

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Students at Georgia Southwestern State University are expected to conform to high standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct that students be honest and that they submit for credit only the product of their own efforts. Violations of the Policy on Academic Integrity consist of the following: plagiarism, cheating on examinations, unauthorized collaboration, falsification, and multiple submissions. Academic honesty is the responsibility of the students and faculty of Georgia Southwestern State University. The full text of the Policy on Academic Integrity can be found in the GSW Bulletin.

REGISTRATION AND ACADEMIC INFORMATION NETWORK (RAIN)

The Registration and Academic Information Network (R.A.I.N.) allows students to access their academic and financial records on-line. Students can view holds, midterm grades, final grades, academic transcripts, registration status, class schedules, curriculum sheets, as well as their financial aid status, account summaries and fee assessments. R.A.I.N. provides a convenient method for students and faculty to obtain information via the web. It is a secured site which is continually expanding to provide 24 hour access to all students. Information is routinely added to R.A.I.N., including term-specific notices and deadlines. Students must access R.A.I.N. to view grades for their courses each semester.

REGISTRATION FOR CLASSES

Registration for classes is the process of seeing the faculty advisor, selecting the courses appropriate for the degree program, arranging these into a schedule to fit available time slots, signing up for these classes with the advisor or online through R.A.I.N, and paying fees. The *Schedule of Classes* available online through R.A.I.N each term lists all courses being offered. Students may change their class schedule or register late during the first three days of class each semester.

STUDENT ACADEMIC LOAD

A student is considered to be carrying a full load if enrolled for twelve or more semester hours of academic credit. A student is considered to be registered for an overload if enrolled in more than eighteen course credit hours.

The full-time load for a graduate student is nine semester hours credit in academic subjects. A graduate student is considered to be registered for an overload if enrolled in more than fifteen course credit hours.

A student must have the approval of the Office of the Vice President for Academic Affairs to register for an overload. The following cases usually qualify:

(1) Undergraduate students on the Dean's List or President's List for the preceding term may register for as much as twenty-one hours credit. (2) A student enrolled in certain curricula which require an overload for a given semester may register for the specified hours of credit.

PART-TIME STUDENTS

Students who are enrolled for less than a full load are classified as part-time students. These students may be working toward college degrees or they may be taking courses for self-improvement. Part-time students are required to satisfy the minimum academic standards. Students participating in full-time work assignment through the Intern Program may be recommended to the Registrar for classification as full-time students by the academic advisor or the Coordinator of the Intern Program.

AUDIT

A student who is auditing a course is expected to attend classes, but they are not required to take examinations or meet course requirements. No credit is given for audits. In the event of overloaded classes, students enrolled for credit will be given preference. Fees for attending class on an audit basis are calculated at the same rate as regular academic fees. Students who want to audit courses should see the Registrar.

CREDIT BY EXAMINATION

Credit by examination is offered for a number of courses at the University, e.g. CLEP, International Baccalaureate, Advanced Placement, and Prior Learning Assessment. Credit by examination is listed as such on the transcript along with the course number, title, and hours of credit; however, no grade is assigned and the credit is not included in computing the grade point average. Credit by examination is usually earned at the time the student enters the University. See the Registrar for more information.

MILITARY CREDIT

Credit for prior military experience and training is determined on an individual basis, following the guidelines published by the American Council on Education for the Evaluation of Educational Experiences in the Armed Services. Students should see the Registrar for additional information.

SCHEDULE ADJUSTMENTS

Adding or Dropping Courses

During the first three days of class, students may add or drop courses during the published time period.

- Students must discuss adding or dropping courses with their advisors.
- Students who enter courses after the first day of class are responsible for making up missed assignments.
- Students may add or drop a Learning Support course only with the approval of the Registrar or the Dean for Academic Services and Special Programs. Students enrolled in both Learning Support classes and degree credit courses cannot drop the Learning Support courses without dropping the degree credit courses as well.
- Students may not drop a Regents' remediation course without the approval of the Registrar or the Dean for Academic Services and Special Programs.

After the published add/drop period, students may adjust their schedules only by "withdrawal." (See below.)

