

ACADEMIC INFORMATION

Academic Policies

Student Records

The Registrar's Office maintains permanent academic records on all students ever enrolled at the College. All practices and policies regarding the acquisition, retention, and disclosure of information to student records are formulated with respect to the student's right to privacy. No record is kept that will detrimentally discriminate by race, creed, gender, or political belief of a student.

The Registrar's Office maintains the official transcript and the official documents of each student. In summer 1995, the department began retaining new-student information in an electronic documents retrieval system. Transcripts of educational records contain only information about the student's academic status and disciplinary action in cases where it affects the student's eligibility to register. The personal electronic folder may contain the application for admission, immunization record, official transcript(s) from high school or previous college/university, results of admissions test, copies of official correspondence concerning admission status, and other actions taken with respect to the student's academic work or study. These records are available only to members of the staff and faculty of the College who have demonstrated need for such information. Information is made available to other persons only with written permission of the student.

Students have the right to inspect the official transcript of their academic record and personal folder; to request an interpretation and explanation of information contained within these records; to request amendment of educational records that are incorrect or misleading or that violate privacy or other rights; and to request a hearing to amend such records, if necessary. Please note that FERPA rights extend only to applicants upon their acceptance and subsequent enrollment. Any and all records connected with an application are not subject to FERPA rights if the applicants was denied or accepted but never enrolled. The right to inspect does not include the right to copies of transcripts received from other educational institutions or other documents that do not originate from Georgia Highlands College. The College, without the student's consent, may release the following information: name, address, phone number, enrollment status, dates of enrollment, degrees earned, major, honors, and awards. This information will be released upon request unless the student requests in writing to the Registrar that it not be released. The College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical well-being or safety of persons or property is involved.

Catalog Editions

Students satisfy the degree requirements of the catalog in effect at the time they enter Georgia Highlands College. Students may request to change to a later catalog year, as long as they are enrolled during that same academic year. Degree requirements of more than one catalog edition cannot be combined. GHC 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.

Changes in academic regulations affect all students, regardless of catalog edition. Every effort will be made to keep students advised of any such changes. **It is especially important that students note that it**

is their responsibility to keep themselves apprised of current graduation requirements for their degree program.

Academic Integrity

Members of the College community are expected to be familiar with the Georgia Highlands College Academic Integrity Code. This policy is found in the Student Handbook (<http://sites.highlands.edu/student-engagement/student-handbook/>) and the GHC website (<http://sites.highlands.edu/academic-affairs/student-interests/academic-integrity-documents/>). Academic integrity applies to all academic work, including, but not limited to, exams, tests, quizzes, papers, reports, presentations, lab work, artwork, experiments, or any other effort that would be used in assessing the student's grade. Work may be in written, oral, digital, or electronic form. Suspected or alleged violations will be reported and adjudicated according to the established policies and procedures found in the Student Handbook (<http://sites.highlands.edu/student-engagement/student-handbook/>).

The Academic Year

The academic year is divided into two academic semesters of approximately sixteen weeks each and a shorter summer semester. Important dates for each semester can be found on the academic calendar (<http://catalog.highlands.edu/academic-calendars/>). Students may enter Georgia Highlands College at the beginning of any semester or part of term.

Academic Credit Units

The unit of credit is the semester hour. A semester hour represents one hour of class meetings per week for one semester or its equivalent in other forms of instruction. Two or more hours of laboratory work per week are considered the equivalent of one semester hour. In the course description section of the catalog, the total semester hours of credit earned in the course is listed.

Student Classifications

The classification of a Georgia Highlands student is determined by the number of credit hours earned as follows:

Classification	Credit Hours
Freshman	1-29 credits
Sophomore	30 – 59 credits
Junior	60 – 89 credits
Senior	90 or more credits

Registration for Classes

Students may create or make changes to class schedules during registration periods published online. Students are expected to contact an academic advisor for assistance in selection of courses before using the online web registration system. Students are not officially registered for classes until all fees are paid. Students are responsible for dropping any classes they do not plan to attend by the add/drop deadline. Not following the official drop procedure may result in a grade of F or F_S at the end of the course. Although a rare occurrence, the Registrar's Office may change a student's schedule when it is deemed necessary.

Course Load

Students who enroll for twelve or more hours are considered full-time students. Students who wish to take more than eighteen hours and who have demonstrated exceptional academic achievement may apply to

the Provost's office for approval for an overload. This approval must be granted prior to the completion of the registration process.

Schedule Changes After the Drop-Add Period

Students may, under certain circumstances, make adjustments to their course schedule after the drop-add period each semester:

- Swap one section for a different section of a course they have previously been attending.
- Re-register for courses they have been previously attending if they have been dropped for non-payment.
- Re-register for courses they have been previously attending if they were dropped for non-attendance (do not use form; professor must email the Registrar by the deadline to request reinstatement).

In order to make changes, students must fill out a Schedule Change After Drop-Add form (<https://sites.highlands.edu/registrar/registrar-forms/>).

Completed forms should be submitted by the reinstatement deadline on the academic calendar. Students requesting a change after being dropped for non-payment should have financial aid or payment in place at the time of reinstatement. After the reinstatement deadline, students with extenuating circumstances must request additional permission to make schedule changes from the Provost or the Registrar.

