

# ACADEMIC CATALOG

2023-2024

## Georgia Military College



*Leadership. Character. Civility.*

Georgia Military College  
201 E. Greene Street  
Milledgeville, GA 31061

[www.gmc.edu](http://www.gmc.edu)

*Published by the Office of Academic Affairs Administration  
August 2023*

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# WELCOME

## A Letter from the President

To Our Students:

Every great success story begins with a seized opportunity. One properly cultivated opportunity can grow to be the difference between a life that changes the world and an unused life. At Georgia Military College, our mission is to help you discover your talent, unlock your potential, and challenge your mind. Put simply, we're in the business of providing pathways of opportunity.

I implore you to grab the opportunities and stretch them to their limits. That's no easy feat. It will require commitment, discipline, and character above all, but the reward will be priceless.

The mission of Georgia Military College is to build on our military heritage grounded in our core values of Duty, Honor, and love of Country to provide hope and opportunity through individual growth and education of our students to develop their intellect and character as authentic servant leaders in an environment focused on elevating civility and respect for others. When we say, "Start here, go anywhere," we mean it! That's why we currently offer 29 two-year degree programs, plus six four-year BAS programs developed primarily for technical school graduates in Georgia, and those serving in our military, to continue with their educational goals.

At GMC, we'll provide you with the necessary resources to succeed. Take advantage of those resources, and work with your Graduation Coach to create a plan to make your education serve your hopes and dreams.

As you peruse our course catalog, please do not think of it as a list of classes but instead as a set of directions to guide you on your educational journey. Whatever your future holds and contribution to the world will be, it will begin right here in the classrooms at GMC.

William B. Caldwell, IV  
Lieutenant General, U.S. Army (Ret.)  
President  
Georgia Military College





# MESSAGE FROM THE CHIEF ACADEMIC OFFICER

Welcome to Georgia Military College. GMC was first founded in 1879, and while it stems from a military background of “Duty, Honor, and Country,” only 2% of the student body participates in the Corps of Cadets at the Main Campus in Milledgeville. The majority of GMC’s students commute to the Main campus or one of its community college sites across the state of Georgia or choose to participate online through GMC’s Global Online Leadership College. GMC ensures that all our students experience a college atmosphere and curriculum focused on character, ethics, and leadership skills regardless of location or course modality. We pride ourselves on offering an academic curriculum steeped in “Character Above All,” from our leadership program to teaching essential workforce skills in our core courses like critical thinking, written communication, quantitative literacy, global competency, and problem-solving, along with the content of your major.

GMC’s #1 Initiative is to “Contribute to Student Success.” We are here to guide you in your academic journey. Each of you will have professional Graduation Coaches to assist you with identifying a major, planning the goals you want to achieve, and helping you stay on the path to graduation. Our faculty members bring expertise in each subject area to the classroom and focus on the Community College experience. So, while all classes have rules and responsibilities that you must follow, as stated in the syllabi and College Catalog, we strive to answer your questions, assist you when you need extra help, and direct you to the many services our college offers. GMC offers free tutoring for every student and provides Academic Success Coaches who offer guidance in time management, test-taking skills, and stress reduction. All you have to do is take advantage of what GMC offers and always ask questions or ask for assistance when needed.

GMC’s Main Campus and satellite locations throughout Georgia offer Associate (two-year) degrees for students who want to enter the workforce with a degree or graduate and continue with a Bachelor of Applied Science (BAS) degree at the Global Online Leadership College. GMC has Transfer Agreements with some USG universities into their Master’s programs.

GMC students can also transfer to a four-year college or university. GMC has over 40 Transfer Agreements to allow you to transfer your credits from GMC to USG universities and private colleges.

GMC strives to provide “Education Your Way.” We realize that you may need a format that fits the demands of your life. GMC provides the traditional in-seat classes at our sites and professionally developed online courses through our Global Online Leadership College. We also offer hybrid courses, which feature a mixture of in-seat and online learning, and even remote learning courses, which feature a professor teaching the course and interacting with students live in a classroom, which students may remote into from another campus. You can use various educational formats to fit your lifestyle and achieve your goal.

Your future is in your hands, and GMC allows you to develop the knowledge, skills, and flexibility to reach success and achieve your goals.

Sincerely,

Dr. Susan Isaac,  
Senior Vice President/Chief Academic Officer/Dean of Faculty  
Georgia Military College  
[sisaac@gmc.edu](mailto:sisaac@gmc.edu)



# 2023-2024 ACADEMIC CALENDAR

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Five Term	Quarter 1 2023	Quarter 2 2023	Quarter 3 2024	Quarter 4 2024	Summer
Registration Begins	Mar 27	Aug 21	Oct 23	Jan 16	Mar 25
Registration Ends	Aug 11	Oct 13	Jan 5	Mar 15	May 31
Classes Begin	Aug 14	Oct 18	Jan 10	Mar 18	Jun 3
Drop/Add Begins	Aug 14	Oct 18	Jan 10	Mar 18	Jun 3
Drop/Add Ends	Aug 17	Oct 23	Jan 16	Mar 21	Jun 6
Midterm	Sep 8	Nov 15	Feb 7	Apr 22	Jul 1
Last date to withdraw without academic penalty	Oct 3	Dec 7	Feb 29	May 14	Jul 22
Classes End	Oct 10	Dec 14	Mar 7	May 21	Jul 29
Exams End	Oct 10	Dec 14	Mar 7	May 21	Jul 29
Grades Due	Oct 12	Dec 15	Mar 11	May 23	Jul 31

Note: GOLC and all online sections in 24SU will end on 7-30-24.

\*Check Moodle for specific withdrawal announcements for GOLC Summer term classes.

# 2024-2025 ACADEMIC CALENDAR

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Five Term	Quarter 1 2024	Quarter 2 2024	Quarter 3 2025	Quarter 4 2025	Summer
Registration Begins	Mar 13	Aug 14	Oct 23	Jan 15	Mar 26
Registration Ends	Aug 9	Oct 15	Jan 7	Mar 14	May 30
Classes Begin	Aug 12	Oct 16	Jan 8	Mar 17	Jun 2
Drop/Add Begins	Aug 12	Oct 16	Jan 8	Mar 17	Jun 2
Drop/Add Ends	Aug 15	Oct 21	Jan 13	Mar 20	Jun 5
Midterm	Sep 11	Nov 14	Feb 5	Apr 22	Jul 1
Last date to withdraw without academic penalty	Oct 2	Dec 6	Feb 28	May 13	Jul 22
Classes End	Oct 9	Dec 13	Mar 7	May 20	Jul 29
Exams End	Oct 9	Dec 13	Mar 7	May 20	Jul 29
Grades Due	Oct 11	Dec 16	Mar 10	May 22	Jul 31

# CONTACT INFORMATION

## GLOBAL ONLINE LEADERSHIP COLLEGE

201 E. Greene Street, Box 100, Milledgeville, GA 31061 (478) 387-4950

## MAIN CAMPUS

201 E. Greene Street, Milledgeville, GA 31061 (478) 387-4846  
1-800-342-0413

## SATELLITE LOCATIONS

AUGUSTA	115 Davis Road, Martinez, GA 30907	(706) 993-1123
COLUMBUS	221 Manchester Expressway, Columbus, GA 31904	(706) 522-7051
DUBLIN	200 South Jefferson Street, Dublin, GA 31021	(478) 410-3454
FAIRBURN	320 West Broad Street, Suite 200, Fairburn, GA 30213	(678) 379-1414
MADISON	235 South Main Street, Madison, GA 30650	(706) 343-5863
ROCKDALE	1011 Rosser Street NW, Conyers, GA 30012	(678) 379-1387
VALDOSTA	4201 North Forrest Street, Valdosta, GA 31605	(229) 375-5650
WARNER ROBINS	801 Duke Avenue, Warner Robins, GA 31093	(478) 225-0005, Ext 1

# GEORGIA MILITARY COLLEGE

LEADERSHIP.  
CHARACTER.  
CIVILITY.



# ABOUT GEORGIA MILITARY COLLEGE

## Our Heritage

Georgia Military College (GMC) is an accredited public-independent liberal arts college with eight community college Satellite Locations throughout the state of Georgia, a Global Online Leadership College, and a main campus in Milledgeville serving both residential cadets and non-cadet/non-residential commuter students and intercollegiate athletes. GMC is a federally recognized Predominantly Black Institution (PBI), with 56% of the student body being minority students. A primary focus of GMC is awarding Associate Degrees and preparing students for transfer to four-year colleges and universities. A second focus is to provide pathways for students to attain their four-year Bachelor of Applied Science (BAS) Degree. GMC's mission is to produce educated citizens and contributing members of society in an environment conducive to developing the intellect and character of its students. The Main Campus houses the President and senior administrators of GMC. Also located in Milledgeville at the Main Campus are the GMC Preparatory School (grades 1-12), Kindergarten, and the GMC residential U.S. Army Senior Reserve Officer Training Program (SROTC).

GMC was established in 1879 by an act of the Georgia General Assembly as a public, non-affiliated University System of Georgia (USG) educational institution. Initially named "*Middle Georgia Military and Agricultural College*," the college was renamed "Georgia Military College" in 1900. In the establishing act, the Georgia General Assembly stipulated that the College would be located in Milledgeville, Georgia, on the grounds of the former 1803-1868 state capital.

From its inception in 1879 until 1952, the College served as a high school for the city of Milledgeville and Baldwin County. In 1930, with the state of Georgia's approval, the GMC Board of Trustees added the junior college program. In 1946, the United States War Department designated GMC a military institution where federally funded and approved military training would be conducted. In 1950, GMC became a designated Military Junior College with a full ROTC program. Beginning in 1971 with the establishment of statewide supporting sites and extension centers, GMC became an essential provider of secondary and post-secondary educational opportunities open to the citizens of Georgia and the men and women serving in Georgia in the armed forces of the United States.

GMC awards three associate degrees with concentrations in multiple disciplines: the Associate of Arts, the Associate of Science, and the Associate of Applied Science. Each degree includes a core curriculum comprising transferable humanities, natural sciences, mathematics/technology, and social sciences courses. Programs of instruction concentrate on developing associate degree-level skills and knowledge needed by students preparing to transfer to four-year colleges and universities or who need associate degree credentials to enter and advance in selected career fields. GMC also offers a curriculum designed to support student attainment of a Bachelor of Applied Science degree. Unique within Georgia, GMC is authorized by 1980 Public Law to host a U.S. Army-conducted and funded "*Early Commissioning Program (ECP)*." GMC students/cadets who complete the academic and military requirements of the ECP program may be appointed upon graduating from GMC at the end of two years as reserve officers in the Army in the grade of Second Lieutenant.

GMC believes in concurrently developing the intellect and elevating the character of its students. Each course of study includes a component that focuses on developing ethical, leadership, and critical thinking skills. Blending a learning-based curriculum with an Ethics-Across-the-Curriculum focus provides a unique educational experience for every GMC student. This blending aims to produce learners who are contributing citizens – citizens who are equipped and committed to making a difference in the communities where they live, work, and study. The continuation of this historic character-based focus from its 1879 beginnings is a distinguishing characteristic of this twenty-first-century educational institution, which is GMC.

## Accreditation

Georgia Military College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and bachelor of applied science degrees. GMC also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GMC may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC [website](#).

## Memberships

The college maintains memberships in the following organizations: The Association of Military Colleges and Schools of the United States (AMCSUS); The National Junior College Athletic Association (NJCAA); The Georgia Collegiate Athletic Association (GCAA); National Association of Two-Year Athletic Directors (NATYCAA); The Southern Association of Collegiate Registrars and Admissions Officers (SACRAO); Georgia Association of Veteran Certifying Officials (GAVCO); Georgia Association of Financial Aid Administrators (GASFAA); National Association of Financial Aid Administrators (NASFAA); and The Southern Association of Financial Aid Administrators (SASFA).

GMC is approved for certifying veterans' benefits and is listed by the U.S. Office of Education in the Higher Education Directory.

## Our Vision

In its Vision 2029, GMC will be a nationally recognized leader in providing a character-based higher education, improving students' well-being, and giving hope for a brighter future. The vision is achieved by being accessible to any student desiring a character-based college-level education, being the best two-year college in the state of Georgia and among the top five in the nation, being nationally recognized as a "best value" college, being recognized as a military-friendly school, being nationally recognized in the top ten fastest growing community colleges, being nationally recognized as a leader in the innovation and delivery of individual Learning Support Services (LSS), being nationally recognized as a leader in the innovation of programs, and by increasing scholarship endowments to make education affordable.

## Our Mission

The mission of GMC is to *build on our military heritage grounded in our core values of Duty, Honor, and love of Country to provide hope and opportunity through individual growth and education of our students to develop their intellect and character as authentic servant leaders in an environment focused on elevating civility and respect for others.* College students are offered a liberal arts-based, two-year undergraduate curriculum designed to support attaining an associate degree and prepare students for transfer to four-year colleges and universities. Students with an associate of applied science degree are offered a curriculum designed to support student attainment of a Bachelor of Applied Science deg GMC includes a military training and education component for selected college students who enroll in the Reserve Officer Training Corps (ROTC) and preparatory school students in the Junior ROTC program.

GMC's programs are guided by its strategic initiatives, otherwise known as "The Four Big Ideas":

- ✓ Contribute to Student Success
- ✓ Create Pathways of Opportunity
- ✓ Think and Act as One Institution
- ✓ Invest in the Future of Georgia Military College

# Our Purpose

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

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

GMC graduates will understand the importance of and the need to respect the dignity and humanity of others. They will be sensitive to persons of diverse backgrounds with different values and communication methods.

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

GMC will employ quality faculty and staff and develop facilities focused on successfully achieving both dimensions of education. The faculty's primary focus will be on excellence in teaching and expanding their knowledge and skills as teachers. The institutional staff will be student-oriented and professionally competent. Facilities will reflect state-of-the-art capabilities and contribute directly to creating and maintaining a learning environment.

## Educational Goals

GMC students develop and demonstrate intellectual competencies within a framework of leadership and character, which are essential in educational and life endeavors. These include:

- Written Communication
- Quantitative Literacy
- Critical Thinking
- Global Literacy
- Problem-Solving

GMC students develop self-respect; examine attitudes, values, and assumptions; and consider and accept responsibility for the consequences of their actions and decisions.





# Leadership

GMC's Leadership courses introduce students to components of personal leadership development and the foundations of liberal arts education to prepare a new generation of effective leaders. In the initial course, LDR 101, students will be introduced to the GMC core values of duty, honor, and country, GMC campus resources and opportunities and effective study strategies. Students will engage in self-reflective learning experiences that connect leadership theory and real-world applications to facilitate rewarding college, career, and life experiences. The program's capstone course, LDR 201, emphasizes Georgia Military College's mission to produce educated, contributing community leaders through the development of critical thinking and reasoning skills as well as through the elevation of the character of the individual student.

Each campus has its own Leadership Department Chair and Student Ambassadors whose jobs are to help new students transition into the intellectual, social, and cultural life of GMC at that campus and to plan for and achieve success there and beyond.



# APPLICATION PROCESS

Georgia Military College is an open enrollment institution. In keeping with the GMC mission, the admission policies of GMC are in place to serve students seeking a liberal-arts based, two- year undergraduate curriculum, and those seeking a four-year Bachelor of Applied Science (BAS) degree. A potential student is considered for admission without regard to age, race, creed, religion, gender, marital status, disability, or national origin. Applicants meeting admission requirements are eligible for admission as long as it is judged that the prospective student's enrollment will not be hazardous to the student or endanger the health and safety of his fellow students or others.