Students registered for courses that have the first class meeting after the designated add/drop period will be subject to the Withdrawal from Class Policy or the Withdrawal from the University policy below. Any orientation session for online or off-campus courses is considered the first class meeting for the course.

Withdrawal from a Course

After the add/drop period, a student must officially withdraw from a course by completing the “Withdrawal from Class” form available in the Registrar’s Office. This form must be returned to the Registrar’s Office upon completion. The student is fully responsible for collecting the appropriate signatures and submitting the completed form to the Registrar’s office.

Withdrawal from class without penalty requires the student to complete the Withdrawal from Class form and return it to the Registrar’s Office by the published no-penalty date of approximately one week after midterm. A student following this procedure will receive a grade of W (Withdrawn).

- Withdrawal from class without penalty will not be permitted after the published ‘no penalty’ date except for non-academic reasons. Documentation must be provided by the student to receive a W rather than a WF (Withdrawn Failing).
- Students with Learning Support requirements who are enrolled in both Learning Support courses and degree credit courses may not withdraw from the required Learning Support courses with a “W” unless they also withdraw from the degree credit courses.

All withdrawals from class must be approved and completely processed before the last day of classes. A student who does not officially withdraw from a class will receive a grade of F in that course for the term.

Withdrawal from the University

Students withdrawing from all classes and exiting the University after the first day of classes must meet with the First Year Advocate (Academic Skills Center, room 126) to initiate the official "Withdrawal from the University" process.

- Withdrawal from the University prior to the no-penalty date of one week after midterm will result in grades of W (withdrawn) for all courses.
- Withdrawal from the University after the no-penalty date will result in grades of WF (withdrawn failing) except for documented non-academic reasons.

All withdrawals from the University must be initiated by the student and completely processed before the last day of classes. The student is fully responsible for supplying all pertinent documentation to the First Year Advocate. Failure to withdraw from the University following the proper procedure will result in grades of F in all courses, and no refund will be given.

READMISSION

Former students who have not attended the University for one calendar year must complete a readmission form through the Registrar's Office. Students who were academically suspended at the end of their last term of enrollment must obtain the approval of the Dean for Academic Services and Special Programs to return. Students who have attended other colleges or universities must submit official transcripts from those institutions before the readmission can be processed.

ATTENDANCE

Students are expected to attend all classes. If an absence is necessary, the student is responsible for reporting the reason to the instructor. In such cases, each instructor will take whatever action he or she deems necessary. Faculty members will make their absence policies clear to the students enrolled in their classes in writing within the first week of class. Penalties for excessive absences in each course are set at the beginning of each semester by the faculty member teaching that course. Students with excessive absences in a class may receive a grade of F for the course.

ADMINISTRATIVE WITHDRAWAL FROM A COURSE DURING THE FIRST WEEK OF CLASS

Students who attend none of the class meetings of a course during the first week of classes and do not inform the instructor of their intentions to remain in the course or do not drop the course within the published period will be administratively withdrawn from the course. It is the responsibility for the faculty member to document such absences. Instructors must take roll during the first week of classes, until final rolls are available on R.A.I.N. The faculty member will submit the verification of enrollment information. Students will be contacted by the Registrar through RADAR email and given a deadline to respond before they are administratively withdrawn from the class.

GRADING SYSTEM AND QUALITY POINTS

Grade Achievement	Quality Points
A Superior	4
B Above Average	3
C Average	2
D Poor	1
F Failing	0
P Pass	0
S Satisfactory Performance	0
U Unsatisfactory Performance	0
V Audit	0
I Incomplete	0
W Withdrawn	0
WF Withdrawn Failing	0
NR No grade reported by instructor	0

Incompletes

A grade of "I" indicates that the student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course during the term scheduled. The individual faculty member assigning the "I" has the responsibility for documenting the work to be completed. This documentation is to be filed with the academic dean or department chair at the time grades are submitted.