Class Attendance

Students may make changes in class schedules during registration periods published online. Students who do not need an advisor's assistance may make changes using the online web registration system. Students who need an academic advisor's assistance or approval for schedule changes should see an advisor before making any changes.

Georgia Highlands College is committed to excellence in the learning environment; as such, students are expected to attend class regularly, on time, and for the full duration of each class period. To meet this standard of excellence, there are requirements for both attendance verification and for establishing ongoing attendance policies in each class.

Attendance Verification

At the beginning of each semester, instructors will report students who have never attended class to the Registrar's Office who will administratively drop the student from the class for the term. Any difference in fees paid will be refunded to the student by the Business Office.

Attendance verification for each class must follow the U.S. Department of Education (USDOE) guidelines which require institutions to be able to demonstrate that federal financial aid recipients established their eligibility for such aid by participating in academic engagement. At GHC, a student's academic engagement constitutes attendance for the purpose of attendance verification. Academic engagement includes, but is not limited to:

1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an assessment or an exam;
4. Participating in a study group, group project, or an online discussion that is assigned by the instructor; or
5. Interacting with an instructor about academic matters.

Academic engagement does not include, for example:

1. Logging into an online class without any further participation; or
2. Participating in academic advisement.

Instructors should only report a student as attending in the initial verification process if they have participated in actions which the USDOE recognizes as academic engagement.

Ongoing Attendance

It is the responsibility of instructors to formulate attendance policies for the courses they teach and to ensure that the policies are communicated in the course syllabus. When designing absence policies, instructors are encouraged to consider GHC's shared values of access, caring, inclusivity, engagement, and excellence.

The decision to excuse an absence or allow accommodations following an absence is at the discretion of each instructor according to the instructor's stated syllabus policy. All stated syllabus policies must align with GHC attendance policies and values. Individual schools at GHC may specify additional attendance policies, but these may not contradict this institution-wide policy.

Non-Penalized Absences

There shall be no academic penalty for students who are absent from academic activities because of observances of major religious holy days in their faith. Students will not be penalized for absence due to civic responsibilities such as jury duty or the requirements of armed service.

GHC student athletes, and students who work with the athletic teams such as managers, videographers, and those performing other support functions, will not be penalized for their required participation in athletic events. GHC coaches will be responsible for providing a list of the athletes and athletic support staff to instructors.

The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework for non-penalized absences.

Documentation

Instructors may require students to provide documentation of absences. This may include, but is not limited to, doctor's excuses, funeral notices, and/or jury summons. Students are not obligated to share documentation with instructors if it would violate a student's right to privacy in health care.

Extended Absences

Students who have circumstances that prevent them from attending class over an extended period may petition the instructor for permission to complete assignments in absentia. It is the student's responsibility to contact the instructor and provide any requested documentation. The decision to accept work in absentia rests with the instructor.

If the absences will constitute more than 15% of the class meeting time for the term, then written permission from the Division Chair is required before assigning a final grade for the course. The Office of Academic Retention and Resources should be notified of the extended absence arrangement. All approved coursework must be completed by the end of the semester in which the course began.

Repetitive or extended absences may interfere with the student's ability to be successful in coursework. With that in mind, students who expect that they may have repetitive absences for an on-going medical issue should consider registering with GHC Disability Access (<https://>

sites.highlands.edu/student-support-services/student-support-services-home/disability-access/) for accommodations.

Early Alert Program

All faculty members report their students' progress during the semester as part of the Early Alert Program. The program supports academic success by providing early indicators of student progress. Faculty members provide academic reports of each student enrolled in their course(s) at two checkpoints during the semester. The following success factors are reported at their corresponding checkpoint:

- Never Attended: 13% of the semester session
- Satisfactory or Unsatisfactory Progress: 40% of the semester session

Students are administratively withdrawn from classes if reported as having never attended the class during the first checkpoint. At the second checkpoint, students receive an automated message if faculty members raise an alert (attending, completing assignments, needs tutoring). Each automated email that is sent when an alert is raised gives students next steps and connects them to appropriate resources on campus. The tutoring alert also opens a case with the Tutorial Center, with tutors following up with the student to schedule an appointment. Students are encouraged to act upon receiving the early alert notification in order to get back on track to satisfactorily complete the course.

Program of Study Changes

Students wishing to change a degree program, pathway, or concentration should submit a Program of Study Update Form (<https://sites.highlands.edu/registrar/registrar-forms/>). When a degree program is changed the student's catalog year will be updated to the current catalog year. Students who submit the form after the Course Program of Study (CPOS) deadline on the academic calendar may be processed for the next academic year/term.

Second Degrees

Students may earn one degree of each type offered at GHC:

- Associate of Science/Associate of Arts (Transfer degree)
- Associate of Science, Dental Hygiene (ASDH, Career degree)
- Associate of Science, Human Services (ASHS, Career degree)
- Associate of Science, Nursing (ASN, Career degree)
- Nexus
- Bachelor of Business Administration
- Bachelor of Science
- Bachelor of Science in Dental Hygiene (RDH to BSDH)
- Bachelor of Science in Nursing (RN to BSN)

Students may not earn an Associate of Science in Financial Technology and a Nexus degree in Supply Chain Management in FinTech. Students may not earn more than one Associate of Science or Associate of Arts transfer degree or both an Associate of Science and Associate of Arts transfer degree from GHC.