As appropriate, an applicant must be a graduate from a public school regulated by a school system and state department of education or be a graduate from a high school accredited by one of the following: an accrediting association such as the Southern Association of Colleges and Schools, The Georgia Accrediting Commission, or The Georgia Private School Accrediting Council.

Every applicant must submit a formal application with a \$35 non-refundable application fee. The application can be completed [online](#) or at any GMC location. Applicants must submit an official transcript showing graduation with a general high school college preparatory or technical diploma or an official GED score report showing successful completion of the General Education Diploma, meet home school admission requirements (see requirements below), official transcripts from all colleges and universities previously attended, an official score report of SAT or ACT scores, or an official transient letter from the institution in which the student is currently enrolled.

Active military members and veterans from Army, Navy, Marines or Coast Guard must submit an official Joint Services Transcript ([JST](#)). Active military members and veterans from the Air Force or Space Forces must submit an official Community College of the Air Force transcript which can be ordered through their AI portal. Additional items may also be required in support of the application for admission. Each applicant receives instructions on items needed to complete their application file and is given an admission decision as soon as possible after receiving all information. Students furnishing the college with false, incomplete, or misleading information related to their application or academic record will be subject to the denial of their application or dismissal from the institution.

Admission to GMC does not guarantee admission to a particular program. Separate and sometimes higher requirements are described in this catalog for entry into specific programs. The College reserves the right to limit the number of students admitted to the College and specific programs and to make decisions regarding admission to the College and specific programs by any lawful criteria or procedures determined by the College or its officials, whether such standards or procedures are published or unpublished. Campus tours of each GMC Campus are available and may be arranged by calling the campus directly. Although not required, it is recommended that campus tour reservations be made in advance of your visit to the campus.

Applications are valid for a period of two years. Prospective students who began or completed an application within the past two years and did not enroll must verify their contact information with the admissions office (enrollment coach) at their respective campuses. The student must request official transcripts be sent to the respective campus Office of Admissions from any other institution the student may have attended. Students will need to submit a new application if it has been over two years since they began or completed their application and did not enroll.

## Application Deadlines

Each campus determines its own application deadlines. Applicants are encouraged to contact their local GMC campus directly to obtain the deadline for the desired entry term. Students are encouraged to apply for admission and financial aid before the beginning of a new term to allow adequate time for receipt of transcripts and documentation of financial assistance.

# ADMISSION CATEGORIES

Students seeking admission to Georgia Military College may be accepted in one of three categories. These categories are unconditional admission, conditional admission, or provisional admission.

## Unconditional Admission Policy

An applicant admitted in unconditional status has met all stated admission requirements and requires no remedial courses at the time of admission.

## Conditional Admission Policy

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

## Provisional Admission Policy

Provisional admission is appropriate for students seeking admission and registration privileges before all admission requirements have been met. Provisional admission is granted on a case-by-case basis by the respective Campus Director, admissions staff, or other designated official as directed by the Campus Director. Students granted provisional admission must complete a Provisional Registration Agreement before registration, and must provide all official transcripts by the end of the first term of enrollment or the specified date indicated on the Agreement. Students will not be eligible for financial aid consideration until all official transcripts have been received by GMC and it is determined that the student is eligible for admission. All fee payment deadlines must be met by the student regardless of the provisional registration agreement. Registration for any future term will be permitted once all required documents have been submitted and the student is determined eligible to continue.

## Minimum Requirements for Regular Freshman Admission

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

1. A \$35 non-refundable application fee.
2. An official [application](#).
3. An official transcript from an accredited secondary school showing graduation with a college preparatory diploma, technical diploma, general diploma or successful completion of the GED. Students applying for an upcoming term while completing the senior year of high school should submit an official transcript showing coursework completed through the 11<sup>th</sup> grade and should then provide an additional transcript upon completion of the 12<sup>th</sup> grade that reflects the date of graduation.

## Placement

For students to enroll in classes at the appropriate academic level, evaluations are conducted in three areas: Reading, Writing, and Mathematics. The specific methods for establishing the academic level are found in the [Placement Scores and Evaluation](#) section of the Catalog. All students must meet these criteria.

Placement in Reading, English, and Mathematics skills assist GMC in advising students, so they can develop skills to help ensure a successful academic career. Information regarding placement can be found on the GMC website at <https://www.gmc.edu/academic-programs/placement-testing.cms>.

## Placement Scores and Evaluation

Areas of deficiency are identified by SAT or ACT and/or by evaluation of high school transcripts and GED scores. Students may elect to use placement scores for up to two years from the test date that are from another institution or from GMC. Students who place in LSS courses must earn a passing grade in each course before enrolling in credit courses in that subject area.

Reading Skills Placement is evaluated for all entering freshmen **unless** they satisfy one or more of the following:

- Cumulative high school GPA of 2.5 above or GPA Summary/Cumulative GPA of 80 or above.
- GED score of 165 or higher out of 200 on Reasoning through Language Arts College Ready Test.
- SAT Critical Reading score of 480 or greater within five years from date of application (If exam was taken prior to March 2016)
- New SAT (after March 2016) Reading score of 26 or greater within five years from date of application
- ACT English score of 20 or greater within five years from date of application
- Transfer credit for ENG 101
- Successful completion of RDG 099 or its equivalent at an accredited college within the past two years. (Unsuccessful attempt of RDG 099 or its equivalent at an accredited college within the past two years places the student in RDG 099.)
- An unsuccessful attempt (any grade below a “C”) of ENG 101 (GMC equivalent) at an accredited college within the past two years places the student back in ENG 101 without retesting or further evaluation.

Writing Skills Placement evaluated for all entering freshmen **unless** they satisfy one or more of the following:

- Cumulative high school GPA of 2.5 above or GPA Summary/Cumulative GPA of 80 or above.
- GED score of 165 or higher out of 200 on Reasoning through Language Arts College Ready Test.
- SAT Critical Reading score of 480 or greater within five years from date of application (If exam was taken prior to March 2016)
- New SAT (after March 2016) Reading score of 26 or greater within five years from date of application
- ACT English score of 20 or greater within five years from date of application
- Transfer credit for ENG 101
- Successful completion of ENG 099 or its equivalent at an accredited college within the past two years. (Unsuccessful attempt of ENG 099 or its equivalent at an accredited college within the past two years places the student in ENG 099.)
- Successful completion of ENG 097 or its equivalent at an accredited college within the past two years places the student in ENG 099. (Unsuccessful attempt of ENG 097 or its equivalent at an accredited college within the past two years places the student in ENG 097.)
- An unsuccessful attempt (any grade below a “C”) of ENG 101 (GMC equivalent) at an accredited college within the past two years places the student back in ENG 101 without retesting or further evaluation.

Mathematics Placement is evaluated for all entering freshmen **unless** they satisfy one or more of the following:

- Grade of “B” or higher in Math III or Algebra II (including Advanced Algebra).

- GED score of 165 or higher out of 200 on Mathematical Reasoning College Ready Test.
- SAT mathematics score of 440 or greater within five years from date of application (if exam was taken prior to March 2016)
- New SAT (after March 2016) Math score of 24 or greater within five years from date of application
- ACT mathematics score of 18 or greater within five years from date of application
- Transfer credit which satisfies the Quantitative Skills (Area A2) group in the core curriculum
- Successful completion of LSS mathematics sequence at an accredited college within two years from date of application
- Placement scores (without any course attempts) may be used for up to two years from test date.
- An unsuccessful attempt (any grade below a “C”) of a college-level math course which satisfies the Quantitative Skills (Area A2) group in the core curriculum (GMC equivalent) from an accredited college within the past two years places the student back in college-level math without retesting or further evaluation.

## Transfer Admissions Requirements for AA, AS and AAS

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

1. A \$35 non-refundable application fee.
2. An official [application](#).
3. An official transcript sent directly from every college, technical school, or university previously attended. Students applying for admission at GMC while still enrolled at another college or university must provide an official preliminary transcript showing work completed to date and provide an official final transcript at the conclusion of the last term of enrollment. Official transcripts must note student’s academic standing. Students transferring from institutions that do not post academic standing must request a statement of academic standing from the Registrar’s Office at their previous institution(s).
4. Active military members and veterans from Army, Navy, Marines or Coast Guard must submit an official Joint Services Transcript ([JST](#)). Active military members and veterans from the Air Force or Space Forces must submit an official Community College of the Air Force transcript which can be ordered through their AI portal.
5. Applicants must also meet all requirements for freshman admission. The requirement for submitting a high school transcript may be waived if the name of the high school and graduation date are annotated on a previously attended accredited college or university transcript. Students with college transcripts demonstrating completion of a bachelor’s degree or higher do not have to submit documentation annotating a high school graduation date.
6. Applicants who have not completed English 101 and Math 103/Math 109 or higher with a grade of “C” or higher will have their transcripts/GED scores evaluated for placement unless they have completed the appropriate LSS course with a “C” or better at their previous institution and are prepared to enter English 101, Math 103 or Math 109. See [Placement Examinations](#) for additional information.
7. Students must be eligible to return to their previous institution immediately (i.e., not on suspension, exclusion or dismissal). If students are seeking admission at GMC following suspension from their previous institution, they must provide adequate documentation to explain the grounds for suspension.



Those students who have been suspended may petition for admission at GMC following a one-term break in enrollment. See [Admissions of Students on Suspension](#) for additional information.

Student's academic progress at the prior institution will be evaluated by the [GMC Standards of Satisfactory Status](#) and may result in an academic warning, academic probation, or academic suspension status at the time of admission as well as impact access to available financial aid.

## Admissions Requirements for Bachelors of Applied Science (BAS) Program

Students seeking admission into the BAS program must meet the "Minimum Requirements for Regular Freshman Admission" and are subject to the placement testing guidelines (unless the student has already completed a degree at the Associate degree level or above). All persons seeking admission into a BAS degree program must submit the following items to the GMC Admissions Office:

1. A \$35 non-refundable application fee.
2. An official [application](#).

**NOTE: Current GMC students do not have to complete a new application. They can submit a change of major form to their Campus Graduation Coach.**

3. An official transcript sent directly from every college, technical school or university previously attended. Students applying for admission at GMC while still enrolled in high school or at another college or university must provide an official preliminary transcript showing work completed to date and then provide an official final transcript at the conclusion of the last term of enrollment.
4. Active military members and veterans from Army, Navy, Marines or Coast Guard must submit an official Joint Services Transcript (JST) sent directly through <https://jst.doded.mil>. Active military members and veterans from the Air Force or Space Forces must submit an official Community College of the Air Force transcript which can be ordered through their AI portal.
5. Students must be eligible to return to their previous institution immediately (i.e. not on suspension, exclusion or dismissal). If students are seeking admission at GMC following suspension from their previous institution, they must provide adequate documentation to explain the grounds for suspension. Those students who have been suspended may petition for admission at GMC following a one-term break in enrollment. See [Admission of Students on Suspension](#) for additional information.
6. Students' academic progress at the prior institution will be evaluated by the [GMC Standards of Satisfactory Status](#) and may result in an academic warning, academic probation, or academic suspension status at the time of admission as well as impact access to available financial aid.

## Non-Traditional Admissions

### Auditing a Class

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

1. Meet the pre-requisites for any course requested.
2. Pay all fees and one-half of tuition.
3. Petition the Senior Department Chair at that campus for approval.

Auditors are registered on a space available basis and are not allocated a seat in class until all students have registered. Auditors will not receive a grade or credit for any course taken as an auditor. Online courses cannot be audited. Note: Veterans will not be certified for payment from the VA for audited courses.



## Home-Schooled Student Admissions

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

1. A \$35 non-refundable application fee.
2. An official [application](#).
3. A transcript of all courses completed. Transcript must include the course title, unit of credit for each course, time frame or semester in which each course was completed and the grade received. The transcript must also include a description of the grading system used as well as a graduation date (month/day/year).
4. Written consent of the parent/guardian if the student is under 18 years of age at the time of initial enrollment to GMC **OR** successful completion of the GED.
5. The name and address of the parent or legal guardian with a space for their signature. The name of the home school administrator is to be included if it is not the parent.
6. The following statement must be included on the transcript “I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.”
7. The transcript must be notarized and include the following: signature of the Notary Public, printed name, date, state and county, commission number, and date the commission expires.

## Dual Enrollment

Georgia Military College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of an organized dual enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit. Minimum admission standards for the dual enrollment programs are listed in the following sections.

### Admissions Standards – Dual Enrollment Program

Students seeking dual enrollment must provide the following:

1. A properly completed official application form. No application fee required.
2. Minimum cumulative unweighted high school grade point average of 2.50 on a 4.00 scale.
3. Complete the GAFutures application process for Dual Enrollment students.
4. Must submit official, qualifying SAT, ACT, or placement scores or have high school transcripts evaluated for placement.
  - a. If SAT/ACT scores are submitted, then they must meet the following requirements:
    - i. SAT Critical Reading score of at least 480 (prior to March 2016), OR an SAT Reading score of at least 26 (after March 2016), OR ACT English score of at least 20.
    - ii. SAT Math score of at least 440 (prior to March 2016), OR an SAT Math score of at least 24 (after March 2016) OR ACT Math score of at least 18.
  - b. If the Placement Test is taken in lieu of the SAT or ACT, the following is required:
    - i. GMC campus representative will schedule a Placement Test for students after receipt of their respective official high school transcript that reflects their cumulative unweighted high school grade point average of at least a 2.50 on a 4.00 scale.

- ii. The following are the minimum Next Generation Accuplacer Placement test sub-scores for qualifying Dual Enrollment placement: **no score less than** 240 in Reading, 4 on the Write Placer component, and 251 in Math.
5. Must exempt LSS English and Reading prior to registering for courses with LSS English or Reading as a prerequisite.
6. Must exempt LSS Mathematics prior to registering for courses with LSS Mathematics as a prerequisite.

## Admission Standards – Dual Enrollment Program/Home-Schooled Students

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

1. A properly completed official application form. No application fee required.
2. A list of courses completed.
3. Complete the GAFutures application process for Dual Enrollment students.
4. Must submit official, qualifying SAT, ACT, or Accuplacer scores or have high school transcripts evaluated for placement as indicated under Admission Standards-Dual Enrollment Program.
5. Must exempt LSS English and reading prior to registering for courses with LSS English or reading as a prerequisite.
6. Must exempt LSS mathematics prior to registering for courses with LSS mathematics as a prerequisite.

## Dual Enrollment Students with Disability

Students entering as a dual enrollment student are seen as college students; therefore, all college policies apply to include those students entering with a disability.

The college seeks to provide reasonable accommodations to ensure equal access to all programs, activities, and services. GMC as a post-secondary institution adheres to the provisions of the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 to provide equal access. For the full policy, see the catalog section [disability services](#) or the [Disability Services webpage](#). Dual enrollment students needing accommodations follow the same verification process as any GMC student.

## Joint Enrollment

High school students may earn college credit by enrolling at GMC as a joint enrollment student. The student's respective high school determines whether courses taken under joint enrollment status can be utilized to fulfill high school graduation requirements. Dual enrollment funding from the State of Georgia cannot be used for joint enrollment courses.

Students are responsible for all financial obligations associated with courses taken through joint enrollment. If a student wishes to attend GMC as a joint enrollment student, they must meet the Dual Enrollment admissions requirements as outlined in the College Catalog.