An incomplete grade must be removed before the end of the following term (including summer term); otherwise, the grade will be recorded as F. Requests for an extension of an additional term must be made by the instructor and approved by the Dean/Chair and the Vice President of Academic Affairs. Students who for non-academic reasons stop attending class prior to midterm should withdraw from the course. A grade of "I" cannot be assigned in this situation.

GRADE POINT AVERAGE

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

1. The Semester Grade Point Average is the ratio of quality points earned to credit hours attempted that semester in courses numbered 1000 or above.
2. The Cumulative/Institution Grade Point Average for undergraduate students only is the ratio of quality points earned to credit hours attempted in courses numbered 1000 or above for which a final grade has been earned. Normally, a course is counted only once for credit hours. For this type of course, the latest grade earned replaces all previous grades and determines the quality points assigned. A grade of WF is treated as an F in calculating grade point averages.
3. The Cumulative Grade Point Average for graduate students is the ratio of quality points earned in all courses to credit hours of all courses attempted.

POLICY ON REPEATING COURSES

Normally, a course is counted only one time for credit hours. If a student wants to repeat an undergraduate course that falls into this category, he/she may do so with the understanding that the latest grade earned replaces all previous grades and that all courses taken will be listed on the student's academic transcript. The number of quality points awarded and credit hours earned is determined by this final grade. If a student wants to repeat a graduate course that falls into this category, the student may do so with the understanding that credit hours attempted and quality points earned in all attempts of the course will be counted in the student's grade point average (GPA).

CLASS RANK

Undergraduate students are classified once each year. Class rank is based on semester hours of credit earned. Minimum semester hours of academic credit for the different class ranks are as follows:

Freshmen	Less than 30 hours
Sophomore	30 hours
Junior	60 hours
Senior	90 hours or more

ACADEMIC HONORS FOR UNDERGRADUATE STUDENTS

President's List

During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 4.00 will be named to the President's List.

Dean's List

During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 3.50 through 3.99 will be named to the Dean's List.

Academic Achievement List

During any semester, a student is on the Academic Achievement List if he/she is in Academic Good Standing, has previously earned at least 15 hours of credit at Georgia Southwestern, is enrolled in 3 to 14 hours of credit, and earns a semester GPA of 3.5 or better.

UNDERGRADUATE ACADEMIC STATUS: GOOD STANDING, WARNING, PROBATION, SUSPENSION

A grade point average of 2.00 (C average) is required for graduation from Georgia Southwestern State University. (Some curricula may require a higher average.) A student whose performance is below this level exhibits academic deficiencies. The University uses the cumulative/institution grade point average as determined on the BANNER Student Records software to determine academic standing. The following table shows the minimal graduating grade point average a student must achieve to make acceptable progress toward the 2.00 average and graduation.

Total Hours Earned (Including hours accepted in transfer)	Required Minimum GPA
0-15	1.50
16-30	1.65
31-60	1.75
61 and above	2.00

The grade point average is calculated each term and appears on the grade report on RAIN to inform the student of his/her progress. The academic standing of the student will be printed on the grade report also.

Good Standing

A student will be placed in Good Standing when his/her cumulative/institution GPA is equal to or above the required minimum GPA for the number of hours the student has earned (Including transfer hours).

Academic Warning

A student will be placed on Academic Warning at the end of any term in which the cumulative/institution GPA falls below the required minimum for the total hours earned. The student will have only one semester in which to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Probation. Students on Academic Warning are encouraged to take advantage of supplemental instruction resources available in the Academic Skills Center.

Academic Probation

A student will be placed on Academic Probation if the student fails to return to Good Standing at the end of the semester in which the academic standing of the student was Academic Warning. The student will have only one term to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Suspension. Students on Academic Probation are strongly encouraged to take advantage of academic assistance resources available in the Academic Skills Center.

Academic Suspension

A student will be placed on Academic Suspension if the student fails to achieve Good Standing while on Probation. The student must stay out of school for one semester or choose to remain in school with Restricted Enrollment status (see below). To return to school after the term of suspension, the student must write a letter of appeal to the Office of Academic Affairs. When the student returns, the academic status of the student is Academic Warning and the Warning-Probation-Suspension process starts over. That is, the student will have two semesters at most to raise the GPA to the Required Minimum and return to Good Standing, or the student will be suspended again. The maximum number of suspensions allowed is two. At the third suspension, the student will be suspended from GSW for a minimum of one calendar year.