To earn a second associate degree, students must complete at least 18 hours beyond the first associate degree earned. To earn a second bachelor's degree, students must complete at least 36 hours beyond the first. If requirements for both degrees overlap the student will need to consult with the appropriate Academic Dean to determine courses to be used to earn the required 18 or 36 additional hours. To earn both a transfer associates and a bachelor's degree a student must meet all

degree requirements for both degrees. No minimum additional hours beyond each degree's requirements are mandated.

Students must declare both degrees at least one semester before graduating but are encouraged to do so as soon as they decide to pursue two degrees at the same time. Students must include both degrees on the graduation application. A diploma will be printed for each degree. The official GHC transcript will show each degree earned and each pathway completed. Returning students must meet current catalog requirements.

Second Pathways

Students may declare a maximum of two pathways in each degree. For example, a student may seek an Associate of Arts in English and Psychology or a Bachelor of Business Administration in Logistics and Supply Chain Management and Healthcare Management.

Students declaring double pathways will earn one degree. All requirements for both pathways must be met before the degree is awarded.

Students must declare both pathways at least one semester before graduating but are encouraged to do so as soon as they decide to pursue two pathways at the same time. Students must include both pathways on the graduation application. One diploma will be printed for the degree. The official GHC transcript will show the degree earned and each pathway completed.

Multiple pathways in the same degree level will not be awarded retroactively. Students may not return to complete a second pathway in a previously earned degree. Students may return to complete a degree they have not yet earned.

Concentrations

Some pathways at GHC require a concentration: a defined set of coursework within Area F or major courses of a pathway. The official GHC transcript will show the earned concentration, but will not be included on the diploma. Students must meet all requirements for the concentration to be awarded.

Students should declare their concentration through the Program of Study update form as soon as they select one. Students must declare their concentration before their last semester of coursework at GHC. Students include their concentration on the graduation application and submit it by the deadline on the Academic catalog.

Students may only earn one concentration per pathway. GHC concentrations may be found on the pathway sheet for any pathway that requires one.

Minors

Students enrolled in a bachelor's program at GHC may choose to pursue a minor. Students must meet all requirements for the minor to be awarded. Upon awarding of a minor, the official GHC transcript will show the earned minor but it will not be included on the diploma.

Minors require the completion of 15 to 18 hours of defined courses with a grade of C or better. Nine credit hours of the minor must be upper-level credit hours (3000+level courses). Courses taken to satisfy Areas A-E cannot be used in the minor. Courses from Area F may be counted in Area F and the minor, but all credit-hour requirements must be met in order to earn a minor.

Students should declare a minor before their last semester of coursework at GHC for inclusion in their academic record, but are encouraged to do

so as soon as they select one. The minor must be declared using the Minor Petition (<https://sites.highlands.edu/registrar/registrar-forms/>). Students may only earn one minor per bachelor's degree.

Students may not return to complete a minor for a previously earned degree. Students should include their minor on the graduation application.

If a student meets all degree requirements but does not meet the minor requirements by the year and term of expected graduation indicated on the graduation application, the student will be awarded the degree without the minor. GHC minors and their requirements may be found in the Minors section of the catalog.

Students should be aware of pre-requisites and financial aid implications for minors and their required courses.

Course Withdrawal

Students may officially withdraw from a course after the drop/add period ends during the Withdraw period using the online web registration system or the Course Withdrawal form (<https://sites.highlands.edu/registrar/registrar-forms/>). A grade of "W" is assigned to officially withdrawn classes. Refunds are not issued for Course Withdrawals, only full withdrawals.

Withdrawals without penalty will not be given after the Withdrawal deadline except in cases determined as hardship. Not following the official withdrawal procedure may result in a grade of F or F\$ at the end of the course.

Withdrawal from All Courses

Students may officially withdraw from all courses after the drop/add period ends during the Withdraw period using the Full Withdrawal form (<https://sites.highlands.edu/registrar/registrar-forms/>). A grade of "W" is assigned to officially withdrawn classes.

Students with financial aid should be aware that fees may be owed if their full withdrawal affects their financial aid. Student accounts will be refunded according to a graduated percentage scale beginning the second meeting day of classes. The official withdrawal date is indicated by the student's intent on the signed and dated form.

Withdrawals without penalty will not be given after the Withdrawal deadline except in cases determined as hardship. Not following the official withdrawal procedure may result in a grade of F or F\$ at the end of the course.

Hardship Withdrawal

If a student does not complete a withdrawal form by the withdrawal deadline and that student is unable to successfully complete an academic term due to medical, personal, or financial reasons beyond the student's control, the student may apply for a hardship withdrawal through the Office of the Provost. A hardship withdrawal is typically processed as a withdrawal from all courses for that semester. The Provost or their designee may approve a partial withdrawal with substantial supporting documentation from the student. If the withdrawal is granted, a grade of "W" is assigned for the appropriate course(s). An application for hardship withdrawal does not guarantee the student a grade of "W".

