supports a request for accommodation. The institution has the right to deny a request if the documentation demonstrates that no accommodation is necessary, or if the individual fails to provide such documentation;
- Georgia Military has the right to select among equally effective accommodations for individuals with a disability;
- Georgia Military has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on the institution.
- Georgia Military has the responsibility to ensure that its recruitment information and activities are available and accessible;
- Georgia Military has the responsibility to evaluate applicants based solely on their abilities and qualifications. If an evaluation method of criterion unfairly discriminates against an applicant with a disability, the college will seek reasonable alternatives.
- Georgia Military has the responsibility to ensure that all of its academic programs are accessible and usable;
- Georgia Military has the responsibility to adjust, substitute or waive any academic requirements which unfairly discriminate against students with disabilities and that are not essential to the integrity of students' academic programs;
- Georgia Military has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course;
- Georgia Military has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations as well as the procedures for requesting them.
- If a request for modification is denied, Georgia Military has the responsibility to inform the individual of his or her right to appeal the decision and the procedures for initiating an appeal.

## **Rights and Responsibilities of the Individual**

An individual with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Georgia Military College. To ensure this right, individuals with disabilities at Georgia Military must identify and disclose a disability to the Office of Student Disability Services, by contacting the Manager of Disability Services, Katie Johnson, at the Milledgeville campus or the Student Disability Coordinator at the campus they are attending. The following rights and responsibilities are placed on the individual:

- Individuals with disabilities have the right to an equal opportunity to learn. They have a right to reasonable accommodations in aspects of their educational experiences such as location, delivery system, or instructional methodologies that limit access, participation, or ability to benefit.
- Individuals with disabilities have the right to an equal opportunity to participate in and benefit from the academic community. This includes access to services and co-curricular activities when reviewed in their entirety, which are comparable to those provided any other student;
- Individuals with disabilities have the right to confidentiality of all information and have the right to choose to whom information about their disabilities will be disclosed;
- Individuals with disabilities have the right to information regarding the availability of auxiliary aids and possible accommodations as well as procedures for making requests for either;
- Individuals with disabilities have the right to be informed of procedures for initiating an appeal of a decision by the institution regarding auxiliary aids or accommodations;
- Individuals with disabilities have the right to be informed of procedures for initiating further appeal of an institutional decision through external channels. This typically would be done through filing a complaint with the Office of Civil Rights or filing a case through the civil court system.
- Individuals with disabilities have the same responsibility as any other student to meet and maintain the institution's academic standards;
- Individuals with disabilities have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary to be effective self advocates;
- Individuals with disabilities have the responsibility to demonstrate or document how their disabilities limit their ability to benefit from a particular delivery system, instructional method, or evaluation criteria when they make a request for accommodation.
- Individuals with disabilities have the responsibility to follow published procedures for making such requests and to do so in a timely fashion;
- Individuals with disabilities have the responsibility to follow published procedures for filing an appeal.

## Verification Process

The Verification Process will be determined by the Office of Student Disability Services.

### Verification Status

Depending upon the type of disorder a student has been diagnosed with and/or the completeness of the documentation submitted, The Office of Student Disability Services will assign the student one of the following verification status:

On- Going – Student who receives an on-going verification has submitted current, complete documentation that clearly exhibits an impact from a disability which is stable, not expected to change over time, and supports the need for accommodation. These students will not be expected to submit additional documentation unless they request an accommodation that has not already been approved and is not supported by the previously submitted documentation.

Annual Renewal – An annual renewal verification is approved for those students who have a diagnosed disorder or condition, in which the impact may change over time. These students will be required to submit updated documentation on an annual basis to allow The Office of Student Disability Services to adjust the verification status and approved accommodations if necessary.

Temporary – Temporary verification status may be approved for students who have submitted some documentation which may state a diagnosis but may not be complete or is out-of-date. These students may be verified on a temporary, basis, allowing them time to gather the necessary documentation. A temporary verification status may also be given, as resources allow, to students who receive a temporary injury and may need accommodations until the injury is sufficiently healed. These students are verified for the length of time recommended by the treating physician.

Denied – Student may be denied verification for a number of reasons, including but not limited to, (1) submitted documentation which does not support the presence of a diagnosed disorder, (2) a diagnosed disorder that does not rise to the level of being disabling, (3) updated or additional documentation requested that is not submitted, (4) an applicant who is not admitted as a student at the College, or (5) required verification meetings that are not attended by the student and contact from the student has ceased.

## PROCESS FOR DISABILITY SERVICES

*Georgia Military College  
Academic Affairs  
Office of Student Disability Services*

1. A student requesting accommodations for a disability must notify the Manager of Student Disability Services at the college. The Manager will give the student an application to apply for accommodations and inform the student of the specific documentation required based on the GMC Documentation Criteria.
2. The applicant completes the application and brings the documentation to the Manager of Student Disability Services at the college.
3. The Manager of Student Disability Services will conduct an interview to gather the student's perspective of how they are impacted.
4. Once the application, documentation and interview have been attained the Manager will review the documentation and determine verification. If appropriate the accommodation plan will be developed for the student. If information is not provided in the documentation as outlined in the documentation guidelines the missing information will be requested of the student.
5. The Manager then meets and reviews the accommodation plan with the student. The student will either sign the plan accepting the accommodations or refuse to sign it. If the student is not satisfied with the accommodation plan, then the student may seek another evaluation from an approved professional, and submit the new evaluation.
6. The Manger in the meeting with the student, will discuss confidentiality, timeliness, individual and case by case, and accommodations not being provided retro-actively. The student will be provided with instructor notification letters. **All disability files are to be kept confidential and in a secure location.**
7. The student will then meet with each instructor to provide the instructor notification letters and discuss the accommodations they chose to use in each class.