Normally a student will not be reinstated after the third suspension. The student may, however, appeal this dismissal by stating his/her case to the Vice President for Academic Affairs. Appeals relative to dismissal in writing after the third suspension will be considered on a case-by-case basis with no guarantee of readmission.

A student on Academic Suspension will not be allowed to register for courses offered by the University, unless the student has been granted Restricted Enrollment Status.

Courses taken at other institutions while a student is on Academic Suspension from Georgia Southwestern will not be accepted in transfer.

Students returning to GSW after the first suspension are required to enroll in ACSK 1100, Academic Skills, during the first term of re-enrollment.

Restricted Enrollment

As an alternative to suspension, a student may request from the Dean of Academic Services and Special Programs to remain in school with Restricted Enrollment Status. This status means that the student may stay in school but may enroll primarily in repeat courses and ACSK 1100, Academic Skills, in order to improve the student's GPA to return to Good Standing. Restricted Enrollment is the only alternative to remaining out of school for one semester available to students who have been suspended..

Not returning to Good Standing by the end of the Restricted Enrollment term will result in an additional suspension for the student, and the student will remain out of school for a minimum of one semester. The student accepting this status will be advised by his/her assigned academic advisor. A Restricted Enrollment Agreement will be signed by the student, the advisor, and the Dean of Academic Services and Special Programs before the student is allowed to register.

A student on Restricted Enrollment may drop or add courses only with the approval of the Office of Academic Affairs.

The Restricted Enrollment status is not available to Learning Support students.

Learning Support

Students who are taking one or more Learning Support courses will be given this academic status until those students exit all required Learning Support courses. The policies of the Board of Regents and GSW Learning Support Programs will have precedence over the policies of GSW concerning Academic Suspension. The Restricted Enrollment academic status is not applicable to Learning Support students.

Readmission of Students on Suspension

A student on Academic Suspension who wishes to be readmitted to the University must write a letter to the Dean for Academic Services and Special Programs requesting to be readmitted. The letter must include all factors which the student wishes to be considered. Each request for readmission will be considered individually and nothing in this section should be interpreted to mean that readmission is automatic. Students returning from the first suspension must take ACSK 1100, Academic Skills, during their first term of re-enrollment.

Readmission may be denied if, in the professional judgment of the Dean for Academic Services and Special Programs, the student cannot perform satisfactory college level work.

Any student requesting readmission must complete a readmission form available online through the Student Forms link found on the GSW Homepage (www.gsw.edu).

GRADUATE ACADEMIC STATUS

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards. See the current GSW Graduate Bulletin for additional information.

FINAL EXAMINATIONS

A student who has three final examinations scheduled for the same day may request a change of date for one final through the Office of Academic Affairs. Times and dates for final examinations may not be changed to accommodate students' travel plans.

Permission for a student to change his/her final exam time and/or date must be obtained from the Office of Academic Affairs. The final examination schedule is available in the published schedule of classes available through R.A.I.N..

RE-EXAMINATION FOR SENIORS

A senior preparing for graduation within two (2) semesters who earns a final grade of F or D in a course may have the opportunity of one re-examination in that course. After reviewing the eligibility requirements for re-examination with the instructor of the course (based on the conditions listed below), the student must request permission for the re-examination in writing from the Vice President for Academic Affairs. The instructor will be informed in writing whether permission has been granted. Conditions for re-examinations include the following:

- a. The original course grade earned must not be the result of a violation of the Policy on Academic Integrity or the instructor's written policy on course attendance.
- b. It must be mathematically possible to achieve the necessary passing grade in the course using the result of the re-examination.
- c. The course must be a non-core course numbered 2000 or above which is necessary for graduation.
- d. There must be no opportunity to repeat the course before the scheduled graduation.
- e. Graded assignments for which a re-exam may occur include an examination, a project, a presentation, a paper, or another assignment as defined by course requirements. The assignment to be repeated will be determined by the instructor of the course.
- f. A student cannot apply this re-examination policy in more than two courses.
- g. The request for the re-examination must be made within thirty (30) days of the end of the term in which the grade was received.
- h. Graduating seniors who fail the tests given by the Department of History and Political Science to meet the geography, U.S. history/Georgia history, and U.S.