## International Student Admissions

1. International applicants must complete all parts of the application for admission. The application can be completed [online](#).
2. To be considered for admission, international applicants must have achieved a level of education at least equivalent to high school (secondary school) graduation in the United States.
3. Applicants must present official transcripts (certified or attested) in the original language, as well

as official translations in English (certified or attested) of all high school/secondary school and all college/university level work. It is recommended that an official translation of education documents be provided by World Education Services (WES), Education Credential Evaluators, Inc. (ECE), J. Silny Associates, International Education Evaluations (IEE), SpanTran or another agency recognized by the National Association of Credential Evaluation Services (NACES).

4. If English is not the official language of education in the student's home country, an official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Duolingo English Test score report must be provided, OR a student may provide official transcripts from an accredited institution indicating completion of an English as a Second Language program.

A **minimum** TOEFL score of 72 (internet- based test) or 8 (Essentials) is required for admission.

A **minimum** IELTS Academics score of 7.5 in all areas is required for admissions.

A **minimum** Duolingo English score of 90 is required for admissions.

5. International applicants must present evidence of adequate and assured financial resources for the entire time the student will attend GMC (complete the GMC Declaration of Finances form). International students who will reside outside of the United States while pursuing their GMC degree through the GMC Global Online Leadership College are not required to submit this document.
6. A copy of the student's passport, with valid VISA and signed I-20, and I-94 must be provided to their local Admissions Office within 10 days of enrollment. I-20 documents will not be issued to international students who will reside outside of the United States while pursuing their GMC degree through the GMC Global Online Leadership College.

## Non-Degree Seeking Student Admissions

Non-degree seeking students will be required to apply for admission, and \$35 application fee. Non-degree seeking students must follow GMC's placement guidelines. Students admitted as non-degree seeking students may register for any associate-level course for which the pre-requisite(s) has been satisfied. This can be demonstrated by submitting an official transcript from the institution at which the pre-requisite course was completed. Waivers for these requirements may be granted on an individual basis by petitioning the Associate Vice President of Academic Affairs. Registration for courses is on a stand-by basis. Non-degree seeking students are ineligible for financial aid as well as for the Bachelor of Applied Science degree programs.

## Transient Student Admissions

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

The following documents and fees are required:

1. A \$35 non-refundable application fee.
2. An official [application](#).
3. An official letter from the Registrar of the institution in which the student is regularly enrolled indicating eligibility to return and recommending admission to GMC as a transient student to complete specific coursework.

## Readmission of Former GMC Students

A former GMC student who has had a break in attendance at GMC that has not exceeded a 24-month period may call the respective GMC campus Admissions Office to update their contact information. A Change of Major form must also be completed if the student wishes to return under a different program. Students wishing to return to GMC and who have attended another institution since their last term of enrollment with GMC must submit a new application for admission and must meet all requirements for transfer student admission. Graduates of GMC wishing to pursue additional degrees at GMC may only apply courses listed in the GMC core curriculum to the subsequent degrees and all of the concentration courses must be composed of courses not previously taken and passed for academic credit toward a degree or as an elective and reflected on the official transcript.

A student wishing to return must give the Admissions Office sufficient notice to allow action by the appropriate Senior Department Chair, if necessary. Students who were admitted but have not attended GMC within the past two years must [reapply](#) and verify with the GMC Office of Admissions to ensure that all official transcripts submitted previously are still on file. Students returning under this policy will come under the catalog in operation at the time of readmission. This policy is not subject to appeal. Graduates and/or students who are returning to GMC and were previously receiving disability services and wish to continue receiving accommodations for a disability must reapply for accommodations through Student Disability Services.

## Readmission of GMC Graduates

Graduates of Georgia Military College, or other accredited institutions, may return to GMC for the purpose of continuing their education. A new application for admission must be submitted for students that have been gone over 2 years or attended another institution after leaving GMC. Students may only apply courses listed in the GMC core curriculum to the second degree and all of the concentration courses must be composed of courses not previously taken and passed for academic credit toward a degree or as an elective and reflected on the official transcript.

Students returning under this policy will come under the catalog in operation at the time of readmission. This policy is not subject to appeal. Graduates and/or students who are returning to GMC and were previously receiving disability services and wish to continue receiving accommodations for a disability must reapply for accommodations through Student Disability Services.

## Admission of Students on Suspension

### Former GMC Students

The student petition for a GMC student, who is under suspension status and seeking readmission, will be reviewed by the designated official at the GMC campus location and approved by the Senior Department Chair at the campus. To re-enter on a probationary status, a student must successfully earn a quarterly GPA of 2.00 or better. "Probationary status" here refers to the student being approved to re-enter GMC under suspension for one academic term. Then, to remain in school on continued probation, the student must continue to make a 2.00 quarterly GPA, or better, until he/she returns to good standing (a term and cumulative GPA of 2.00 or higher). If the student does not maintain the 2.00 GPA, the student will again be suspended for one quarter. A student who has been suspended twice, readmitted, and then fails to make progress sufficient for removal from probation will be suspended for a period of one academic year.

Any suspended student must sit out one intervening term before petitioning the Senior Department Chair for permission to re-enroll at GMC. If readmitted, the student must attend academic counseling and complete the Academic Seminar. Approval for readmission on a "probationary status" (as defined above) does not supersede financial aid policies regarding Satisfactory Academic Progress. Eligibility

for Financial Aid will depend upon their SAP status upon readmission. See the section “Satisfactory Academic Progress” for specific details.

Former GMC students who left GMC on suspension, attended another academic institution, and are now returning to GMC, will be considered a transfer student and will fall under the transfer student policy below.

Former GMC students who left GMC on suspension, had a break in enrollment without attending another academic institution, and are now returning to GMC, will fall under this “Former GMC Students” admission of students on suspension policy.

## Transfer Students

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

1. Current application is on file.
2. Submission of a student petition showing reasons to consider admission.
3. All official academic transcripts must be provided for review.
4. An intervening term of one quarter between the last term of academic suspension status and the proposed term of admission (summer term can count as an intervening term).

Students suspended or dismissed for reasons other than for academic performance must provide adequate documentation explaining the circumstances of the suspension. The Lead Enrollment Coach at the GMC campus location reviews the student petition for admission and must be approved by the Senior Department Chair. If the student is admitted, academic counseling and completion of the Academic Seminar are required.

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

Students’ academic records are evaluated according to the GMC Standards of Satisfactory Progress and may result in a warning or probation academic standing at the time of admission. If the student transfers on probation, the student must continue to make a 2.00 quarterly GPA, or better, until they return to good standing (a term and cumulative GPA of 2.00 or higher) to remain in school. If the student enters on probation and does not maintain a 2.00 GPA, the student will be suspended for one quarter. A student who has been suspended twice, readmitted, and then fails to make progress sufficient for removal from probation, will be suspended for a period of one academic year.

Transfer students who do not have a GMC academic history will be assumed to be making satisfactory progress for financial aid eligibility at the time of first enrollment. See the section Satisfactory Academic Progress for more information.

## Academic Seminar

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

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

Click for more information on [Academic Warning, Probation, and Suspension](#).

# ADMISSIONS GENERAL INFORMATION

## New Student Orientation

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

## Articulation Agreements

GMC has articulation agreements with several colleges and universities which enable graduates from GMC to transfer their credits toward a bachelor's degree. In addition, the allied college may offer GMC graduates special incentives to attend their school. Particulars of each agreement are available from the allied colleges or from GMC Graduation Coaches. Please visit the articulation agreement [page](#).

## Right to Refuse Admission

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

## Transfer of Credit – AA, AS, AAS Degree Programs

Credits earned in college-level courses at other colleges and universities will be evaluated for transfer and may be fully transferable according to the general admission policies for transfer students. Credit earned at non-accredited institutions are not reviewed for transfer credit. Credits will be accepted as follows:

1. GMC may award transfer course credit for work completed at other colleges and universities in which a grade of "C" (2.0) or better was earned. Such credit will be awarded based upon comparability of the course(s) with existing GMC credit course offerings, degrees and majors. Students planning to continue their studies for a more advanced degree in science or technology must consult with their Graduation Coach to determine if credit transferred in these areas is appropriate considering that the pace of research or technology may have overtaken its content. If such a determination is made, a petition should be submitted to the Associate Vice President of Academic Affairs to have the transferred credit removed from the student's active degree program and their GMC transcript, so the student may retake the course.
2. GMC will only award transfer credit for up to 67.5 quarter hours. In meeting this requirement, transfer credits are awarded into the core curriculum first and the students declared degree concentration second. Additionally, courses that have GMC equivalents take precedence over courses that do not have a GMC equivalent and are therefore transferred first. Students may request an exemption to this policy by petitioning to the Associate Vice President of Academic Affairs.
3. Credit earned at accredited technical colleges may be accepted depending on the student's degree program and the level of courses taken at the technical college. Refer to the [Technical College Credit Policy](#) for more information.



4. LSS class completion at accredited technical colleges may be used to assist with determining placement level. These courses are not transferable for credit into a degree program, however.
5. Upper division courses (those numbered above 299 that reflect junior/senior level classes) generally are not transferable but may be accepted with a petition approved by the Associate Vice President of Academic Affairs under extenuating circumstances.
6. The LDR 101 course (Introduction to Leadership and College Success) is required for all degree-seeking students and is recommended to be completed during a student's first or second term of enrollment at GMC.
7. Students transferring from a semester system institution will have credit converted by multiplying semester hours by 1.5. Example: 3 semester hour course  $\times$  1.5 = 4.5 quarter hours. Students transferring courses may use a course transferred into GMC to satisfy corresponding course requirements in a GMC degree track. Typically, students will be required to take additional coursework in order to complete degree quarter-hour requirements (**a minimum of 90 quarter hours is required for an associate degree**).
8. GMC does not award academic credit for coursework taken on a non-credit basis.
9. Military training/experience and schooling other than CCAF, and non-accredited courses will be evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide and recommendation of the appropriate Program Dean.
10. Formal military training will not be transferred or credited toward ROTC courses. ROTC courses at other colleges may be transferred toward a GMC degree.

## Transfer of Credit – BAS Degree Programs

Credits earned in college-level courses at other colleges and universities will be evaluated for transfer and may be fully transferable according to the general admission policies for transfer students. Credit earned at non-accredited institutions are not reviewed for transfer credit. Credits will be accepted as follows:

1. GMC may award transfer course credit for work completed at other colleges and universities in which a grade of "C" (2.0) or better was earned. Such credit will be awarded based upon comparability of the course(s) with existing GMC credit course offerings, degrees and majors. Students planning to continue their studies for a more advanced degree in science or technology must consult with their Graduation Coach to determine if credit transferred in these areas is appropriate considering that the pace of research or technology may have overtaken its content. If such a determination is made, a petition should be submitted to the Associate Vice President of Academic Affairs to have the transferred credit removed from the student's active degree program and their GMC transcript, so the student may retake the course.
2. GMC will only award transfer credit for up to 135 quarter hours for the BAS Degree Programs. In meeting this requirement, transfer credits are awarded into the core curriculum first and the students declared degree concentration second. Additionally, courses that have GMC equivalents take precedence over courses that do not have a GMC equivalent and are therefore transferred first. Students may request an exemption to this policy by petition to the Vice President of Academic Affairs.
3. Credit earned at accredited technical colleges may be accepted depending on the student's degree program and level of courses taken at the technical college. Refer to the [Technical College Credit Policy](#) for more information.
4. Transfer courses from accredited technical colleges in a qualifying technical field will undergo a review from a committee comprised of GMC faculty and a GMC adjunct faculty member from a

technical college. Completion of this review will result in a determination of the course's application to the BAS degree program(s).

5. Students transferring from a semester system institution will have credit converted by multiplying semester hours by 1.5. Example: 3 semester hour course  $\times$  1.5 = 4.5 quarter hours. Students transferring courses may use a course transferred into GMC to satisfy corresponding course requirements in a GMC degree track. Typically, students will be required to take additional course work in order to complete degree quarter-hour requirements (**a minimum of 180 quarter hours is required for a BAS degree**).
6. GMC does not award academic credit for course work taken on a noncredit basis.
7. Military training/experience and schooling is evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide or CCAF, and recommendation of the appropriate Program Dean.
8. Formal military training will not be transferred or credited toward ROTC courses. ROTC courses at other colleges may be transferred toward a GMC degree.



# Non-Traditional Credit Transfer

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

1. **CLEP:** A maximum of 45 quarter hours of CLEP credit may be awarded for the general examination using the American Council on Education (ACE) recommended score. A minimum score of 50 must be achieved in order for credit to be awarded. Exceptions are noted below. CLEP exams are periodically updated and not all exams are accepted for credit. Students should work with their Graduation Coach for the most updated information regarding CLEP. The chart below shows required test scores and equivalencies. Credit will be awarded based on the credit assigned to the equivalent GMC course. Scores obtained on these examinations will not affect the student's grade point average but will count toward total hours and fulfill degree requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)	
CLEP EXAM COURSE	EQUIVALENCIES
Financial Accounting	ACC 201
Biology	BIO 123 & 124 (minimum score of 50 required)
Business Law, Introductory	BUS 206A
Information Systems	General Studies Concentration Credit
Management, Principles of	MGT 210
Marketing, Principles of	BUS 210
English Literature	ENG 231 OR ENG 232
American Literature	ENG 221
Analyzing and Interpreting Literature	ENG 201 OR ENG 202
College Composition	ENG 101
College Comp. Modular (without essay)	ENG 101
Humanities	ENG 102
French Language Level 1	FRE 101
French Language Level 2	FRE 102 (minimum score of 60 required)
German Language Level 1	GER 101
German Language Level 2	GER 102 (minimum score of 60 required)
Spanish Language Level 1	SPA 101
Spanish Language Level 2	SPA 101 & 102 (minimum score of 63 required)
American Government	PLS 101 (Does NOT MEET GA Constitution requirement)
Educational Psychology, Introduction to	PSY 207
History of the U.S. I: Early Colonization to 1877	HIS 121 (Does NOT MEET GA History requirement)
History of the U.S. II: 1865 to Present	HIS 122 (Does NOT MEET GA History requirement)
Human Growth and Development	PSY 203
Macroeconomics	ECO 201
Microeconomics	ECO 202
Psychology, Introductory	PSY 200
Sociology, Introductory	SOC 200
Western Civilization I: Ancient Near East to 1648	Social Science OR General Elective Credit
Calculus	MAT 201
Chemistry, Principles of	CHE 121 & CHE 122
College Algebra	MAT 109
Natural Sciences	ISC 201
Pre-Calculus	MAT 112

2. **Experiential Credit:** College credits will be granted for formal service schooling, basic training, and professional certificates awarded by certain civilian occupational schools in accordance with recommendations made by American Council on Education Guide for Experiential Credit toward requirements for the specific degree in which the student is enrolled. Credit will not be accepted for core or concentration areas for science laboratory courses. Non-Accredited courses recommended by ACE are reviewed and approved by GMC faculty on a case-by-case basis.
3. **DANTES:** Courses and/or examinations will be evaluated based on ACE recommendations and recommendation of the appropriate Program Dean. The student's score must be a minimum of 400 for criterion reference scores or 44-49 for norm referenced scores depending on the subject in order to receive credit.
4. **Correspondence Courses:** Courses successfully completed at accredited colleges/universities will be evaluated by the appropriate division for acceptance.
5. **Advanced Placement:** Credit will be awarded to those who have participated in the Advanced Placement program. The chart below shows required test scores and course equivalencies. Credit will be awarded based on the credit assigned to the equivalent GMC course. Scores obtained on these examinations will not affect the student's grade point average but will count toward total hours and fulfill degree requirements.