A hardship withdrawal may have financial aid implications and students should verify the potential impact before submitting the hardship withdrawal request.

If it is determined by the Provost that a student is not capable of completing the hardship withdrawal process, someone else may act on behalf of the student such as the student's parent, guardian, or legal next of kin.

Conditions for Hardship Withdrawal APPLICATION

- Requests for hardship withdrawals should be submitted on the official form (<https://sites.highlands.edu/academic-affairs/forms-for-download/hardship-withdrawals/>) found on the Provost's website.
- Hardship withdrawals can only be requested after the official withdrawal date for the academic term in question has passed. If a student wishes to withdraw before that date, the regular withdrawal process should be followed.
- Hardship withdrawals cannot be requested after the date grades are due for the next semester following the academic term in which the classes in question are held.
 - Hardship withdrawal request deadline for Fall classes is the final grade due date for the immediately following Spring
 - Hardship withdrawal request deadline for Spring classes is the final grade due date for the immediately following Summer
 - Hardship withdrawal request deadline for Summer classes is the final grade due date for the immediately following Fall
- A student may not request a hardship withdrawal from any class in which they have attempted the final or submitted a final project or paper for the class. The Office of the Provost will contact the instructors of the classes in question to determine if this rule applies or to determine the last date of attendance for the student.
- All hardship withdrawal requests must have proper documentation in order to demonstrate a hardship in one or more courses.

Hardship Withdrawal Documentation Requirements

The student must provide a written personal statement of hardship. In the personal statement, students must provide accurate details about the circumstances of the hardship event(s), such as the dates of the event(s) and how the event(s) specifically prevented the completion of coursework.

In addition, the student shall provide official documentation supporting their hardship. The documentation should be consistent with the personal statement and will be verified by the Office of the Provost before any decision is rendered in relation to the hardship withdrawal application.

Examples of Official Documentation

- Medical (e.g. physical or psychological emergencies): signed and dated physician's statement on office letterhead indicating the dates of hardship.
- Personal (e.g. severe medical illness within family, death in the family, arrests): may include but are not limited to death certificates, obituaries, police reports, or physician's letters. The student should obtain documents that contain contact information and are dated.
- Financial (e.g. loss of sole-supporting job or mandatory job changes): documentation that clearly states the mandatory change and the date that these changes took place or will take place. This document should contain contact information for an organizational representative that can verify these changes, preferably a human resource professional. if possible.

If either the conditions for applying for a hardship withdrawal are not met, or documentation is not sufficient to prove that the hardship occurred, the Office of the Provost will not grant a hardship withdrawal for the courses in question. In such cases, the student keeps the grade recorded

by the instructor for the course or courses in question. If a student wishes to challenge that final grade, the final grade appeal process should be followed.

If a student believes they have a valid reason to request a hardship withdrawal that is neither medical, personal, or financial – e.g. misadvised, hardship condition extends beyond the deadline for applying for a hardship and blocks the application process, etc., they can appeal to the Office of the Provost for special consideration. Documentation of the reason for the special consideration must be provided.

Grade Reports

At the close of each semester, final grades are posted to the online web registration system. Grades are not mailed to students. This secure technology requires a student identification number and a personal identification number.

Grading System

The grading system used by Georgia Highlands College is as follows:

Letter Grade	Nature of Work	Quality Points per credit hour
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failure	0.0
F\$	Unearned Failure	0.0
H	Honor Project Completed	Not Computed
I	Incomplete	Not Computed
K	Credit by Examination	Not Computed
NR	No Grade Reported	Not Computed
S	Satisfactory Performance	Not Computed
U	Unsatisfactory Performance	Not Computed
V	Audited	Not Computed
W	Withdrew Passing	Not Computed
WM	Military Withdrawal	Not Computed

I - Indicates that a student who is performing satisfactory work is unable to meet the full course requirements for non-academic reasons beyond the student's control. **An "I" must be removed within two semesters following the semester during which the course was taken, or one calendar year, whichever is shorter, or it will automatically become an F.** An "I" grade is not given in Learning Support courses. Arrangements for the removal of an "I" should be made with the instructor during the semester immediately following the semester in which the "I" was awarded. Students **do not** re-register for a class in which an "I" has been given.

F\$ – Indicates that the student stopped attending class and did not fill out appropriate paperwork to withdraw. This grade is computed in the grade point average as an F.

H – Indicates that a student has successfully completed an honors project. See the Honors Program section for requirements for Georgia Highlands College honors project.

K – Indicates course credit awarded to a student via alternate credit.

NR – Temporarily posted when a professor fails to turn in grades on time. It will be removed when the actual grade is reported.

S – Indicates that credit has been given for completion of degree requirements other than academic course work.

U – Indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work.

V – Indicates that the student audited the course. The V carries no credit and cannot later be changed to a credit grade, either during the time in which the student is enrolled in the course or at a later date.

W – Indicates a withdrawal without penalty.

WM – Indicates that the student withdrew due to military orders

* – Indicates a course credit for a Required High School Curriculum (RHSC) deficiency

– Indicates academic renewal

% – Indicates Learning Support coursework

T – Indicates transfer coursework

Grade Changes

Faculty must make all grade change requests within two semesters following the semester during which the course was taken, or one calendar year, whichever is shorter. After this time, any grade change request must be made through the Office of the Provost.