Constitution/Georgia Constitution requirements are entitled to a single retest in the deficient area during the term immediately preceding their graduation date. Retests are limited to two areas. Students in this situation should contact the secretary of the Department of History and Political Science.

According to the Board of Regents procedures, this policy does not apply to the Regents' Testing Program.

No reexaminations are allowed in graduate courses.

GRADUATION WITH HONORS FOR UNDERGRADUATES

In order to be eligible to graduate with honors from Georgia Southwestern State University, the following two requirements must be met:

- A student must earn at least 54 semester hours of academic credit at Georgia Southwestern State University.
- The grade point for honors must be an average of the final grades earned on work completed at all accredited colleges and universities attended and must fall into one of the following categories:

Graduation cum laude requires a minimum grade point average of 3.50

Graduation magna cum laude requires a minimum grade point average of 3.70.

Graduation summa cum laude requires a minimum grade point average of 3.90.

Only candidates for baccalaureate degrees are considered for academic honors at graduation.

CATALOG FOR GRADUATION EVALUATION

Under the guidance of the academic advisor, a student may select to be evaluated for graduation from any catalog in effect during the time of enrollment provided the enrollment has been continuous. Students readmitted or reinstated will be evaluated for graduation from the catalog in effect at the time of readmission or reinstatement or any catalog in effect during subsequent periods of continuous enrollment. Students changing majors will be evaluated for graduation from the catalog in effect at the time of the change or any catalog in effect during subsequent periods of continuous enrollment. Each student is responsible for determining the appropriate catalog to be used for academic advisement and for evaluation of graduation requirements. Catalog selection applies only to the course requirements of that catalog. All other academic procedures and graduation requirements must be satisfied according to regulations in effect at the time of graduation. Students desiring further information on the selection of an appropriate catalog may contact their major department head/academic dean or the Registrar.

APPLICATION FOR GRADUATION

Undergraduates

The application for graduation for Fall Semester must be completed on or before December 1 prior to the academic year in which the degree is expected. The application for graduation for Spring Semester must be completed on or before May 1 prior to the academic year in which the degree is expected. Students who plan to graduate at completion of Summer Term must apply on or before September 1 prior to the year in which the degree is expected.

Graduation Term

Apply no later than the date below of the prior year:

Fall	December 1
Spring	May 1
Summer	September 1

Graduates

Each student admitted to a graduate program must file an application for graduation one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Registrar's Office as well as on R.A.I.N.

Graduation Term

Apply no later than the date below of the prior semester:

Fall	May 1
Spring	August 1
Summer	January 1

REGENTS' TESTING PROGRAM FOR UNDERGRADUATES

Georgia Southwestern State University and all units of the University System of Georgia participate in the Regents' Testing Program. The policy of the Board of Regents concerning this examination of reading and writing competency is as follows:

An examination (the Regents' Test) to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination.

The formulation and administration of the Regents' Test shall be as determined by the Chancellor.

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess

certain minimum skills of reading and writing. The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are (1) to provide System-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Test as a requirement for graduation.

Students who are not exempt from the Regents' Test and students who are not enrolled in Learning Support English or Reading courses must officially register for and take the test during their first semester at GSW and must continue to register each term thereafter until both portions are satisfied. Students who have two unsuccessful attempts at passing the Regents' Exams are administratively enrolled in the Regents' Skills course(s) and must complete the course(s) to be considered eligible to take the test again. An unsuccessful attempt for the Regents' Test is defined as any attempt in which the student has not passed the Regents' Test, either by not taking the test or taking it but not passing it.

Transfer students who do not take or pass the Regents' Test in their first semester and students who score 50 or lower on the Regents' Test will be administratively enrolled in the Regents' Skills course(s) in their second semester.