Advanced Placement		
AP Course	Score	Equivalencies
Art History	3 or Higher	ART 194
Art Drawing	3 or Higher	ART 196
2-D Art and Design	3 or Higher	ART 195
3-D Art and Design	3 or Higher	ART 196
Biology	4 or Higher <sup>1</sup>	BIO 123 & 124
Biology	Score of 5 <sup>1</sup>	BIO 211 & 212
Calculus AB	4 or Higher	MAT 201
Calculus BC	4 or Higher	MAT 201 & 202
Capstone	3 or Higher	LDR 201
Chemistry	Score of 4	CHE 121 only
Chemistry	Score of 5	CHE 121 & 122
Chinese Language and Culture	3 or Higher	To be used as a Humanities Elective
Computer Science A	3 or Higher	CIS 210
Computer Science Principles	3 or Higher	CIS 120
Environmental Science	Score of 3	BIO 105
Environmental Science	4 or Higher	BIO 141
English Language and Composition	3 or Higher	ENG 101
English Literature and Composition	3 or Higher	ENG 102
European History	3 or Higher	To be used as a Social Science Elective <i>Note: Will not count for Global Perspectives</i>



French Language & Culture	3 or Higher	FRE 101
German Language & Culture	3 or Higher	GER 101
Govt. & Politics: Comparative	3 or Higher	PLS 210
Government & Politics: U.S.	3 or Higher	PLS 101 <i>Note: Meets the requirements for US Constitution but not Georgia.</i>
Human Geography	3 or Higher	GEO 219
Italian Language and Culture	3 or Higher	To be used as a Humanities Elective
Japanese Language and Culture	3 or Higher	To be used as a Humanities Elective
Latin	3 or Higher	To be used as a Humanities Elective
Macroeconomics	3 or Higher	ECO 201
Microeconomics	3 or Higher	ECO 202
Music Theory	3 or Higher	To be used as a Humanities Elective
Physics I	3 or Higher	PHY 111
Physics 2	3 or Higher	PHY 112
Physics C: Electricity/Magnetism	4 or Higher	PHY 212
Physics C: Mechanics	Score of 3	PHY 111
Physics C: Mechanics	4 or Higher	PHY 211
Psychology	3 or Higher	PSY 200
Research	3 or Higher	ENG 102
Seminar	3 or Higher	LDR 201
Spanish Language and Culture	3 or Higher	SPA 101
Spanish Literature and Culture	3 or Higher	SPA 102
Statistics	3 or Higher	MAT 200
U.S. History	3 or Higher	HIS 121 <b>or</b> 122 <i>Note: Meets the requirements for U.S. History but not Georgia.</i>
World History	3 or Higher	HIS 111 or HIS 113

<sup>1</sup>With a score of 5, the BIO 123 and 124 sequence **OR** the BIO 211 and 212 sequence may be used in the degree program. However, only **one** of these sequences can be used, **not** both.

6. **Georgia Public High School Education Class Pathway Sequence:** Credit will be awarded to those entering freshmen who have successfully completed the Education Pathway at any Georgia public school. Students must pass the three Education Pathway courses with a “C” or better, complete a portfolio, and pass the statewide assessment in order to receive five quarter hours of credit in lieu of EDN 226.
7. **International Baccalaureate Program:** A maximum of 24 quarter hours may be awarded based on the information in the transfer table below to those students who have participated in the International Baccalaureate program. Scores obtained on these examinations will not affect the student’s grade point average but will count toward total hours and fulfill degree requirements.



## GMC Awards Credit for International Baccalaureate (IB) Coursework

Subject Area	Exam Level and Score	Credit Awarded
Biology	HL-4 or Higher	BIO 123, General Biology I
Majors Biology	HL-5 or Higher	BIO 211, Principles of Biology I
Business and Management	HL-4 or Higher	General Elective Credit
Chemistry	HL-4 or Higher	CHE 121, Principles of Chemistry I and CHE 122, Principles of Chemistry II
Computer Science	HL-4 or Higher	CIS 210, Principles of Computer Programming I
Economics	HL-4 or 5	ECO 201, Macroeconomics
	HL-6 or Higher	ECO 201, Macroeconomics & ECO 202, Microeconomics
English A Literature	HL-4 or Higher	ENG 102, Composition II
French, German, Spanish - Language B	HL-4 or Higher	FRE 101, Elementary French I, GER 101, Elementary German I or SPA 101, Elementary Spanish I
French, German, Spanish - Language B	HL-5 or Higher	FRE 102, Elementary French II, GER 102, Elementary German II or SPA 102, Elementary Spanish II
French, German, Spanish - Language B	HL-6 or Higher	FRE 201, Intermediate French I; GER 201, Intermediate German I; or SPA 201, Intermediate Spanish I
Geography	HL-4 or Higher	Social Science Transfer
Global Politics	HL-4 or Higher	PLS 200
History, Americas	HL-4 or Higher	HIS 121, American History I or HIS 122, American History II ( <b>GA History Exam Required</b> )
History, European	HL-4 or Higher	HIS 113, World Civilization II ( <b>Fulfills Global Literacy</b> )
Mathematics	HL-4 or Higher	MAT 201, Calculus I
Music	HL-4 or Higher	MUS 194, Music Appreciation
Philosophy	HL-4 or Higher	PHI 200, Introduction to Philosophy
Physics	HL-4 or Higher	PHY 111, Introductory Physics I and PHY 112, Introductory Physics II
Psychology	HL-4 or Higher	PSY 200, Introduction to Psychology
Social and Cultural Anthropology	HL-4 or Higher	ANT 201, Anthropology
Theatre	HL-4 or Higher	THE 194, Introduction to Theater
Visual Arts	HL-4 or Higher	Humanities Elective-Area C
World Religions	HL-4 or Higher	REL 220, World Religions
<b>HL = Higher Level Test</b>		

8. **Exception:** Non-traditional and traditional credit cannot be duplicative. If non-traditional credit is at the same level as traditional credit, the non-traditional credit cannot be used.
9. **Community College of the Air Force:** A student may be considered a transfer student on the basis of Community College of the Air Force (CCAF) work completed after July 19, 1978.
10. **Fraudulent Information:** Transfer credits awarded by GMC based upon fraudulent information on admission documents will be withdrawn and the student will be subject to dismissal.
11. GMC does not award academic credit for course work taken on a noncredit basis.

## Technical College Credit Policy

Georgia Military College accepts college-level credit from the Technical College System of Georgia. If the student is in an associate degree program at a SACSCOC (or equivalent) accredited institution, GMC will accept credit as allowed based on our [Transfer of Credit](#) policy.

## Residency Requirement

All students must successfully complete 25 percent of the quarter hours required for the degree conferred through instruction offered at GMC in order to satisfy residency requirements. In addition, students must maintain at least a 2.00 cumulative GPA for courses taken with GMC. The residency requirements pertain to both military and non-military students.

## Veterans

GMC recognizes that there are many advantages for educational advancement while serving in our nation's armed forces. To enable students to apply such training in formal education programs leading to academic degrees, GMC will evaluate all military training and may grant credit according to the recommendations of the American Council on Education.



# CORPS of CADETS

COMMANDANT OF CADETS' OFFICE  
COL Steve Pitt, Commandant of Cadets  
(478) 387-4899

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

Graduates of the GMC Cadet Corps have served the United States with honor and distinction in every war and major conflict since the school's founding. Our young men and women graduates have distinguished themselves wherever our country needs their services. Participation in the cadet program does not incur a military obligation. However, some cadet programs offer the opportunity for military service.

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

The Junior College Corps of Cadets is organized and administered in a manner common to military organizations. The Cadet regiment comprises two Cadet battalions that, in turn, comprise two Cadet companies. Two Cadet platoons and four Cadet squads comprise each company. A Cadet chain of command is superimposed over this organization and given the responsibility to ensure good order and discipline prevail within the Corps of Cadets.

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



# Becoming a Cadet

Students interested in being a Cadet resident student at the GMC Main Campus may choose to participate as one of the following Cadet types:

Reserve Officer Training Corps (ROTC) Early Commissioning Program (ECP) Cadet: For those Cadets who are seeking to commission as an officer in the U.S. Army.

Service Academy Prep Scholars Cadet: For those Cadets who are seeking an appointment to one of the Military Service Academies.

State Service Scholarship Cadet: For those Cadets who are a member of the Georgia Army or Air Force National Guard.

Civic Leader Program Cadet: For those Cadets who are not seeking a military obligation and want the discipline, character development, and structure the GMC Corps of Cadets offers.

All students who wish to be GMC Cadets must apply for admission to GMC, submit the following supporting documents, and meet the following requirements:

- Be capable of participating fully in structured Cadet physical fitness and activities program.
- Be no older than the age of 23 on the report date to the Corps of Cadets for the academic term starting
- Have no significant legal issues.
- 2.0 High School Grade Point Average or GED equivalent or be in good academic standing at the college transferring from.
- An official copy of the high school transcripts at the time of application, and upon high school graduation, an official transcript showing the date of graduation, type of diploma issued, and final grade point average. The student must request that the high school send these documents to the GMC Admissions Office. Alternatively, the Admissions Office will receive an official General Educational Development (GED) certificate showing all scores directly from the office of official record. Transfer students wishing to join the Corps must also follow the college policy governing transfer admissions.
- Complete the ARMY ROTC application if applying for the Early Commissioning Program.
- Complete the State Service Scholarship application if applying for the State Service Scholarship Program.
- A complete physical and medical history form (request a form from the GMC Nurse's Office).
- A certificate of immunization (shots record).
- Health Questionnaire Certificate.
- Meningitis Vaccine waiver.
- Tuberculosis Screening.
- International students also must submit a completed I-20 form. International students taking ROTC must have a letter from their nation's embassy or consulate authorizing the student to participate in Army ROTC military training at GMC.

## U.S. Army Reserve Officer Training Corps (ROTC) Early Commissioning Program (ECP)

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

The U. S. Army ROTC at GMC consists of the Basic Course (MS I & II) and the Advanced Course (MS III & IV), also called the Early Commissioning Program (ECP). The ROTC Basic Course provides Cadets with a

solid level of fundamental military education, emphasizing leadership and basic military skills (i.e., military history, first aid, communication, role, and customs of the United States Army). Basic Course Cadets, who qualify, can continue their military education by attending the Advanced Course at a senior college while completing a baccalaureate degree. The Basic Course is valuable to students who do not desire military service but want to become leaders and managers in the civilian community. Effective communication and leadership principles are stressed in the classroom and accomplishing all tasks assigned to Cadets.

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

The ROTC ECP is a program for qualified students to earn the rank of a U.S. Army Second Lieutenant after completing the two years of Advanced ROTC. ECP is a fast-paced leadership development curriculum that prepares students for U.S. Army National Guard and Reserves officer positions. Advanced Course Cadets must sign a contract with the United States Army that obligates the student to military service upon completing the ROTC Advanced Course.

Members of the Corps of Cadets on the GMC Main Campus may include ROTC courses as part of their degree program. Cadets participating in ROTC may qualify for a federal uniform commutation allowance approved by the GMC Professor of Military Science and the United States Army Cadet Command.

Students enrolled in the ROTC Advanced Course may overload on the recommendation of the ROTC or Graduation Coach with the concurrence of the Department Chair for up to 21 quarter hours or of the Senior Department Chair if requesting 22 quarter hours or more. To qualify, all students wanting to contract into the Early Commissioning Program must have taken one or both standardized tests (SAT or ACT). Please contact the GMC Professor of Military Science for specific score requirements. These students must be members of the Corps of Cadets.

Prospective students who desire to enter Advanced ROTC should contact the Professor of Military Science (PMS) as early as possible in their senior year of high school. For more information, please call 478-387-4931.

Letters may be addressed to:

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

## Qualifications for U.S. ARMY ROTC ECP Program

Advanced Course Cadets receive a monthly ROTC stipend, in addition to a President's Scholarship from GMC. Interested students must also be approved by the ROTC Professor of Military Science for enrollment in the Advanced Course. To qualify for the Advanced Course, students must meet the following criteria:

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



- All students wanting to contract into the Early Commissioning Program must have taken one or both standardized test (SAT or ACT) to qualify.
- Meet medical standards.
- Meet height and weight standards.
- Pass a standard Army physical fitness test.
- New applicants will be categorized into one of two groups listed below:
  - i. Those who completed Basic Training.
  - ii. Those who did not complete Basic Training will attend the Basic Camp at Fort Knox the summer before attending GMC.

Basic Camp is held at Fort Knox, Kentucky and is for all Advanced Course Cadets. To qualify for the ECP program, students must have completed Basic Training or Basic Camp. Students attending Basic Camp complete and receive the following:

- Attend a 1-week Mini Camp at GMC...then 30 Days training at Fort Knox, Kentucky.
- All meals and transportation provided by the U.S. Army.
- Receive one month's Cadet pay.

## ROTC ECP Scholarship

Military Junior College (MJC) Scholarship. These scholarships are awarded by the Professor of Military Science. All MJC Scholarship recipients must participate in the Simultaneous Membership Program (SMP). SMP is a program in which Senior ROTC (contracted) Cadets simultaneously serve as members of the Army National Guard/Army Reserve and ROTC. Cadets participating in this program are non-deployable RC Unit assets. This program is open to all contracted non-scholarship Cadets and mandatory for all MJC Scholarship Cadets. Money available to SMP National Guard Cadets includes the Montgomery GI Bill®, Montgomery GI Bill® Kicker and E-5 Drill Pay. For Montgomery GI Bill® money, the Soldier must have completed Basic Training and Advanced Individual Training.

## Voluntary Training

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

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

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

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

## Academy Prep Scholars Program

Led by our President, Lieutenant General William B. Caldwell IV, U.S. Army (Retired), a 1976 graduate of the United States Military Academy (USMA), GMC's Academy Prep Program has rapidly expanded. President Caldwell attributes this to his unique 37-year military career where he was honored to serve with fellow Soldiers, Sailors, Marines, Airmen and Coast Guardsmen. Some of those highlights include being a part of writing and then executing the 1989 invasion of Panama, serving as a White House Fellow for President Bush '41, serving as the Commanding General of the 82nd Airborne Division, and several years deployed in Iraq and Afghanistan. President Caldwell also has firsthand experience himself having attended an Academy Prep School before heading to West Point, not to mention his daughter attends the U.S. Air Force Academy (USFA) and his oldest son is a graduate of USMA.

GMC is extremely proud to serve as a certified Prep School for United States Military Academy (USMA), United States Air Force Academy (USAFA), the United States Naval Academy (USNA) and the U.S. Coast Guard Academy (USCGA). The Association of Graduates from USMA, the Naval Academy Foundation, and the Falcon Foundation partner with GMC to offer qualified candidates scholarship opportunities to minimize the cost of the program. The USCGA Scholars program “sponsors” qualified Cadets who meet all qualifying obligations for entrance into the Coast Guard Academy, both academically and physically, to include entering into an enlisted status with the U.S. Coast Guard while enrolled in the GMC Preparatory Program.