Grade Point Average

The grade point average is calculated by dividing the number of hours earned in all courses attempted in which a grade of A, B, C, D, or F has been assigned into the total number of quality points earned on those hours. Grades or hours earned in Learning Support courses are not computed in the institutional or cumulative GPA.

Repeating Courses

Students may elect to repeat a course taken at GHC in an effort to earn a higher grade. Students are allowed 3 attempts per course; after the 3rd attempt approval from a Dean, Chair, or advisor is required.

This policy applies only to courses taken and repeated at GHC. When a course taken at GHC is repeated at GHC, only the attempt with the highest grade earned will be computed in the institutional GPA. For this policy to be applied, the repeated course must be equivalent to or cross-listed with the original course. The student's transcript, academic history, and cumulative and SAP cumulative GPA will retain all course attempts and grades. When the student transfers to another college, that college will determine how repeated courses are handled.

Students are encouraged to consult with Financial Aid to determine how course repeats impact their financial aid eligibility and with an academic advisor to determine how course repeats impact their progress towards degree.

Academic Appeals Procedure

Any student who believes that his/her academic rights have been violated and finds that the complaint cannot be resolved through informal conferences with the faculty member involved may seek redress following the procedures listed below in the order in which they are stated:

- The aggrieved student may direct his/her complaint in writing to the chair of the School in which the alleged violation occurred. If the academic dean is the instructor in question, the complaint will be directed to the Provost.
- If the student is dissatisfied with the results of that complaint, and has not already done so, he/she may direct the complaint in writing to the Provost.
- In the event the student is dissatisfied with the results of both appeals, he/she may direct a complaint to the President.

Appealing a Grade

All appeals and documentation must be in writing.

- If a student disagrees with a final grade in a course, he/she should first contact the instructor to see if the disagreement can be worked out. If it cannot be, the student has the right to appeal the grade. A student may not appeal the professional judgment of the instructor. In all cases, the policy in the course syllabus will prevail in determining the grade. The student's appeal must be based on the belief that the final grade was legally discriminatory in some way or that there was a mathematical error. If the student believes the final grade fits this category and wishes to appeal, he/she should ask the instructor for a written statement as to how he/she arrived at the grade. The instructor must provide the student with this statement.
- If the student is enrolled in a program with a departmental appeal process, he/she should follow that process as written.
- If the problem has not been resolved to the student's satisfaction with the instructor or departmental appeals process, the next step is to appeal to the Academic Dean. The student should explain what grade he/she thinks should have been awarded and why and submit the instructor's written statement with his/her explanation of the dispute.
- If the student is dissatisfied with the decision of the Academic Dean, he/she may appeal to the Provost. All documentation should be forwarded with the student's statement. The Provost has the option to appoint an appeal review committee.
- If the student is dissatisfied with the decision reached by the Provost or appointed appeal review committee, he/she may appeal to the President, sending all the previous documentation to the President's Office. The President's decision is final. The University System Board of Regents, to whom the President reports, will not hear grade appeals.

The deadline for appeals is the midterm date of the semester after the course was taken. In the case of a spring semester course, this is the midterm date of the following full summer term.

Academic Progress

In accordance with the stated goals of Georgia Highlands College, the Academic Progress policy aims to support students in their efforts to be successful learners. These policies intend to be motivational rather than punitive. However, it is neither effective nor ethical for students to be allowed to register for and fail an unlimited number of courses.

- **Good Standing:** status of a student who has at least 12 transfer and institutional GPA credit hours and holds an institutional GPA of 2.0 or more.
- **Academic Warning:** status of a student who has between 12 and 23 transfer and institutional GPA credit hours and holds an institutional GPA of less than 2.0.

- **Academic Probation:** status of a student on Academic Warning whose term GPA falls below 2.0 in the semester following being placed on Academic Warning. This status also applies to a student who has earned more than 23 credit hours, including transfer credit, and who holds a GPA of less than 2.0.
- **Academic Dismissal:** status of a student on Academic Probation whose term GPA falls below 2.0 in the semester following being placed on Academic Probation. The three levels of Academic Dismissal are discussed below as part of the content of this policy.

Academic Warning and Probation

Student Academic Progress is evaluated by the Registrar's office at the end of each term. If the resulting institutional GPA moves a student from a status of Good Standing to Academic Warning, or from Academic Warning to Academic Probation, the student receives communication from the Registrar's office outlining the consequences of the assigned status. The letter also includes suggested resources, including Student Support Services, Tutorial Services, contact information for advising, and tips for success in college.

Consequences of Academic Warning

Students are encouraged to meet with their assigned advisor, a professional advisor, or their designee to develop a success plan. A Banner hold prevents the student from self-registering for the subsequent term. An advisor can remove the Banner hold as soon as the student completes this task. For example, if a student earns an institutional GPA less than 2.0 in the fall semester, they are placed on Academic Warning for the subsequent spring semester. Until they meet with their assigned advisor, a professional advisor, or their designee, the student cannot self-register for the following summer term.