REGENTS' TEST EXEMPTIONS Upon admission to GSW, students with the appropriate minimum test scores listed below on nationally administered standardized tests will have satisfied the Regents Testing requirements. In order to exempt the Regents Reading Test Requirement, students must have one of the following scores:

Students may exempt RGTR 0198 (Reading) by scoring at or above specified scores on the following examinations:

- Regents' Reading Test exemption score: 61
- SAT-I Verbal exemption score: 510
- ACT Reading exemption score: 23

Students may exempt RGTE 0199 (Writing) by scoring at or above specified scores on the following examinations:

- Regents' Essay Test exemption score: 2
- College Board Advanced Placement (AP) English Language and Composition exemption score: 3
- College Board Advanced Placement (AP) English Literature and Composition exemption score: 3
- International Baccalaureate (IB) higher-level English exemption score: 4
- SAT II English Writing exemption score: 650
- SAT Reasoning Test, Writing Section exemption score: 560

- SAT Reasoning Test, Writing Section exemption score: 500 (only for students who also have at least a 510 on the SAT Reasoning Test, Critical Reading Section).
- A score of at least 24 on the ACT Combined English/Writing exam;
- A score of at least 22 on the ACT Combined English/Writing for students who also earned an ACT Reading score of at least 23.

The following four exemptions for RGTE 0199 are available only for students entering USG institutions before Summer 2008:

- SAT Reasoning Test, Critical Reading Section score of at least 530 and a grade of "A" in English 1101, or
- SAT Reasoning Test, Critical Reading Section of at least 590 and a grade of "B" in English 1101, or
- ACT English score of at least 23 and a grade of "A" in English 1101, or
- ACT English score of at least 26 and a grade of "B" in English 1101ep

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Students are not permitted to re-test after the point of admission. If a student exempts one part of the Regents Test Requirements, the student must satisfy the remaining part. Students can review their status on the GSW transcript that is available on RAIN. Students who were admitted to GSW through an Institutional administration of the SAT exam will not be eligible for this exemption.

Students who are not exempt from the Regents' Test and students who are not enrolled in Learning Support English or Reading courses must officially register for and take the test during their first semester at GSW (this includes transfer students and must continue to register each term thereafter until both portions are satisfied. Students who have two unsuccessful attempts at passing the Regents' Exams are administratively enrolled in the Regents' Skills course(s) and must complete the course(s) to be considered eligible to take the test again. An unsuccessful attempt for the Regents' Test is defined as any attempt in which the student has not passed the Regents' Test, either by not taking the test or taking it but not passing it. Transfer students who do not take or pass the Regents' Test in their first semester and first semester students who score 50 or lower on the Regents' Reading Test will be administratively enrolled in the Regents' Skills course(s) in their second semester.

Students can verify testing status by viewing their GSW Unofficial Academic Transcript.

Transfer students entering GSW from a University System of Georgia institution will have their Regents Test Requirements updated based on the information from the official transcript of the prior school.

Transfer students from private institutions or out-of-state schools will be required to produce one of the following types of documents in order to exempt Regents:

- Official SAT or ACT scores
- Official letter from the Registrar of the prior institution, including the school seal, verifying test scores were from a nationally administered test.

GEORGIA SOUTHWESTERN STATE UNIVERSITY POLICY FOR THE PROGRAM

1. Students must attempt the Regents' Test during their first term at the University if they have not previously satisfied both requirements.
2. Students transferring into Georgia Southwestern State University must attempt the Regents' Test during their first term of enrollment at GSW unless they have previously satisfied the requirements.
3. Permission to attend another institution as a transient student will neither be authorized nor recognized if the transient term does not include Regents' remediation classes that would be required by Georgia Southwestern State University. Any exceptions to this procedure must be approved by the Regents' Testing Program Coordinator in the Registrar's Office prior to the transient term. Students desiring to attempt the Regents' Test on another campus while in transient status must obtain written permission from the Regents' Testing Program Coordinator in the Registrar's Office prior to taking the test.
4. Students who have been classified as non-native speakers of the English language by the Regents' Testing Program Coordinator are required to pass the alternative version of the Regents' Test.
5. The Regents' Test is a University System requirement. It is the student's responsibility to plan for the Regents' Test Program; to sign-up for the test; to take the test; to follow procedures outlined above for remediation and retesting if either section of the test is failed; and to enroll for only remediation classes after reaching 100 semester credit hours if either or both sections of the test have not been passed.