## ACADEMICS

The GMC Academy Prep program provides rigorous academic courses that are heavily STEM focused to best prepare students for a service academy. The courses Scholars must complete have been personalized and approved by each academy. The GMC schedule of classes closely mimics the schedule at a service academy. Upon arrival, students will undergo a two-week mathematics assessment that will place them in the mathematics course that will best meet their current knowledge level while still providing a challenge. GMC has four academic terms every year, and some of the typical courses for our Academy Prep Program Cadets include: Calculus, Physics, Chemistry, English Composition, World Literature, Computer information Science, Critical Thinking and Leadership.

## LEADERSHIP DEVELOPMENT

Character Development: We live by the code of Duty, Honor, Country. This code which those words perpetuate embraces the highest moral standard and will stand the test of any ethics or philosophies ever promulgated for the uplift of mankind. Its requirements are for the things that are right, and to make the right decisions all the time. “Character Above All” is our motto!

Leadership Engagement Series: The Corps of Cadets participates in a monthly leadership lecture series with military and community leaders who have distinguished performance in their fields. The speakers share best practices, lessons learned, their personal stories and what enabled them to be successful.

## PHYSICAL FITNESS

Physical fitness is key for any future officer. Our rigorous physical fitness program is designed to develop our Service Academy Preparatory students to be in top shape upon arrival to their respective academies. Our students receive fitness assessments every month to monitor their progress.

## Non-Sponsored (Self-Prep) Service Academy Prep Scholars Program

If a young man or woman is not given a nomination to a service academy or is given a nomination but does not receive an offer of admission nor is selected to attend the service academy preparatory school, there is still an opportunity for the individual to make themselves more competitive by seeking to “self-prepare” or, as most refer to it, as “self-prep” at a recognized preparatory school such as GMC. Each academy has different criteria established for those wishing to self-prep and GMC cannot guarantee acceptance into a service academy, but the institution can provide an analysis of individuals who have gone through our self-prep program and were then admitted to a service academy.

Individuals considering the GMC self-prep program ideally should have the following:

- GPA of 3.0 or better
- SAT minimum score of 1000 with a minimum of 560 in math
- ACT minimum composite score of 20, with a minimum of 21 in math.
- Medically qualified to gain acceptance into a service academy.
- Be capable of participating fully in the structured Cadet physical fitness and activities program.

- Scholarships available for Self-Sponsored Cadets

## State Service Scholarship Program

Recognized by the Georgia General Assembly as an institution that produces outstanding young men and women who desire to serve our state and nation with honor and distinction, the State Service Scholarship program provides qualified Georgia Residents with a full scholarship to attend GMC as Cadets in the Corps of Cadets while serving part-time in the Georgia National Guard. The recipients of this extraordinary scholarship are selected for not only their academic abilities, but also their potential as future leaders in the Georgia National Guard. This program provides for up to 42 new full scholarship awards annually, based on state funding allocations. We accept new applications for any new term (except summer term). Students considering this program should fully understand their obligation to enlist and serve in either the Georgia Air or Army National Guard which requires successful completion of Army Basic Combat Training and Advanced Individual Training (AIT) or Air Force Basic Military Training and Air Force Technical School to learn a selected job skill. After which they are required to serve a minimum of one weekend per month and a 15-day training period during the year, typically as a member of a military unit while they attend GMC as a full-time Cadet, living on the GMC Main Campus and participating in the Corps of Cadets program.

Benefits of this program include:

- A \$53, 000 college education for the two years of attendance at GMC
- Military Drill Pay
- Training that can possibly translate into civilian job skills
- The honor of serving your community, state, and nation as a member of the Georgia National Guard

\*\*\*NOTE: This is not a commissioning scholarship, but most Cadets have the option to compete for an ROTC Scholarship at their follow-on college or earn their commission here while attending GMC through the Early Commissioning Program (ECP). \*\*\*

Application Requirements for the State Service Scholarship Program are:

- Be a legal resident of Georgia for a minimum of 12 consecutive months immediately preceding the date of the term at GMC which the student plans to enroll. (Based on HOPE residency requirements)
- Qualify for regular admission to GMC
- Have a minimum high school/college cumulative grade point average (GPA) of 2.50 and have a minimum total score (Critical Reading and Math) of 800 on the Scholastic Aptitude Test (SAT), or Composite of 17 on the American College Test (ACT).
- Be of high moral character and demonstrate good citizenship as evidenced in a letter of recommendation from an administrative official of the high school where the applicant is enrolled at the time the application is made or from which the applicant graduated.
- Meet standards required for enlistment in the Georgia National Guard
- Be nominated by your local State Representative or State Senator
- Be capable of participating fully in the structured cadet physical fitness and activities program.

## Civic Leader Program (no military service obligation)

The Civic Leader Cadet program is designed specifically for those students who wish to enroll at GMC as a Cadet but without incurring a military service obligation. These Cadets realize that military training offers them something that attending a regular college cannot, a small school environment but with a bonus. This bonus is an opportunity to live a disciplined lifestyle while gaining practical experience in leadership and organizational management. Cadets learn within the context of a military college environment while preparing for future civilian careers.

They are provided opportunities for leadership development and have staff members and faculty who mentor them and guide them so that they learn how to be more self-sufficient as citizens and students. Civic Leaders participate in all Cadet activities and enjoy both the collegiate atmosphere and the structured Cadet living experience.

**Admissions requirements for the Civic Leader Cadet program are:**

- 2.0 High School Grade Point Average or GED equivalent or be in good academic standing at the college you are transferring from.
- Be capable of participating fully in the structured Cadet physical fitness and activities program.
- Be no older than the age of 23 on the report date to the Corps of Cadets for the academic term starting
- Have no significant legal issues.

**Pathways for Military Service for Civic Leaders Cadets:**

- U.S. Coast Guard College Student Pre-Commissioning Initiative (CSPI)
- U.S. Marine Corps Platoon Leader Class (PLC)
- U.S. Navy Reserve Officer Training Corps (ROTC) Preparatory Program (NPP)

## U.S. Coast Guard College Student Pre-Commissioning Initiative (CSPI)

GMC is partnering with the USCG, Atlanta Recruiting Office to prepare interested candidates to participate in the USCG College Student Pre-Commissioning Initiative (CSPI). CSPI is for motivated individuals who have a desire to serve their nation, demonstrate both academic and physical excellence and meet all administrative requirements. Students who are currently enrolled, accepted for enrollment or pending enrollment in a full-time bachelor's degree program at their designated college or institution are authorized to compete for a CSPI slot. This means that a student currently pursuing an AA/AS degree at GMC who plans to continue with their BS/BA degree may be eligible for CSPI if they are accepted for enrollment at a qualifying institution.

This program is designated to prepare candidates academically, physically and morally to meet the rigorous demands of the CSPI and helps develop life skills while participating as members of the GMC Corps of Cadets. Upon successfully completing a 2-year Associates Degree at GMC, qualified candidates can receive a CSPI scholarship that includes:

- Up to \$3600 monthly salary while in school
- Up to two years of tuition, fees, and books
- Paid medical and dental insurance
- 30 days annual paid vacation
- Summer leadership training

## U.S. Marine Corps Platoon Leader Class (PLC)

GMC is partnering with the USMC, Atlanta Recruiting Office to prepare interested candidates to participate in the USMC Platoon Leader Class (PLC) program. PLC undergraduate commissioning program allows college students who are currently enrolled full time in any accredited college or university to pursue a commission in the USMC without interrupting academic careers. PLC is the most common path to becoming a Marine Corps Officer, and all training sessions take place at Quantico, VA.

This expanded relationship between the USMC and GMC is a four-year (two at GMC) program where students participate in the GMC Corps of Cadets to develop military skills and achieve academic and physical excellence to prepare them for the rigorous PLC program. Upon successfully completing a 2-year Associate Degree at GMC, qualified candidates are eligible to receive assistance from the Marine Corps Financial Aid Program (MCFAP) or from the Marine Corps Tuition Assistance Program (MCTAP). MCFAP

may provide \$1,575 per semester or \$3,150 each academic year for a period of three years and MCTAP may provide \$5,200 per year to be reimbursed to the educational institution for a period of three years.

## U.S. Navy Reserve Officer Training Corps (ROTC) Preparatory Program (NPP)

GMC is partnering with the Naval Service Training Command to provide qualified candidates with the opportunity to earn a Commission in the USN thru the Naval Reserves Officers Training Corps (NROTC) by participating in a NROTC Preparatory Program (NPP). This bridge initiative is a one-year program for those individuals interested in a NROTC scholarship at one of the participating partner institutions.

This expanded relationship between the USN and those schools that host NPP offers a performance-based pathway for candidates to earn an NROTC scholarship. The NPP at GMC is a year-long program where students participate in the GMC Corps of Cadets on the main campus at Milledgeville and is designed to improve midshipman candidates' academic and life skills to prepare them for the rigorous NROTC program at one of the partner institutions. Upon successfully completing the one-year NPP at GMC, Cadets are eligible to compete for an NROTC Scholarship that provides full tuition and fees or room and board along with other benefits at one of the participating four-year partner institutions.

The program is designed for individuals who desire to serve their nation in the USN and were not accepted to a four-year institution that offers NROTC. Qualified candidates must demonstrate exceptional leadership potential through academics, character, and extra-curricular activities.

## Cadet Corps Stipulations

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

First year Cadets are assigned to one of two Cadet Battalions, assigned a room, fitted/issued uniforms and then the Cadet orientation/training period begins.

During the orientation (Plebe) period, new Cadets are taught the rules and procedures that govern behavior and discipline within the Corps of Cadets. They learn how to wear the Cadet uniform, maintain their barracks, and march as a Cadet unit. They also learn the history of GMC and appropriate military customs and courtesies. The physical fitness of each Cadet is assessed, and a yearlong physical fitness program begins.

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

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

The orientation period ends with formal testing and with an inspection of Cadets and their barracks room by the Commandant's Office. Completion of the Cadet orientation period is celebrated by everyone during a Corps of Cadets parade during Parents' Weekend (Fall 1 term) or during an end of the orientation period for each term subsequently. Parents and friends are encouraged to attend and participate in the pinning of their Cadet.

Students must satisfy all disciplinary requirements prior to graduation. No exceptions will be made to this policy. Students who fail to fulfill their disciplinary obligations will have a disciplinary hold placed on their transcripts until they have satisfied the requirements as outlined in the disciplinary hold.



Any student considering being a Cadet must not be older than 23 years of age on the report date to the Corps of Cadets for the academic term starting.

## Immunizations/Screenings

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

Students who have religious objections to immunizations and students whose physicians have certified that they cannot be immunized because of medical reasons may be exempted from providing proof of immunizations and must coordinate this through the GMC Aid Station.

## Athletics/Student Activities

Members of the Corps of Cadets are eligible to participate fully in all the college's intercollegiate and intra-collegiate activities, clubs, and organizations. The college sponsors the following athletic teams: men's and women's soccer, men's and women's cross-country, women's softball, men's and women's golf, a co-ed rifle team, and a junior college football team. GMC is a full member of the National Junior College Athletic Association (NJCAA) and the Georgia Collegiate Athletic Association (GCAA). GMC's intercollegiate teams have been highly successful at both the regional and national levels, including national championships in football, rifle and golf in recent years.

### RIFLE TEAM

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

### COLOR GUARD/DRILL TEAM

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

### RANGER CHALLENGE TEAM

The Ranger Challenge is ROTC's varsity sport. A 10-member GMC team competes in Ranger Challenge in a state level competition in such events as rifle marksmanship, orienteering, M-16 weapons assembly and disassembly, rope bridging and the hand grenade assault course. The Ranger Challenge Team is supervised by the staff of the Military Science Department Army ROTC and a faculty sponsor. GMC is among the top teams in their level of competition.

## Cadet Financial Information Expenses

Current Cadet tuition and fees are listed on the GMC web page located under [Paying for College](#).

## Room Damages

The Campus Administration will hold a student financially liable to pay for any assessed room damages during that student's occupancy. It is the Cadets' responsibility to identify/record/report any damages to a room at the time of check in to ensure all damages are addressed before the Cadet assumes responsibility for the room which is 72-hours after check-in of a room. Cadets are also responsible for clearing the room of damages anytime there is a change to a Cadet's room assignment. The Commandant's Office will

inspect a room during check in/check-out and periodically throughout the year. If there are damages in the suites' common area, charges will be divided up amongst the four Cadets if an individual cannot be identified as the one that caused the damage. The student's account will be charged accordingly.



# FINANCIAL INFORMATION

## Tuition and Fees

Tuition and fees are set annually and approved by the Georgia Military College Board of Trustees. Charges are assessed to a student's account quarterly when the student registers for courses. All charges are subject to audit and correction and any such adjustments will be made to the student's account.

Students are expected to meet all financial obligations when they are due. It is the student's responsibility to keep informed of all tuition and fee payment dates. A student's registration is not complete until all tuition and fees are paid. Students are notified when their statement is available for viewing in the Student Finance Self-Service Module. Students should access this module for billing and account information. Payment options include:

- Credit/Debit card and E-check payments online through the [Student Finance Self Service Module](#) or
- Cash or money order at the campus Business Office

[Student Financial Services - Georgia Military College GMC](#)

[Click here to view your charges and make a payment.](#)

From the GMC Portal Home page, Select- Student Finance-Make A Payment-Choose a Payment Method-Verify Amount and Select Proceed to Payment-Pay Now-Enter your Electronic Check or Debit/Credit Card and requested personal information-Select Pay Now-Continue

Students who have not paid their bill by the payment deadline may have their courses cancelled. For additional information, visit the Financial Services section of the GMC Website [Student Financial Services - Georgia Military College GMC](#) or email [studentAR@gmc.edu](mailto:studentAR@gmc.edu).

## Textbooks and Supplemental Material

The college has instituted a textbook program to provide quality textbooks to our students at the most reasonable price. A book fee is included in the registration charges when a student is registered for classes.

Each class typically requires access to a specific book or set of books. Students are required to obtain all required textbooks and supplemental materials. Some classes have electronic textbooks (e-textbooks) and required supplemental materials that are provided to the student on the first day of class at no additional charge beyond the book fee. For classes that require a hardcopy of a text, textbooks are checked out at the campus bookstore in the student's name and must be returned at the end of each term by the advertised due date to avoid late charges. If a book is not returned or is damaged and deemed to be unusable, a Book Replacement Fee will be assessed.

Acceptance of the books is considered implied consent to use Federal Student Aid (FSA) funds to pay the term's book fees. Students receiving FSA funds may choose to opt out of the book rental program. Students may choose to purchase books and supplies from other vendors. Detailed instructions on opting out of the textbook program are found on the GMC website.

Some classes require additional books, manuals, or supplementary material which is not part of the textbook program. These requirements will be outlined in the syllabus for the class. It is the student's responsibility to purchase these additional materials. If the student has approved Financial Aid above the cost of tuition/fees, the student may elect to charge the materials to their student account; no written authorization is required.

## Fees

Application Fee (\$35.00) – A non-refundable fee is required of all students applying for admission to the college. The fee must be paid at the time the application is submitted.

Course Fee (various) – Certain courses may require additional materials or instructional services. These courses will be assessed a course fee.

Parking Violation Fees – Parking tickets may be issued for violation of traffic and parking regulations. The fine is indicated on the ticket and may be paid at the campus Business Office or by accessing the Student Finance Self-Service Module.

Book Late Fee – If a student does not return a book provided through the book rental program by the advertised date, a fee will be assessed.

Book Replacement Fee – If a student does not return a book provided through the book rental program or the book is damaged or returned in an unusable condition, a replacement fee will be assessed.