Consequences of Academic Probation

Students on Academic Probation may not register for more than nine credit hours. The student may not take classes using non-traditional course delivery methods (e.g., hybrid, e-classroom, eCore, or Web) unless they have previously earned a B or above in at least one class with the same delivery mode. All classes must be at least 8 weeks long. Students on Academic Probation must meet with an advisor in order to register for every term until the student's institutional GPA is 2.0 or above.

Academic Dismissal

If the student's institutional GPA at the end of the term moves the student from Academic Probation to Academic Dismissal, the student receives a letter from the Office of the Provost and Chief Academic Officer sent to the student's home address and GHC email address. The letter explains the consequences of Academic Dismissal and the process for appealing this standing.

Consequences of First Dismissal

First dismissal results in immediate dismissal from all academic and student life activities for one term, including athletics. Students retain access to all student support services and campus facilities. This decision may be appealed through the appeals process, described below.

CONSEQUENCES OF Second Dismissal

Once students who were dismissed return, they return to a status of Academic Probation, with the consequences of Academic Probation taking effect. They must earn at least a 2.0 term GPA for the semester they return. If they fail to meet the GPA requirements for that term, they are dismissed again for one year without the possibility of appeal. After a one-year suspension, the student must be readmitted to the College. If they return to Academic Probation status for any subsequent term, their second dismissal is appealable.

CONSEQUENCES OF Third Dismissal

If a student returns to Georgia Highlands College after a one-year suspension, the student readmits with a status of Academic Probation, with the consequences of Academic Probation taking effect. They must earn at least a term 2.0 GPA for the semester they return. The student must meet the GPA requirements for the term in which the student returns. If the student does not meet the GPA requirements, the student is dismissed for three years. The student may appeal this 3rd dismissal. If a student is dismissed for the third time, the student may apply for Academic Renewal after the third year. Academic Renewal is outlined as a separate policy.

Appeal Process for dismissal

The Academic Progress Committee (APC), a Committee of the Faculty, hears appeals. Appeals are held on a campus designated by the APC, on a day between semesters determined by the APC. Students wishing to appeal their dismissal should follow the instructions found in the letter sent by the Provost's office which notifies them of their dismissal. All those wanting to appeal must reach out to the contact listed in the letter and submit a statement of appeal as well as any supporting documentation by the deadline indicated. Students may also request to speak to the committee during the appeal meeting.

Prior Dismissals

GHC applicants must submit transcripts from all previously attended colleges at the time of admission. If those transcripts indicate an academic dismissal from another school, they shall only be considered in the determination of academic standing if they are from the immediate five years prior to the date of application to GHC. (See policy EM.PO.610 – Applicant Academic Dismissal Status)

If the applicant is returning to GHC as a re-admit, previous academic dismissals for GHC shall only be considered in the determination of academic standing if they are from the immediate five years prior to the date of re-application to GHC. (See policy EM.PO.610 – Applicant Academic Dismissal Status)

Academic Renewal

Students who have experienced academic difficulty at Georgia Highlands College may have one opportunity to make a fresh start at the institution after an absence of three or more calendar years from any higher education Institution. GHC students must apply and be granted academic renewal to have a fresh start on their cumulative GPA.

The following regulations apply to the Academic Renewal process:

- A renewal GPA is begun when the student resumes taking course work following approval for Renewal status.
- The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation. To earn a degree, a student must meet the institution's residency requirement by earning at least 18 semester hours of credit at GHC.
- Academic credit for previously completed course work—including transfer course work—will be retained only for courses in which an A, B or C grade has been earned. All coursework earned remains a part of the student's academic history but D and F grades are coded so that they do not count in institutional GPA.
- All courses with D or F grades must be completed at Georgia Highlands College if they are required in the student's degree program.
- Institutions to which the student may transfer may or may not recognize the Academic Renewal GPA for the transfer GPA to their institution.
- The Academic Renewal GPA applies to academic standing and graduation and does not supersede Financial Aid policies regarding Satisfactory Academic Progress.

Application for Renewal must be made through the Office of the Registrar where additional information regarding the program is also available. All coursework earned remains a part of the student's academic history regardless of being granted academic renewal. Explanation of and application for Academic Renewal may be obtained in any of the campus administrative offices or the Registrar's Office at the Floyd campus.

Alternate Credit Independent Study

Students who wish to complete a course offered by the College on an independent study basis may do so with permission from the instructor and the Academic Dean of the School through which the course is offered. The Academic Dean of the School will arrange for registration in the course for the student. These arrangements must be made before the beginning of the semester. The instructor shall establish requirements for successful completion of the course. Academic credit earned through independent study is recognized as official course credit.

Credit for Prior Learning

Currently enrolled students are eligible to earn credit through a variety of assessment methods such as, but not limited to, the following:

- National Standardized Examination (CLEP, AP, IB, DSST)
- Departmental Exemption Examinations
- Portfolio
- Military Experience
- State POST Training
- ACE Credit Recommendations
- Georgia High School EDU 2110 Program

Students may not request CPL for any courses for which they are currently registered as a regular or audit student. Earning CPL does not exempt students from meeting institutional residency requirements as defined in the GHC catalog. Decisions made by credentialing experts are final and not eligible for appeal. Any fees related to the assessment process are non-refundable.