Special Categories of Students

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to pass RGTR 0198 or RGTE 0199 in order to receive a degree from Georgia Southwestern State University.

Students whose native language is not English are given an alternative essay test and follow special institutional procedures. Under the special procedures, students are allowed extended time and may use a translation dictionary that they supply themselves. The essay test is locally developed and uses topics not requiring knowledge specific to American culture. The essays are reviewed locally by three raters selected from Georgia Southwestern State University faculty who use scoring procedures comparable to those used for the standard test.

All other procedures for the Regents' Writing and Reading Skills requirements apply to this group of students.

Georgia Southwestern State University follows the approved procedures for special administration of the Regents' Test for students with test anxiety, learning disabilities, or other documented needs. In most cases, students with visual, hearing, or motor impairment take the Regents' Test with appropriate accommodations based on the students' needs. If any accommodations in the test administration are to be made because the student has a disability, the student must contact the Office of Student Support Services or the Regents' Testing Program Coordinator, in the Registrar's Office, as early in the semester as possible to discuss necessary arrangements.

The Regents' Writing and Reading Skills course may not be waived for students with disabilities. However, appropriate accommodations will be provided.

Students who live out of state may be permitted to have the Regents' Test administered out of state if they have fulfilled course requirements and follow procedures outlined in the Regents' Testing Administration Manual.

Essay Review

A student may request a formal review of his or her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded. The review process is as follows:

1. A student must initiate the review procedure with the English and Modern Languages Department by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. If a student does not maintain continuous enrollment, the review must be initiated within one calendar year of the semester in which the essay was failed.
2. Students who have requested that their Regents' essay be reviewed are required to enroll in the Regents' writing skills course if they have earned 45 credit hours or more.
3. A panel of three faculty members designated by the institution will conduct the on-campus review. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review. A decision by the on-campus review panel to terminate the review process is final.
4. If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with the original essay, to the office of the System Director of the Regents' Testing Program. The Director will utilize the services of three experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of the

panel on the merits of the essay will be final, thus terminating the review process. The student will be notified through the institution concerning the results of the review.

VERIFICATION OF ENROLLMENT LETTERS

Students requesting verification of enrollment letters from the Registrar's Office should be aware that normal processing time is three working days. Insurance and loan office forms will be mailed directly to the agency. Verification of enrollment request forms are available online through the student information forms on R.A.I.N

TRANSCRIPT REQUESTS

All requests for transcripts need to be made in writing to the Registrar's Office at least one week before needed. Normal processing time is three working days. During peak times, (start and end of the semester) be sure to make requests several weeks in advance. Please provide the following information: name, previous names, social security number, last date enrolled, birth date, current address, complete requested, and the student's official signature. The transcript will not be mailed without an official signature of the student. The transcript fee is \$5.00 per copy. No transcript will be furnished if financial obligations to the University have not been satisfied. Transcript request address to which the transcript is to be mailed, undergraduate and/or graduate record, number of transcripts forms are available online through the student information forms on R.A.I.N.

TRANSIENT STUDENTS

Students wishing to attend another institution as a transient student should complete the paperwork at least one month before the desired admission date. Transient permission forms are available online through the Student Forms available on the GSW Homepage (www.gsw.edu). Students should complete the transient permission form with their advisor to be sure the classes will transfer into their curriculum program at GSW. A GSW student attending another institution as a transient student is responsible for requesting a final transcript to be sent directly to the Registrar's Office at the end of the semester. After receipt of an official transcript indicating a passing grade for the approved transient course(s), the information will be added to the record. Degree candidates may earn credit through correspondence or through transient credit, but not more than ten hours in the major discipline and not more than 30 total hours of credit earned in this manner will count toward degree requirements.