## Cadet/Resident Fees

Those students in the Cadet Corps have other fees related to living on campus. These are explained in the section, [Cadet Financial Information](#).

## ID Cards

A GMC student ID card is issued to all registered students. The card is required to access library services, meal plans at the Main Campus and other campus activities. A replacement fee will be charged for replacement ID cards.

## Student Refunds

Students who drop their courses during the drop/add period are entitled to a 100% refund of tuition and fees.

Students who withdraw from their courses after the drop/add period are responsible for all tuition and fees. No refund of these charges will be made.

Student refunds are disbursed within 14 days after the first day of class and each week of the term thereafter. The preferred method of disbursement is direct deposit. Direct deposit enrollment information is available by accessing the Student Finance Self-Service Module. Direct Deposit is the most safe, efficient and timely manner to receive funds.

[Click here to enroll in direct deposit.](#)

From the GMC Portal Home page, Select-Banking Information-Add Account-Activate-Next- Routing Number-Bank Number-Scroll to bottom of page and click I Agree-Submit.

If the student elects to receive a check, checks are mailed to the address of record at the time the check is processed. In the event of a lost or stolen check, the student must contact the Business Office at their campus.

## 1098-T

Each calendar year, GMC is required by the IRS to prepare the 1098-T Tuition Statement Form for each college student enrolled and having qualified expenses billed during the calendar year. The 1098-T form is provided to Junior College students (*including Dual Enrollment students*) **for informational purposes to assist** with filing for education tax benefits/tax credit deductions, such as the Lifetime Learning Tax Credit, Hope Scholarship, Tax Credit, or the Above-the-Line



## Tax Deduction for Qualified Higher Education Expenses.

Students agree to the electronic delivery of their 1098-T forms upon accepting the terms and conditions of the student enrollment agreement. To withdraw from the electronic delivery of 1098-T forms, visit the GMC website, 1098-T information tab.

For more information, visit the GMC website ([1098-T Tax Information - Georgia Military College GMC](#)) and the IRS website ([www.irs.gov](http://www.irs.gov)).





# FINANCIAL AID

The purpose of the Financial Aid Office is to assist students in meeting their educational goals by providing appropriate financial resources. The staff of the Financial Aid Office is aware of concerns students may have regarding financing their college education and wants to assist by providing the best service possible. Our goal is to meet individual needs in a timely, efficient, and equitable manner. Financial aid awards at GMC are based on scholastic ability and/or financial need. Students may receive aid in the form of scholarships, grants, loans, or work opportunities. All students are encouraged to apply. Programs with limited funding are awarded according to the earliest application date.

Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, GMC makes every effort to assure that no qualified student will be denied the opportunity to attend school because of lack of funds. Each year over 80 percent of GMC students receive some form of financial aid. Once awarded and packages are complete, they may be viewed online via GMC's secure student portal.

For more information, visit the Financial Aid Office at your campus, view the website at [GMC Financial Aid](#), or email at [fahelp@gmc.edu](mailto:fahelp@gmc.edu).

## Student Rights and Responsibilities for Financial Aid Eligibility

Information regarding all policies and procedures described in this section is available within the college catalog and/or through the GMC website, unless otherwise noted.

### **As a GMC student, you have the right to know the following:**

- All federal, state, institutional, and private student financial assistance programs available, including both need and non-need-based programs.
- The cost of attending GMC, how the Cost of Attendance is calculated, how the Expected Family Contribution is determined, and how your financial need is calculated using these numbers.
- Procedures, forms, deadlines, and eligibility requirements to apply for financial assistance.
- How financial aid will be disbursed including an explanation of GMC's refund policy.
- What portion of financial aid is a loan, which must be repaid, and what portion is a grant. If a loan has been received, you have the right to know the interest rate and loan repayment options and procedures. A sample repayment schedule is available through Entrance Counseling at <https://studentaid.gov>
- The satisfactory academic progress (SAP) requirements to maintain eligibility for financial assistance, how to appeal a loss of financial assistance due to failing to meet SAP requirements, and how to regain eligibility for financial assistance after failing to meet the standards without an appeal.
- Policies regarding confidentiality of financial aid records. GMC complies with the Family Educational Rights and Privacy Act of 1974. More information can be found by [clicking here](#).
- Who to contact and how to contact the appropriate GMC personnel regarding student financial assistance.
- Exit counseling information, which is required upon transfer from or completion of your program at GMC. More information is available [here](#).
- The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package.

## As a GMC student, you have the responsibility to do the following:

- Read and consider all information about GMC before you enroll.
- Complete all GMC application forms accurately and submit them to the appropriate office(s) by required deadlines.
- Accurately and honestly, complete your Free Application for Federal Student Aid (FAFSA®). Errors can result in processing delays. False or misleading information is a criminal offense, and is subject to a \$10,000 fine, imprisonment, or both.
- Use all financial aid received solely for expenses related to attending GMC.
- Comply with all requests for documentation from GMC, and submit corrections or new information, as appropriate.
- Read, understand, and accept responsibility for all forms or agreements you sign. We recommend you keep copies for your records. If you are unsure of how to complete a form, ask the Financial Aid Office for assistance.
- Notify the Financial Aid Office if you intend to attend two post-secondary institutions at the same time. Financial aid must be awarded accordingly.
- Report to the Financial Aid Office if you are in default on any student loan or owe a refund or repayment of any educational grant received from any school.
- Notify the GMC Campus Registrar Services' Office and your student loan lender (if applicable) of any changes in your name or address. Also, notify your lender of any changes in your enrollment status.
- Perform agreed upon work if a Federal Work Study position is offered to you and accepted.
- Meet all Satisfactory Academic Progress (SAP) policies.
- Know and comply with the following GMC policies and procedures as they relate to financial aid: LSS, Retroactive Student Aid, and Withdrawal Policy.

## Application Process

GMC Federal School Code: 001571

### Steps for Applying for Aid

1. Apply and be accepted for admission as a degree-seeking student to GMC.
2. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA®) online at <http://www.fafsa.gov/>. Students, who have previously applied for aid and have supplied the Department of Education with an email address, will be sent notifications electronically via email.
3. When completing the FAFSA®, be sure to list Georgia Military College in the school section of the application using our Federal School Code of 001571. This will allow us to receive an electronic copy of the application.
4. Students will also need to apply for a [FSA ID](#). FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as FAFSA®. The security of the FSA ID is important. The FSA ID can be used to electronically sign the FAFSA®. If a parent is required to provide information on the FAFSA®, the parent will need their own FSA ID.
5. In no more than four weeks, the student will receive an email notification with a direct link to the student's online Student Aid Report (SAR). If an email address was not provided on the application, the information will be mailed to the student. An electronic copy will also be sent to GMC if so indicated. Carefully read the comment section on the SAR to determine if further action is required to complete the application process. If any information is incorrect, follow the instructions provided on the SAR.

6. Verification is the process by which the U.S. Department of Education requires schools to check the financial aid application data for accuracy. If the application is selected, the student will be asked to submit additional information to the Financial Aid Verification Portal. Typically, this will include a completed verification worksheet, student's federal tax transcripts, and if applicable, the parent's or spouse's tax transcripts.
7. Parents of dependent students may apply for a Direct PLUS loan online by clicking [here](#). Parents will start the Federal Direct PLUS application process by submitting the GMC Request for PLUS Form and by signing the master promissory note online using the parent's FSA ID.
8. Students will be notified via their GMC email of their eligibility for financial aid through either an electronic Financial Aid Offer or explanation of ineligibility. This notification is typically sent within a few weeks. However, it will take longer during peak processing time.
9. Be sure to report to the Financial Aid Office, in writing, any pending outside scholarships.
10. [Apply for state financial aid](#) by completing the GSFApp via the Georgia Student Finance Commission's website. You must create an account on this website to be able to access the application.

## Determining Eligibility

### Basic Eligibility Criteria

The general eligibility requirements are that you must:

- demonstrate *financial need* (for most programs).
- be a U.S. citizen or an *eligible noncitizen*.
- have a valid Social Security number (except for students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- be enrolled or accepted for enrollment as a *regular student* in an eligible degree program.
- be enrolled at least half-time (6 quarter hours) to be eligible for *Direct Loan* Program funds.
- maintain [satisfactory academic progress](#).
- sign the [certification statement](#) on the *Free Application for Federal Student Aid (FAFSA®)* stating that
  - you are not in *default* on a *federal student loan* and do not owe money on a federal student *grant*, and
  - you will use federal student aid only for educational purposes.
- show you're qualified to obtain a college education by:
  - having a high school diploma or a recognized equivalent such as a *General Educational Development (GED) certificate*.
  - completing a high school education in a *homeschool* setting approved under state law.

# Financial Aid Procedures

## Important Dates

Priority Packaging Deadline	March 1
Quarter 1 Deadline	July 1
Quarter 2 Deadline	September 1
Quarter 3 Deadline	November 1
Quarter 4 Deadline	March 1

Students must submit complete financial aid applications by the above "Priority Package Deadline" to be considered for programs in the subsequent award year that have a limited supply of funds.

Students must submit complete financial aid applications by these dates in order to use financial aid funds to pay for the quarter's tuition and fees. Students whose files are not complete by this date should be prepared to pay costs until applications are processed and eligibility is determined.

The Federal Processing Center must receive the application(s) before June 30, 2024, and all verification processes must be completed before August 1, 2024, for the student to receive consideration for the academic year 2023 - 2024 or summer 2024. Electronic Student Aid Reports must be submitted to GMC before the student's enrollment period ends in order to be considered for aid.

## Outside Scholarships

Any resources that a student receives or expects to receive should be reported in writing to the Financial Aid Office. The receipt of outside scholarships or other resources may result in reduction, cancellation, and/or repayment of need-based aid.



# Types of Aid

Grants, Loans, Federal Work-Study and a limited number of scholarships are available through the Financial Aid Office to help with educational expenses at GMC. Grants do not have to be repaid; however, loans must be repaid unless otherwise stated in the terms and conditions of the loan. Federal Work-Study awards are earned during periods of enrollment. Students must be enrolled at least half-time to receive a Federal Direct Loan or Federal Direct PLUS Loan. Federal Pell Grants are available for less than full-time students depending on need. Georgia Tuition Equalization Grants (GTEG) are available for full-time students.

HOPE/Zell Miller Scholarships are available for six or more hours of enrollment. All student aid will be awarded based on anticipated full-time enrollment.

Financial need as it pertains to financial aid eligibility is determined by using a simple formula in which GMC subtracts the student’s Estimated Family Contribution (EFC) as calculated by the Department of Education from the student’s Cost of Attendance (COA), as follows:

$$\text{COA} - \text{EFC} = \text{Financial Need}$$

Need-Based Aid
Federal Pell Grant
Federal Supplemental Equal Opportunity Grant
Federal Subsidized Direct Loan
Federal Work Study Program

All other aid is considered “Non-Need-Based” aid, and eligibility is calculated without considering the EFC. GMC subtracts all Need-based aid already received from the COA to determine the Unmet Cost, as seen in the formula below. Total financial aid awarded cannot exceed the COA for any given award period.

$$\text{COA} - \text{Need-Based Aid} = \text{Unmet Cost Types of Non-Need-based Aid}$$

available at GMC are found in the chart below:

Non Need-Based Aid
Federal Unsubsidized Direct Loan
Federal Direct Plus Loan
Private Student Loans
Georgia Tuition Equalization Grant
Georgia HOPE Scholarship
Georgia Public Safety Grant
Georgia Student Access Loan
Georgia HERO Scholarship
Georgia Zell Miller Scholarship
GMC Institutional Scholarships
Outside Scholarships (unless designated by
Military Tuition Assistance
Veterans Benefits
Other Military Grants
ROTC Scholarship
West Point Prep Scholarship Program
State Service Scholarship for Cadets



## Federal Grants/Scholarships

The Federal Pell Grant Program is designated for undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances.

The Federal Pell Grant award amounts can change yearly. The award amount will depend on:

- The Expected Family Contribution
- The Cost of Attendance (COA)
- Enrollment status as a full-time or part-time student
- Plans to attend school for a full academic year, or less

In certain situations, an eligible student can receive up to 150 percent of their scheduled Pell Grant award for an award year. Students may not receive Pell Grant funds from more than one school at a time.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

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

## Georgia Scholarships

### HOPE Scholarship

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

### HERO Scholarship

Georgia's HERO Scholarship Program provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Georgia's HERO Scholarship Program eligibility requirements and application procedures may be viewed [here](#).

### Zell Miller Scholarship

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

### State Service Scholarship Program (SSS)

The State Service Scholarship program provides full financial assistance to qualified Georgia residents who have an interest in military service as well as a quality college education. The program is funded through the Georgia General Assembly annually and provides for up to 42 new annual scholarships. Scholarship recipients are required to become members of either the Army or Air National Guard and must be nominated for the scholarship by a member of the Georgia General Assembly.

These scholarships cover tuition, fees, room, board, uniforms and provide a stipend for books and supplies. State Service Scholarship eligibility requirements and application procedures may be viewed [here](#).

Minimum requirements are:

- A cumulative 2.5 high school GPA.
- Either a combined 800 (critical reading and math) SAT score or 17 ACT composite score.
- Meet all requirements for enlistment into the Georgia National Guard and must serve as an enlisted member of the Georgia National Guard.
- Must maintain a cumulative GPA of 2.5 at GMC to retain the scholarship.
- Recipients must be members of the Corps of Cadets and participate in Army ROTC while attending GMC.

## Georgia Grants

### Georgia Tuition Equalization Grant

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

GTEG eligible students can receive payment for the summer term and three (3) quarters during the regular award year (Quarters 1-4). Please see the financial aid representative at your campus for further information and current year eligibility amounts. State grant regulations and award amounts are subject to change during an award year. GTEG eligibility requirements and application procedures may be viewed [here](#).

### Public Safety Memorial Grant

Georgia's Public Safety Memorial Grant provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at GMC. Public Safety Memorial Grant eligibility requirements and application procedures may be viewed [here](#).

## Dual Enrollment

The Dual Enrollment Program provides for participation in Dual Credit Enrollment for Eligible High School and Home-Schooled students. These students earn postsecondary credit hours and simultaneously meet their high school graduation or Home Study completion requirements as Dual Credit Enrollment students.

State revenues provide funding for this program. The award amount received by eligible students and the total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

### Application Procedures for Dual Enrollment

Complete the Dual Enrollment Funding Application online at [GAFutures](#). Select the application based on the year you plan to participate:

The 2023-2024 school year includes Summer 2023, Quarter 1 2023, Quarter 2, 2023, Quarter 3 2024 and Quarter 4 2024.

Once the student section of the application is completed, the parent/guardian must electronically complete the Parent Participation Agreement section of the application.

- Provide parent/guardian's email address.
- Parent/guardian may visit GAfutures.org to electronically sign the agreement.
- The eligible participating high school counselor must approve the Dual Enrollment courses and funding application. Once approved, the high school must forward the funding application to GMC.
- The student must be accepted for enrollment by GMC.

## Dual Enrollment Funding and Award Amounts

The specific Dual Enrollment award amount will vary based on GMC's tuition and the number of credit hours in which a student is enrolled in approved Dual Enrollment courses. The approved award rates are applied toward tuition, mandatory fees, and book costs. These costs are published annually and are subject to change each year.

Dual Enrollment funding is available up to the student's high school graduation or home study completion date or the 45-quarter hours Funding Cap, whichever occurs first. Students are only eligible for four quarters of Dual Enrollment funding during the school year referenced above.