## PROCESS FOR DISABILITY SERVICES AT DLCs and Extension Centers

*Georgia Military College*

*Academic Affairs*

*Office of Student Disability Services*

### **(Instructions for Disability Coordinators)**

1. A student requesting accommodations for a disability must notify the disability coordinator at their campus. The disability coordinator will give the student an application to apply for accommodations and inform the student of the specific documentation required based on the GMC Documentation Guidelines.
2. The applicant completes the application and brings the documentation to the disability coordinator at the college.
3. The Disability Coordinator, if possible, will schedule an initial interview with the student and the Manager of Student Disability Services to gather the student's perspective of how they are impacted.
4. The documentation is then scanned and sent to the Manager of Student Disability Services.
5. The Manager will conduct the initial interview with the student.
5. Once the application, documentation and interview have been attained the Manager will review the documentation and keep it on record. He/she then will develop the accommodation plan for the student and discusses it with the disability coordinator at the campus. If information is not provided in the documentation as outlined in the documentation guidelines the missing information will be requested of the student.
6. The disability coordinator then meets and reviews the accommodation plan with the student. The student will either sign the plan accepting the accommodations or refuse to sign it. If the student is not satisfied with the accommodation plan, then the student may seek another evaluation from an approved professional, and then bring this paperwork to the disability coordinator. All information is sent to the Manager of Student Disability Services for further review.
7. The disability coordinator will discuss confidentiality, timeliness, individual and case by case, and accommodations not being provided retro-actively. The student will be provided with instructor notification letters. **All disability files are to be kept confidential and in a secure location.**
8. The student will then meet with each instructor to provide the instructor notification letters and discuss the accommodations they chose to use in each class.
9. The disability coordinator at the campus works with the Campus Director, Assistant Dean, and faculty members to ensure that approved accommodations are provided to the student at that campus. In some instances, the disability coordinator may need to investigate outside services, such as sign language interpreters or speech-to-text devices. The Manager of Student Disability

Services can provide guidance and a recommendation, but the final decision and cost analysis is up to each campus disability coordinator and administration.

### **Procedure for Requesting Accommodations Each Term**

It is the responsibility of the verified students to request accommodations each term if needed. The Office of Student Disability Services does not automatically implement accommodations each term. Students choosing to use accommodations should contact the Manager of Student Disability Services or the Coordinator on the respective campus. The student will supply a course schedule and distinguish for which courses they would like to receive Instructor Notification Letters. **It is the responsibility of the student to request accommodations for each course by meeting with each instructor delivering the Notification Letter and discussing the desired accommodations.** Students must present the Notification Letter to the Instructor with **Timely Notice** prior to the need of the accommodation. Instructors are not required to provide classroom accommodations until a copy of this form is delivered by the student and are not required to provide accommodation retroactively. Therefore, it is encouraged that the students request accommodations early in the term.

### **Procedure to Request a Change of Approved Accommodations**

Students who have been verified as eligible for accommodations may request additions to or deletions from their previously approved accommodations. Students requesting such a change should submit in writing a request for change of accommodations detailing what changes they are requesting and a detailed description of why they need the changes. The Manager of Student Disability Services will review the request, in conjunction with the documentation on file, to determine if there is support for the change. In some cases the Manager of Disability Services may request additional documentation to support the request. Disability Services may also contact the student to gather more information about the reasons for the request.

### **Submitting and Resolving Student Complaints**

It is Georgia Military College (GMC) policy that student complaints will be fairly administered and students will be afforded reasonable, accessible, and well-publicized pathways for registering complaints.

The college expects that students will attempt to resolve complaints at the lowest possible level before submitting a formal complaint.

Formal complaints must be submitted in writing and must be signed by the complaining student. Complaints sent by email are considered to be signed written complaints. The college will not treat anonymous complaints and those submitted by anyone other than the complaining student as formal complaints.

Students will be informed in the GMC Catalog and GMC Student Handbook that the preferred method for submitting student complaints is electronically by way of the GMC Student Portal. The GMC Student Portal will provide an electronic pathway for students to submit complaints

either to the President, Vice President for Academic Affairs and Dean of Faculty, or to others in authority through the GMC Executive Vice President.

Distant Learning Center (DLC) students are expected to send written complaints directly to the appropriate Distant Learning Center Director or Assistant Director. Complaints electronically submitted through the GMC Student Portal will be routed to appropriate DLC directors and assistant directors.

Students enrolled in GMC Online courses are expected to send written complaints directly to the GMC Vice President for Information Technology and Online Learning. Complaints electronically submitted by students through the GMC Student Portal will be routed through the GMC Executive Vice President to the Vice President for Information Technology and Online Learning and others in authority as appropriate.

Students attending the GMC Milledgeville Campus are expected to send written complaints directly to the GMC Vice President for Academic Affairs and Dean of Faculty if the complaint is concerned with academic matters or to the GMC Executive Vice President for all other matters. Complaints electronically submitted by students through the GMC Student Portal will be routed through the GMC Executive Vice President to the appropriate Vice President-level department head or Distant Learning Center Director.

Any student not satisfied with actions taken to resolve their complaint may send a formal complaint, regardless of subject, to the President of Georgia Military College.

The college expects administrators charged with resolving student complaints to handle each complaint fairly and expeditiously and to maintain records necessary to demonstrate that the college follows established procedures when resolving student complaints.