Certain courses have been approved for credit by examination. An individual who wishes to take any of the desired examinations must be registered at the College and must complete the examination under the supervision of the Academic Dean of the School to which the course is assigned. Visit the Credit for Prior Learning site (<https://sites.highlands.edu/prior-learning-credit/>) for more information.

Transfer Credit Evaluations

Admitted students who have earned academic credits at other institutions may access their evaluation of transfer credits through the GHC student portal. Transfer credits are typically awarded for courses designed to be part of an associate or baccalaureate degree program and completed with satisfactory grades at regionally accredited institutions. Questions concerning transfer evaluations, including a request for re-evaluation, should be directed to the GHC Registrar's Office by emailing registrar@highlands.edu.

Students transferring credits from one University System of Georgia (USG) institution to another are guaranteed the transferability of their general education courses. Specifically, any course accepted for credit in Areas A-F at the sending institution will be accepted as credit in Areas A-F at GHC with the following conditions:

1. If students change their Transfer Degree-Pathway, then the Area F coursework completed at the sending institution, while transferable, may not count toward graduation credit in the newly chosen Transfer Degree-Pathway.
2. If students change their Transfer Degree to a pathway requiring higher levels of science and mathematics in Areas A and D (primarily fields related to science, technology, engineering, mathematics or health sciences), then the Area A and D coursework completed at the sending institution, while transferable, may not count toward graduation credit in the new Transfer Degree-Pathway.
3. In addition to 1) and 2) above, GHC maintains the right to require transfer students to meet expectations established for native GHC students as long as the number of credit hours required in a pathway is not increased for transfer students beyond the number required for native students.

A minimum grade of D is required for transferability of courses with the exceptions noted below. However, for grades to transfer, the average for all grades in courses accepted for transfer must be at least a 2.0 average.

For ENGL 1101 English Composition I and ENGL 1102 English Composition II equivalents, courses satisfying Area F requirements, major course requirements, and major electives in a bachelor degree, courses satisfying area F requirements in an associates degree (for those following the 2023-2024 or later catalog), and courses where a grade of "C" or better is required as indicated in the catalog, a grade of "C" or better is required.

Permission to Attend Another Institution as a Transient Student

Students may petition for transient status at another institution for no more than two consecutive semesters. To be eligible to complete the Transient Permission form (<https://sites.highlands.edu/registrar/wp-content/uploads/sites/52/2018/10/Transient-Permission.pdf>), student should have:

- One current semester of residency at GHC
- Be in in good standing
- Completed all Learning Support and required high school curriculum (RHSC) requirements
- Know the application deadline at the receiving institution and apply for admission as transient students at that institution.

The student is responsible for ensuring that an official transcript of all course work completed is sent to Georgia Highlands College in order for credit to be evaluated. Students who have been absent from Georgia Highlands College for more than one academic year will not be granted transient status. In special circumstances, a student taking Learning Support courses may be able to petition for transient status from the Provost.

Honors Program

The Honors Program at Georgia Highlands College brings together promising students of outstanding academic records with teachers committed to excellence and dedicated to student growth. This blend of teachers and students fosters a cohort of emerging scholars

recognizable throughout the college and community. Such a cadre will provide an example to their peers that educational excellence is to be valued and celebrated. Similarly, it will demonstrate that learning for its own sake is an ideal appropriate for all students, regardless of background or goals. The Honors Program is overseen by the Curriculum Committee and the Honors Program Director. Admission into the Honors Program is open to currently enrolled students, including dual enrollment students, at Georgia Highlands College, regardless of program of study.

Students who are currently enrolled in Learning Support (LS) courses are not eligible to apply until after successful completion of all LS requirements, although exceptions can be made for otherwise outstanding students, at the discretion of the Honors Director.

Students who are on academic warning, probation or suspension are not eligible to apply until after they have reached "good academic standing" with Georgia Highlands College.

Candidates for the Honors Program apply by submitting application materials online at the Honors Program website, <http://sites.highlands.edu/honors/> Admission is based on the following criteria, as reviewed by the Honors Director, and as needed, by the members of the Honors Advisory Council:

- 500-word application essay
- Completed application (web form)
- At least **one** satisfactory qualifying item:
 - Cumulative high school GPA of 3.5 or higher on a four-point scale **or**
 - Top 10% of high school graduating class **or**
 - Minimum SAT combined score of 1000 **or**
 - Minimum ACT composite score of 25 **or**
 - Institutional 3.5 GPA after the completion of 12 credit hours of college level coursework (1000 level or above) **or**
 - Evidence of outstanding leadership and/or community service
- For conditional admission, students may submit two letters of recommendation from Georgia Highlands College faculty members in place of a satisfactory qualifying item.

Conditionally accepted students will be allowed to attempt one honors project for honors credit in a standard course, or to enroll in one honors course, but not both, during their first semester of participation.

Upon completion of the first semester in the program, the Honors Advisory Council will review the student's progress. Conditionally accepted students must earn a C or better in all coursework during the first semester of participation and must complete the attempted honors project or honors course attempted during the first semester of participation. If a conditionally accepted student fails either of these requirements during the first semester of participation, they will be dismissed from the Honors Program.

To maintain good standing status in the Honors Program, students must maintain a minimum 3.25 institutional GPA.