## Loan Programs

The William D. Ford Federal Direct Loan Program (Direct Loan) allows eligible students and parents to borrow from the U.S. Department of Education. The Direct Loan programs include Subsidized and Unsubsidized Direct Student Loans and Direct Parent PLUS Loans. These loans are repaid directly to the U. S. Department of Education.

## Federal Direct Loan Programs

Direct Loans are low-interest loans for students and parents to help pay for the costs of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution.

Eligibility for this loan program will be determined upon completion of the Free Application for Federal Student Aid (FAFSA®). All federal direct loans must be repaid.

Federal Direct Loans are made in the student's name and can be either subsidized or unsubsidized. A subsidized loan is awarded based on financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded based on need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized-that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount you have to repay. By completing the Free Application for Federal Student Aid (FAFSA®), students wishing to receive federal direct loans must complete a [loan request form](#). Once submitted, our office will determine eligibility and award the student's request, or up to the student's maximum eligibility, whichever is less. After applications are processed, students will receive an email notification with instructions to view awards online. Having eligibility determined for a Federal Direct Loan does not commit students to accepting the loan or the amount (students may borrow less than full eligibility).

Students should pay close attention to any additional requirements including Entrance Counseling and Master Promissory Notes, which are available online at <https://studentaid.gov/>.

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

Further, you must complete a Master Promissory Note (MPN). In most cases, you will sign only one MPN that will be used for all loans at GMC. Students may complete the MPN electronically at [www.studentaid.gov](http://www.studentaid.gov). By signing the MPN, students are confirming their understanding that GMC may make new loans for the duration of their education (up to 10 years), without having to sign another MPN.

Each academic year, GMC will disburse loan proceeds to the student's account as indicated on the Financial Aid Offer Letter sent to the student.

## Interest Rates for the 2023-2024 Academic Year

Fixed interest rates for Direct Loans [may be viewed here](#).

## Federal Direct PLUS (Parent Loan for Undergraduate Students)

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

### Steps to take as a parent to request a Federal Direct PLUS Loan:

The student must complete the Free Application for Federal Student Aid (FAFSA®).

The parent or guardian must submit a PLUS Loan Authorization Form found in the financial section of our website at [www.gmc.edu](http://www.gmc.edu), to the Financial Aid Office.

A review of the parent or guardian's credit history is required. The parent or guardian may complete this step by requesting a PLUS loan at [www.studentaid.gov](http://www.studentaid.gov). If the parent or guardian does not wish to complete this step online, GMC can complete this step on his/her behalf.

If the parent or guardian is a first-time borrower at GMC, he/she must complete a Master Promissory Note, found at [www.studentloans.gov](http://www.studentloans.gov).

Repayment begins on the date of the last disbursement. There is no grace period. The PLUS loan authorization form is a required form and is available in the Financial Aid Office or may be downloaded from the [financial aid forms page](#) of the GMC website.

## Glossary of Terms for Financial Aid Offers

[Click here](#) to review the Glossary of Terms for Financial Aid Offers. The glossary exists to provide greater clarity and understanding by students through consistency in the use and meaning of terms and provides definitions of language students will see on their Financial Aid Offers.

## Federal Student Aid (FSA) Ombudsman Group

If you have completed the steps to resolve your loan dispute and you still are not satisfied, you may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Contact the Ombudsman Group as a last resort. Make every effort to

[resolve your student loan problems](#) before contacting the Ombudsman Group.

They can help you:

- resolve discrepancies with loan balances and payments.
- explain loan *interest* and *collection charges*.
- identify options for resolving your issues related to *consolidation*, service quality, *default* status, bankruptcy, *income tax refund offsets*, and other concerns.
- clarify requirements for [loan deferment or forbearance](#) and [loan cancellation or discharge](#).
- identify loan repayment options.

They do not:

- automatically take your side in a complaint.
- make binding decisions or overturn the decisions of other entities.
- accept complaints about grants.
- accept [complaints about private student loans](#).
- accept complaints when ED has already begun formal or legal investigations.
- accept loan payments or process deferment, forbearance, or discharge requests (you must contact your [loan servicer](#) or *collection agency* directly).
- replace regular or formal channels of problem resolution within ED; or
- testify or serve as a witness.

Take the following steps to help you prepare for a discussion with the Ombudsman Group.

1. Complete the relevant information on the [Ombudsman Information Checklist](#)
2. Clearly think about your desired outcome. Answer the following questions:
  - What is the problem?
  - What is your expectation?
  - What is preventing you from resolving your issue?
  - Are you willing to complete the necessary actions to achieve your desired outcome?

If you have completed the preparation steps above, and you have done everything you can to resolve your dispute, contact the Ombudsman Group through one of these methods:

Postal Mail                    U.S. Department of Education  
   FSA Ombudsman Group  
   P.O. Box 1843  
   Monticello, KY 42633

Phone                            1-877-557-2575  
Fax                                606-396-4821

You can also [submit a complaint online](#). If you previously submitted a complaint, you can log in, add information to your existing case, and request to escalate to the Ombudsman Group.

Remember, the Ombudsman Group can help resolve disputes about federal student loans. If you have a dispute about your private student loan, contact the [Consumer Financial Protection Bureau](#).

## Student Employment

Each year, Georgia Military College offers enrolled students the opportunity to earn funds through student employment to help meet their educational and living expenses. These programs also allow students to gain valuable work experience while working around their class schedule. Students interested in applying may access information regarding available positions at [GMC Student Employment Opportunities](#).



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

FWS funds are not available at registration to pay for the student's tuition or fees. Students are paid bi-weekly for the actual hours worked. Interested applicants should first complete the FAFSA® and then complete the Application for Federal Work Study, available [online](#). You may contact your campus regarding availability of positions. Eligible students will receive a Financial Aid Offer Letter with the amount per quarter the student is eligible to earn.

## Scholarships

### Foundation Endowed Scholarships

Students wishing to apply for a GMC Foundation scholarship should complete and submit the scholarship application available on the [Scholarships Information](#) page of the GMC website.

Scholarships are awarded on an annual basis, and your application must be submitted by the current deadlines posted on the college website. Applications received after the deadline will be considered, providing funds are still available. Applications and appropriate letters of recommendation must be completed online through the application process.

All scholarships awarded by the GMC Foundation are subject to guidelines requiring the student to continue to meet the criteria of the award.

Foundation scholarships are provided by donors. Without their support, these scholarships would not be possible. Scholarship recipients are required to write a letter of appreciation to the donor(s) who provided the resources for their individual respective scholarship.

## Veterans Benefits

Students Utilizing Chapter 31 (Veteran Readiness and Employment) and Chapter 33 (Post-9/11 GI Bill®):

1. Georgia Military College requires the following information in order to process Veterans Benefits under Chapter 31, Veteran Readiness and Employment, or Chapter 33, Post-9/11 GI Bill®:
  - a. Submit a Certificate of Eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are requested; CH33 How to request Certificate of Eligibility, CH31 VR&E Counselor should submit a VA VRE Authorization to GMC.
  - b. Submit the [Request for Certification Form](#) each academic year to the GMC School Certifying Official (SCO) to use such entitlement; and
  - c. Provide additional information necessary for proper certification of enrollment by the GMC School Certifying Official (SCO).
2. GMC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, and will not require eligible veteran students to borrow additional funds because of the individual's inability to meet his or her financial obligations to GMC due to the delayed disbursement funding from VA under Chapter 31 or 33.
3. Students are required to pay any balance due for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement by the established payment deadline for the term. Balances not paid by the stated deadline may be imposed additional fees.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

4. Independent study (online) and Remote courses at GMC are considered online learning courses by the VA. If you are considering taking independent study (online) or remote courses and you are concerned about how this may affect your payment, please contact your VA Certifying Official for additional information prior to enrolling in the courses. See Online Learning Acknowledgement.
5. VA educational benefits will not pay for online Learning Support (LSS/remedial) courses. (For example: MAT 094, RDG 099, ENG 097, etc. or any course numbers below 100 level).
6. Students who use Military Benefits in conjunctions with Federal and State Aid. Benefits/Aid will be adjusted in accordance with Military Benefits, Federal and State Aid regulations.
7. Transient Students wishing to use VA Benefits while attending GMC should have HOME school submit a Guest letter before the start of the Quarter. Students may only register for courses listed on the Guest letter.
8. Students using Civilian Tuition Assistance may not receive Federal or State aid such as Veterans Administration benefits, scholarships, or grants etc., in whole or part where payment will duplicate benefits.
9. Veterans will not be certified for payment from the VA for audited courses.

## Financial Aid Policies

### Academic Year Definitions for Federal Student Aid Purposes

Georgia Military College's academic year for the purposes of administering federal Title IV financial aid programs is defined as:

4+1 Four nine (9) week terms for a total of 36 weeks during which the average undergraduate student is expected to complete a minimum of forty-eight (48) credit hours.

Enrollment in a minimum of 12 credit hours per term is required in order to be considered a full-time student for Title IV federal aid purposes.

The Scheduled Academic Year (SAY) applies to the administration of Federal Direct Loans at GMC. The statutory maximum annual loan limits apply to this period of time.

The SAY begins with the first day of class each Quarter 1 and ends with the last official exam day of the following Quarter 4 term. The Summer term at GMC is considered a "trailer" to the SAY; therefore, the applicable annual loan limits apply to the Quarter 1 through Quarter 4 SAY, plus the summer trailer.

### Satisfactory Academic Progress (SAP)

Students receiving financial aid must maintain Satisfactory Academic Progress (SAP) at GMC to remain eligible for financial aid consideration. Students with no GMC academic history (first term attending and incoming transfer students) will be assumed to be making satisfactory progress. All students who receive financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each quarter as a demonstration that they are making satisfactory academic progress. The Financial Aid Office evaluates SAP after the completion of each term. Federal regulation requires that all terms of enrollment must be considered in SAP, including summer and terms for which a student is not receiving financial aid. The standard for Satisfactory Academic Progress (SAP) measures three components:

- A qualitative component: Minimum Cumulative GPA Standard.
- An incremental quantitative component: completion rate of credit hours earned versus attempted, and

- An overall quantitative component: maximum time for the completion of a student's academic program.

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

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

The policy may be [viewed online](#). A printed copy of this policy will be provided upon request.

## Monitoring Periods and Warnings

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

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

- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Financial Aid Warning term associated with their next term of enrollment to restore their satisfactory academic progress standing. During the Financial Aid Warning term, a student will be awarded financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive a Financial Aid Warning for two consecutive terms. A student may receive a Financial Aid Warning even if that student has not applied for financial aid.
- Students who fail to meet the Maximum Credit Standard are placed in an SAP Suspension status. There is no "Warning" term for the Maximum Credit Standard. (150% rule)
- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning term are considered to be in an SAP Suspension status, under which student aid eligibility is lost.

## Evaluation Criteria

- Courses with grades of IP, F, I, IU, WF, W, and XF are counted as courses attempted but not earned and count toward the maximum time frame (incremental and overall). Transfer credit hours (accepted for the student's academic degree) are counted as credit hours attempted when measuring the maximum time frame to complete the degree and establishing benchmark points for the qualitative standard, but do not impact the grade point average.
- The GMC Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed, but rather ONLY upon request from the student. In such cases, grades must be reflected on GMC's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of "I" that has now been assigned a traditional letter grade), a student is responsible for notifying the GMC Financial Aid Office of such a change and requesting a review of his/her Satisfactory Academic Progress evaluation. Note that such a review is NOT considered an appeal, and may not result in eligibility for financial aid (for example, if a state/federal processing deadline has passed).

## Minimum Cumulative GPA Standard

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

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

## Regaining Financial Aid Eligibility

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

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

## Completion Rate Standard

### Quantitative Completion Rate Standard

Students must complete 67% of all credits attempted at GMC, as well as those credits transferred and accepted from other schools.

### How to Regain Financial Aid Eligibility for Completion Rate Standard

Students must enroll in and successfully complete enough credits to meet the 67% completion rate standard.

### Completion Rate Warning

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

## Maximum Credit Standard

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

The average Associate degree program at GMC requires approximately 104 credit hours, 150% of

which is 156. Therefore, no further aid will be awarded when a student has attempted 156 credit hours. Remedial courses will not be included in the hourly limitation.

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

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

## Appeal for Probationary Term

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

In the SAP appeal, a student is expected to demonstrate an understanding of what SAP components were failed. The appeal should address **and document** the extenuating circumstances and describe what has changed that will allow the student to meet SAP at the next evaluation. Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. An appeal may be denied. The student is responsible for all tuition expenses while the appeal is being reviewed. Please allow up to 7 days for review.

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

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

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions, or has left GMC, the probation status may revert to Satisfactory Academic Progress Suspension, indicating that the student is ineligible for financial aid. Appeals will be reviewed and a response provided to the student within 7 days of receipt of the appeal.

## Maximum Credit Appeals

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

Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. The Committee will review the appeal and the committee's decision is final. The specific instructions, deadlines and appeal forms are available from Financial Aid.



## Retroactive Federal Student Aid

To be considered for a retroactive [Federal Pell Grant](#) award for the Quarter 1, Quarter 2, Quarter 3, Quarter 4 or Summer term of the Award Year, the U. S. Department of Education must receive and process your FAFSA and issue your [Student Aid Report](#) reflecting a Pell eligible [Expected Family Contribution \(EFC\)](#) **while you are still enrolled in the same Award Year.** If the term(s) for which you are requesting Federal Pell Grant consideration has ended AND you are no longer enrolled in that Award Year, you will not be eligible for a retroactive Pell Grant award.

If you meet the preceding criteria but were selected for and have not completed the [Verification Process](#) when the term ends, you MAY be eligible once Verification is complete.

To be considered for a retroactive [Federal Direct Student Loan](#) for the Quarter 1, Quarter 2, Quarter 3, Quarter 4 or Summer term, the Financial Aid office must receive your electronic Student Aid Report (SAR) from the U. S. Department of Education reflecting a calculated Expected Family Contribution (EFC), a completed [GMC Federal Direct Loan Request](#), the verification process have been completed (if selected) and the Resource Management Financial Aid Office must then have enough time to certify the loan to the U. S. Department of Education before the last day of the term in which you are enrolled on at least a half-time basis for the Award Year.

If you are nearing the end of a term and wish to request a Federal Direct Loan for that term, you should contact your local campus financial aid assistant, who can advise you if the loan can still be awarded.

## Learning Support Services and Financial Aid

Students may receive financial aid while enrolled in Learning Support Services (LSS) courses to improve their skills to a level essential for success in college work. Financial aid in support of LSS courses is limited to no more than forty-five (45) quarter hours. HOPE Scholarship does not cover LSS courses. For more information about LSS courses and financial aid for veterans, please refer to Veteran's Benefits.

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

## Transient Students and Financial Aid

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

## Withdrawal/Return of Title IV Funds (R2T4) Policy

### Return of Title IV (Federal) Financial Aid

When a student withdraws during a term, the amount of federal financial aid earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student has completed 30% of the term, he or she has earned 30% of the aid originally scheduled to be received. Once a student has completed more than 60% of the term, he or she has earned all of his or her federal financial aid. (Federal Work Study funds are excluded from the return of Title IV funds requirements.)

If a student has received excess funds, the College must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by unearned percentage of funds, or
- the entire amount of the excess funds.

If the aid to be returned is in the form of a loan that has been released to the student (or parent) borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of time.

If the aid to be returned is in the form of grant funds, the law provides that the student may repay 50% of the grant rather than 100%.

