

determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier experienced academic difficulty (probation, continued probation, suspension, GPA below 2.00) to make a fresh start and have one final opportunity to earn an Associate's or a bachelor's degree.

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

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

### **Procedures**

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

Academic credit for previously completed coursework – including transfer credit – will be retained only for courses in which grades of A, B, C, S or K have been earned. Courses with D or F grades must be repeated if they are required in the student's degree program. Retained grades are not calculated in the Academic Renewal GPA, but are counted in the Academic Renewal Hours Earned.

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

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

### **Veterans Assistance Program**

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

advance payment with the Veterans Administration. Based on proof of military service (DD214), eligible veterans may be granted credit for physical education activity courses required for graduation.

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

Albany State University is in compliance with the Family Educational Rights and Privacy Act of 1974, U.S. Public Law 93-380. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information, please visit the U.S. Department of Education website at <http://www.ed.gov/om/fpc/index.html>. Or, contact the Office of Academic Services and Registrar.

### **Policy: Visitors in University Classrooms**

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

### **State of Georgia Legislative Requirements**

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

### **Second Degrees**

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

### **Procedure for Applying to Take College Level Examination Program (CLEP):**

1. Obtain a request to take Credit by Examination from the Office of Academic Services and Registrar or Testing Center.
2. Confer with academic advisor about the CLEP test(s) you want to take
3. Complete a request to take Credit by Examination and have it signed by advisor and departmental chairperson.
4. Take signed form to the Office of Academic Services and Registrar for approval.
5. Take copy of approved request and obtain an application and registration form for the CLEP in the Testing Center (BCBB 195). Be sure to place the Albany State University code, 5004, in the space where scores are to be sent.

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

Course Prefix and Number		Credit Hrs	CLEP Test				
ENGL 2111	World Literature I	3		Analysis & Interpretation of Lit.			
ENGL 2112	World Literature II	3		Analysis & Interpretation of Lit.			
ENGL 2131	American Literature I	3		American Literature			
ENGL 2132	American Literature II	3		American Literature			
ENGL 2298	English Literature	3		English Literature			
HIST 1111	Survey of World History I	3		Western Civilization			
HIST 1112	Survey of World History II	3		Western Civilization			
HIST 2111	Survey of American History I	3		American History			
HIST 2112	Survey of American History II	3		American History			
FREN 1001	Elementary French	3		College French			
FREN 1002	Elementary French	3		College French			
GRMN 1001	Elementary German	3		College German			
GRMN 1002	Elementary German	3		College German			
SPAN 1001	Elementary Spanish	3		College Spanish			
SPAN 1002	Elementary Spanish	3		College Spanish			
MIST 2010	Fund of Computer Applications	3		Computer and Data Processing			
MGMT 3105	Legal Environment of Business	3		Introductory Business Law			
MGMT 4110	Organizational Behavior	3		Introduction to Management			
MKTG 3120	Principles of Marketing	3		Principles of Marketing			
MATH 1111	College Algebra	3		College Algebra/Trigonometry			
MATH 1113	Pre-calculus w/Trigonometry	3		Trigonometry			
MATH 1211 **	Calculus I	4		Calculus w/Elementary Function			
MATH 2211 **	Calculus II	4		Calculus w/Elementary Function			
POLS 1101 ***	U.S. & Georgia Government	3		American Government			
BIOL 1111K *	Introduction to Biological Sci	4	General Biology				
BIOL 1112K *	Introduction to Biological Sci	4	General Biology				
CHEM 1211K	General Chemistry I	4	General Chemistry				
CHEM 1212K	General Chemistry II	4	General Chemistry				
CSCI 1101	Introduction to Computers	3	Computers and Data Processing				
ECON 2105	Principles of Macroeconomics	3	Introductory Macroeconomics				
ECON 2106	Principles of Microeconomics	3	Introductory Microeconomics				
EDUC 2205	Human Growth & Development	3	Human Growth & Development				
EDUC 3306	Education Psychology	3	Educational Psychology				
ENGL 1101	English Composition I	3	College Composition I				
ENGL 1102	English Composition II	3	Freshman English				

PSYC	General	3	General
1101	Psychology		Psychology
SOCI	Principles of	3	Introductory
2011	Sociology		Sociology

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

\*Approved for non-science majors.

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

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

## Health Services

Health care may be obtained in Student Health Services. The center is staffed with nurse practitioners, a licensed practical nurse and a consulting physician. Student health fees entitle the student to unlimited visits for care. All care provided is confidential.

All students admitted to the University are required to submit documentation of their current immunization status. Students who do not submit this information will have a health service hold placed on their record. If a hold is placed on the student's record, registration for the next semester will be denied until the information is submitted. A health history will be completed at the time of the first visit to the center.

Health fees will not cover admission to hospitals or services rendered or payment to drugstores for filling prescriptions. Any expenses incurred for treatment or care by the hospital or local physicians will be the financial responsibility of the student and his/her parents/guardians.

Student Health Services will be closed during official holidays. The University reserves the right to request a student to submit to a medical examination whenever advisable. Registration may be denied any student, prospective or enrolled, who, in the judgment of University Health Services, is suffering from an illness that would endanger the health of others or for which the University cannot provide services.

## GENERAL POLICIES

### Attendance Policy

Student Class Attendance - Students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected. Absences in excess of 10% of the sessions scheduled may reduce the grade for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed. Albany State University has implemented a No Show/Faculty Withdrawal Policy.

The policy states the following:

- (1) During the one-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or actively participated in their online course. The students will be dropped and the course will not appear on the students' permanent academic records.
- (2) Up until midterm or "last day to drop without academic penalty," the faculty member may withdraw any student who has ceased to attend/participate actively in a class, and the student will receive a grade of "W" on their academic record.
- (3) After midterm or "last day to drop without academic penalty," faculty can continue to withdraw any student who has ceased to attend/participate actively in a class; however, the student will receive a grade of "WF" on their academic record.
- (4) The Registrar's office notifies students of faculty/withdrawal actions; the Financial Aid Office is also notified. The student is responsible for understanding a withdrawal or faculty withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of "F" for the course.

**Online Attendance** – Attendance in online classes is verified in terms of participation, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Albany State University are instructor-led classes, not independent study or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor.

Failure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course or initiate faculty-withdrawal procedures as noted in the "Student Attendance Policy." Divisions or departments may have class attendance policies of a more specific nature within this general policy statement. Each instructor shall provide detailed policies and procedures in writing to each student at the beginning of the course.