Learn more about the GHC Honors Program at <http://sites.highlands.edu/honors/>. View current policies for the Program under the Academic Affairs tab at <http://sites.highlands.edu/policy-manual/>. Send your questions to the Honors Director at honors@highlands.edu.

President's and Dean's List

Academic excellence is recognized each semester by inclusion on the President's List or Dean's List. Students who complete a minimum of nine credit hours in a given semester - excluding Learning Support course work and who earn a GPA of 4.0 will be named to the President's List for that semester. Students who complete a minimum of nine credit hours in a given semester - excluding Learning Support course work and who earn a minimum GPA of 3.5 will be named to the Dean's List for that semester.

Release of Transcripts

Georgia Highlands College charges per transcript request for paper and electronic transcripts. The Federal Educational Rights to Privacy Act (FERPA) requires written permission of the student to release a transcript. Transcripts will not be released to any student who has an outstanding financial obligation or any records hold.

Graduation Requirements

Degrees are awarded each semester and recognized annually in the Commencement ceremony held at the end of the spring semester.

To be qualified for graduation with an Associate or Nexus degree, candidates must meet the following requirements:

- The completion of an approved academic program with a minimum of 60 semester hours.
- Minimum of 18 semester hours in the degree earned at GHC to satisfy residency requirement and to be eligible for honors. K credit does not count toward residence.
- A grade of "C" or better in ENGL 1101 English Composition I and ENGL 1102 English Composition II
- For those following the 2023-2024 or later catalog, a grade of "C" or better in courses satisfying Area F.
- An institutional GPA of 2.0 or higher.
- The successful completion of coursework or passing examination on the history of the United States and the history of Georgia, and upon the provisions and principles of the United States Constitution and the Constitution of Georgia. https://www.usg.edu/curriculum/georgia_legislative_requirements (https://www.usg.edu/curriculum/georgia_legislative_requirements/). Students in career programs can use HIST 1000 to satisfy this requirement.
- Submission of a graduation application (<https://sites.highlands.edu/registrar/registrar-forms/>) by the deadline on the academic calendar.

To be qualified for graduation with a Bachelor's degree, candidates must meet the following requirements:

- The completion of an approved academic program with a minimum of 120 semester hours.
- Minimum of 30 semester hours in the degree earned at GHC to satisfy residency requirement and to be eligible for honors. K credit does not count toward residence.
- Minimum of 39 semester hours at the 3000-4000 level.
- A grade of "C" or better in ENGL 1101 and ENGL 1102.
- A grade of "C" or higher in all courses satisfying Area F, major course requirements, and major electives.
- An institutional GPA of 2.0 or higher.
- The successful completion of coursework or passing examination on the history of the United States and the history of Georgia, and upon the provisions and principles of the United States Constitution

and the Constitution of Georgia. https://www.usg.edu/curriculum/georgia_legislative_requirements (https://www.usg.edu/curriculum/georgia_legislative_requirements/). Students in career programs can use HIST 1000 to satisfy this requirement.

- Submission of a graduation application (<https://sites.highlands.edu/registrar/registrar-forms/>) by the deadline on the academic calendar.

Graduation with Honors

For graduation with honors a student must meet the minimum scholastic institutional grade point average requirement of 3.50. Students earning an institutional 3.50-3.69 GPA receive the designation cum laude; 3.70 to 3.89 receive the designation magna cum laude; students earning a 3.90-4.00 receive the designation summa cum laude. Grade point averages will **not** be rounded. The honors designation appears on the student's diploma and transcript and remains on his/her permanent record.

Commencement Participation Policy

Graduates are encouraged to participate in the formal graduation exercises. The following criteria must be met in order to participate:

- Submit a graduation application (<https://sites.highlands.edu/registrar/registrar-forms/>) by the deadline on the academic calendar.
- Have a GPA of 2.0 or higher.
- Be in good academic and financial standing.
- Not be in violation of any academic integrity policy or code of conduct.
- Complete a Commencement RSVP by the deadline.

Students who will complete degree requirements the Summer immediately following the Spring semester in which Commencement is held may request to participate in commencement ceremonies on the following conditions:

- Have a maximum of 6 semester hours outstanding
- Submit a graduation application (<https://sites.highlands.edu/registrar/registrar-forms/>) by the first day of March before the ceremony
- Request a Summer graduate participation form from the Registrar's Office
- Submit the Summer graduate participation form by the first day of March before the ceremony

No degree will be awarded until all degree requirements are satisfied. Participation in the commencement ceremony does not certify completion of the degree. Names of Summer graduates granted permission to participate in Spring Commencement will not appear in the Commencement program for the ceremony in which they participate and graduation with honors will not be determined for them until their degree is earned. Names will appear in the following year's program.

Associate Degree You Deserve/Reverse Transfer

The Associate Degree You Deserve/Reverse Transfer program allows students who have earned a minimum of 18 hours in the degree at Georgia Highlands College to combine credits earned from all regionally accredited institutions and apply them toward an associate degree. Students do not have to be currently enrolled and there is no fee to petition for graduation. Visit GHC's website (<https://sites.highlands.edu/registrar/wp-content/uploads/sites/52/2020/01/Graduation-Application->

Reverse-Transfer.pdf) for more information and to complete the application.