Within 30 days of the date of GMC's determination that a student withdraws, GMC will provide written notification to the student, or parent in the case of a parent PLUS loan, that outlines results of the refund calculation and post- withdrawal disbursement eligibility, if applicable. Any unearned Title IV funds are returned within 45 days of the date GMC determined the student withdrew.

## Order of Funds to be Returned

The funds must be credited to outstanding loan balances or to any amount awarded for the term in which a return of funds is required in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans received on behalf of the student
4. Federal Pell Grants
5. Federal SEOG Grants

## Refund of Funds from the Georgia Student Finance Commission (GSFC)

Students who withdraw after the census date (the end of the drop/add period) may receive state grant or scholarship payment for the costs incurred up to the term award. Students who withdraw before the census date are not eligible for state grants or scholarship payments for costs incurred for the term. State grants or scholarship payments received for the term, prior to the census date will be returned to GSFC. Students will be responsible for the balance caused by the cancellation of this financial aid.

## Refund of Private Scholarships, Grants and Loans

Unless otherwise requested by the donor or a private scholarship, grant or loan award, the refund/cancellation of private financial assistance follows the pro-rata policy for the cancellation of institutional charges and institutional financial aid.

## Example of a Refund and Return of Title IV Financial Aid

Student enrolls for Quarter 2, beginning on October 10 and ending on December 6 (57 days). Student withdraws from all courses on November 5.

## Refund Calculation

Total Charges for Tuition and Fees = \$2,010

Student attends October 10 to November 5 (withdrawal date) = 26 days/57 days in term = 46% of the term

## Return of Title IV Aid Calculation

**Step 1.** Title IV Aid Disbursed on November 5:

Subsidized Direct Loan \$ 866.25

Unsubsidized Direct Loan \$990

Total aid disbursed \$1,856.25

**Step 2.** Percentage of Title IV Aid Earned:

26 days of enrollment/57 days in term = 46%

**Step 3.** Amount of Title IV Aid Earned:  $46\% \times \$1,856.25 = \$853.88$

**Step 4.** Total Title IV Aid to be Returned:  $\$1856.25 - \$853.88 = \$1,002.37$

**Step 5.** Amount of Unearned Title IV Aid Returned by the School:

Subsidized Direct Loan \$12.37

Unsubsidized Direct Loan \$990.00

Total Title IV aid returned to federal programs \$1,002.37



# STUDENT AFFAIRS

Student activities are provided and supervised by the Campus Director. All GMC students are encouraged to participate in a variety of co-curricular and extra-curricular activities in an effort to enhance the sense of community, develop responsibility and increase leadership skills. Student government, student organizations, student clubs and student publications, in particular, are not only a vital part of the college, but also are an important part of the student's total educational experience. Students are advised to choose activities wisely and to balance academic activities with participation in service, religious, athletic, social and recreational pursuits.

General administrative responsibility for the student services program rests with the Institutional Dean of Students and is administered through him/her. Student activities are sponsored by the Student Activities Committee and Student Government Association. Major initiatives in developing organizations and activities appropriate to the educational purposes of the college, as well as implementation of programs, which have been planned, is a shared responsibility of staff, students and faculty.

The availability of student activities varies by campus. For a better understanding of the activities available, contact the Campus Director at any campus.

## Honor Societies

### Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honor society for students of two-year colleges. Phi Theta Kappa chapters have been chartered on the Augusta, Columbus, Fairburn, Milledgeville, Valdosta, and Warner Robins sites. Since its founding in 1918, Phi Theta Kappa has been the only national honor society for junior colleges, promoting scholarship, developing character, and cultivating fellowship.

To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence as judged by the faculty sponsor in accordance with guidelines set by the international constitution.

Membership is by invitation only. Contact the Campus Director on your campus for further information or for the name of the faculty sponsor on your campus.

Most four-year colleges and universities have scholarship funds earmarked for junior college transfer students who are members of PTK. These funds are competitive and, in many instances, provide very generous awards up to and including full tuition for up to two years at the university or college. The PTK advisor on your campus can provide more details on these opportunities.

## Intercollegiate Athletics

GMC fields a growing intercollegiate athletics program at the Main Campus. Both resident cadets and commuting students may participate in the various sports. Students from the Augusta, Columbus, Dublin, Fairburn, Madison, Stone Mountain, Valdosta and Warner Robins sites are eligible to compete with the golf and cross-country teams through coordination with the coaching staff at the Main Campus. For information on these programs, contact the Athletic Department on the Main campus, 478-387-4704.

### Cross Country

The men's and women's cross-country programs have been consistent performers on the national level with at least one team qualifying and participating in the NJCAA National Championship meet in 4 of the

last 5 years. The Running Bulldogs have an NJCAA All-American of their own to boast as well as the highest team finish in 2017 for our women's team - #9 in the country!

## Women's Softball

The Women's Softball program has seen a continual rise since its inception in 2006 and has been especially dominant of late, winning the GCAA Conference tournament in both 2016 and 2017 and the regular season title in 2018 and 2019. The Lady Bulldogs have also progressed to the NJCAA National Championship Tournament in 2016 and 2017. The Lady Bulldogs have had four ladies make the highly competitive NJCAA All-American list, including two in the last two seasons.

## Football

The GMC JC Football program has consistently placed itself among the nation's elite Junior College programs in the country. Since 1991, the program has produced 555 student-athletes that have gone on to continue their education and football careers at all levels of NCAA Football. There have been 49 individuals that have gone on to play in the NFL. The Bulldogs won the NJCAA National Championship in 2001, and were runner-up in 2002, 2005, and 2013. On an individual level, the program has produced over 80 NJCAA All-Americans, the 2001, 2002, and 2013 National Coach of the Year, the 2001 National Defensive Player of the Year, the 2013 National Offensive Player of the Year, and lastly, the 2001 Lea Plarski Award winner which is given to the nation's top male athlete. Participation is by invitation only through the office of the head football coach. Walk-on tryouts are held periodically – contact the athletic department at (478) 387-4704 to learn more.

## Men's Golf

The Men's Golf Team has enjoyed tremendous success with a very fast start and continues to be a force in NJCAA DIII Golf. The Bulldog Golf Team won the National Championship in 2004 and 2017, placed 3rd in 2005, placed 8th in 2007 as well as having nine performers named as NJCAA All-Americans through 2018. The top GMC golfer each year is presented with the coveted Mason Cup, which is named in honor of Mr. Harold and Mrs. Brenda Mason. Mr. and Mrs. Mason also helped supply GMC with the Mason Golf Performance Lab, which is a state-of-the-art teaching center complete with a swing analyzer, chipping and putting area for our golf teams. Men's golfers earned three additional NJCAA American awards in 2019.

## Women's Golf

The program was a new program in the 2018-2019 academic year but made some strong initial impacts as a new program as three individuals earned the right to compete at the national tournament. With the Mason Golf Performance Lab and key local and regional courses to practice on, the Lady Bulldogs will be up to "par" in no time.

## Rifle Team

The rifle team is a co-ed team that is comprised of both cadets and civilian students at GMC. The Bulldogs are the three time and reigning NRA National Champions in the ROTC division in 2013, 2014, and 2015! The team practices and competes in the GMC rifle range, a 12-point range on campus, and travels across the southeast as well as competing in electronic postal matches across the country and even internationally. The team currently is a member of the Midwest Rifle Conference and competes solely against four-year universities.

## Women's Soccer

The GMC Women's Soccer Program has also seen a recent ascendance with narrow losses in the conference championship game in 2015 and 2016 followed by their first GCAA conference championship in 2017! In 2017, they also progressed to their first ever NJCAA National Championship Tournament as one of the top 16 teams in the country while having their first player earn NJCAA All-American honors!



## Men's Soccer

The GMC Men's Soccer Program is back-to-back GCAA champions for 2016 and 2017 and have become part of the conversation on the national level. The 2018 season hit historic high points for the Bulldogs as they attained their first ever #1 national ranking during the year on the way to winning the conference, progressing through district, and competing in the NJCAA National Championship Tournament in Daytona!

On an individual basis, the Bulldogs have had four men earn NJCAA All-Americans in recent years including two this last season. Moving into the NJCAA National playoffs the last two seasons, the Bulldogs have shown excellence and consistency with great promise for years to come.

## Intramural Sports

The intramural sports program is open to all students, faculty, and staff on each campus. Different intramural sports are offered at each campus. Information is available on these events from the Campus Director.

## Student Publications

Each campus has a campus newspaper and/or a literary magazine. These publications are produced by students under the supervision of faculty/staff advisors. Financed by the Student Activity Fund, these publications provide opportunities for students in creative writing, art, reporting, business, and design.

## Reflections

The Georgia Military College art and literary magazine is a compilation of student, faculty, and staff writing and art. It is published quarterly under the aegis of the Humanities and Education Division. Students from all of the GMC sites are encouraged to submit their work, join the staff, and enjoy the imaginative variety of student creations. For submission guidelines and assistance, please refer to the Humanities and Education Program Dean or the Humanities Department Chair on your campus.

## Student Organizations

### Student Government Association

GMC has a Student Government Association (SGA) at each campus. The SGA deals with student concerns, promotes understanding within the college community, and administers all matters that are delegated to the student government by the President of GMC. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in SGA and in the institution's decision-making process. Officers are elected by the students and normally serve for one year. Responsibility for governing the student body is vested in the students. Elections are held annually.

### Student Activities Committee

The Student Activities Committee is composed of representatives from each academic area, athletics, drama, and a sophomore, freshman, and cadet representing the student body. Students are the key in communicating student interests and needs to the activities committee. Activities include movies, dances, lectures, guest entertainers, concerts, field trips, student publications, intramural, and club activities. Notices of upcoming activities are posted on the campus bulletin boards, monthly activities calendar, and faculty announcements in the classroom. Students who wish to suggest activities should contact one of the student representatives or the President of the Student Government Association on your campus. The President of the Student Government Association can be contacted through the Campus Director.

## Alpha Phi Omega

Alpha Phi Omega is a coeducational national service fraternity open to any student who is interested in developing social awareness, leadership skills and a sense of brotherhood with other students. It not only is the single most represented intercollegiate organization in the United States of America, but the fraternity has active chapters in the Philippines, Canada and Australia, and alumni groups around the world. Members are offered opportunities to use their talents to be of service to humanity while having fun and forming lasting friendships. GMC's chapter, Alpha Epsilon Pi, was first chartered in 2002.

## Campus College-Sponsored Clubs with Faculty Advisors

Clubs are available at the college; they may include but are not limited to:

- ✓ APO
- ✓ Anime Club
- ✓ Art Club
- ✓ Book Club
- ✓ Baptist Collegiate Ministry
- ✓ Biology Club
- ✓ Chess Club
- ✓ Chorus Club
- ✓ Creative Thinking
- ✓ Fine Arts Club
- ✓ Ethics Bowl
- ✓ Math Club
- ✓ Newspaper
- ✓ Phi Theta Kappa (PTK)
- ✓ Pre-Nursing Club
- ✓ Reflections
- ✓ Student Government Association (SGA)

More information on these and other clubs may be obtained from the Campus Director. Students who have a common interest in an educational, social or sport activity and wish to be recognized as a club by the college should contact the Campus Director.

## Chorus

Membership in the GMC Chorus is open to all interested students on the Main Campus. The chorus plans several off-campus performances as well as performances on campus for students, faculty, staff, and the community. Additional information is available from the chorus director.

## Ethics Bowl Team

The purpose of the Ethics Bowl Team is to develop confidence and expertise in fundamentals of speech and enhance vital communication skills through participating in argumentative and interpretative debate through judged competition. The members of the GMC team travel to several tournaments involving both debate and individual speaking events. Students with minimal experience are encouraged to register for COM 201, Public Speaking.

# Student Handbook

The [GMC Student Handbook](#) is published by the Institutional Dean of Students and available in the Resources section of the Student Services page. It is the student's responsibility to become familiar with the contents of the Student Handbook, which includes the Student Rights and Responsibilities, Student Code of Conduct, and the Honor Code, "I will not lie, cheat, steal, or tolerate those who do," that regulate student life at GMC. Students can be sent to the Honor Council for violations of the Honor Code as explained in the Student Handbook. There is also guidance for Submitting and Resolving Complaints.

## Policy Concerning Student Records

GMC will abide by the following guidelines concerning student records:

- A. Inform parents of students and students of their rights concerning student records kept by GMC.
- B. Allow parents and spouses of students who have the written expressed permission of their children or spouses access to the educational records of their children/spouses.
- C. Non-disclosure of personally identifiable information from the educational record of a student to any outside agency without the prior written consent of the student.
- D. Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of a student.

Generally, the following information will be kept by the Academic Records Office located at the Main Campus (copies will be kept at the other campus locations) and will remain in the student's academic file:

- A. The official academic transcript (Academic Records Office only).
- B. The original application for admission.
- C. Secondary and post-secondary official transcripts.
- D. Application for graduation and/or degree.
- E. Official notice of admission.
- F. Evaluation of transfer credits.
- G. Memoranda or correspondence pertaining to:
  - a. Registration form, student schedule.
  - b. Grades, grade changes, explanations, and special course descriptions.
  - c. Drop/Add, official withdrawals.
  - d. Special honors or special problems.
  - e. Name and address changes.

### **Deceased Student Records:**

Records of deceased students are not protected by FERPA and are a matter of institutional policy. Within the first year following the death of a student, GMC will release educational records under the following circumstances:

- The student has submitted prior written authorization to release records to the party requesting the records.
- The request comes from the Executor/Executrix of the student's estate.
- In response to a legal subpoena.

As a general rule, all academic files are kept for a minimum of five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely.

The Institutional Dean of Students maintains disciplinary files for three years after graduation, withdrawal, or suspension.

## Submitting and Resolving Student Complaints

**Policy Statement:** It is GMC policy that student complaints will be fairly administered and students will be afforded reasonable, accessible, and well-publicized pathways for registering complaints.

**Definition:** A complaint is a problem, concern, dispute, or disagreement raised by a student who considers he/ she has been disadvantaged or wronged because of an action, lack of action, decision, or omission within the control or responsibility of the college. A complaint submitted in writing is considered a grievance and is covered by this policy.

**Resolution:** The GMC authority responsible for resolving a complaint will immediately inform the student that the complaint was received and when to expect a resolution decision.

The GMC authority responsible for resolving the complaint will inform the student, and others if appropriate, when the resolution process is complete.

The college expects that students will attempt to resolve complaints at the lowest possible level before submitting a formal complaint.

**Submitting Complaints:** Formal complaints must be submitted in writing and must be signed by the complaining student.

Complaints sent by email are considered to be signed written complaints.

The college will not treat anonymous complaints and those submitted by anyone other than the complaining student as formal complaints.

The GMC Student Portal will provide an electronic pathway for students to submit complaints either to the President, Chief Academic Officer, the appropriate Campus Director, or others in authority. Institutional complaints are routed through the Deputy Director of Staff. Academic grievances are routed through the Associate Vice President of Academic Affairs.

The college expects administrators charged with resolving student complaints to handle each complaint fairly and expeditiously and to maintain records necessary to demonstrate that the college follows established procedures when resolving student complaints.

Students will be informed in the GMC Catalog and GMC Student Handbook that the preferred method for submitting student complaints is electronically by way of the GMC Student Portal.

**Complaint Records:** The College expects administrators to maintain records necessary to demonstrate that the college follows established procedures and to guide the review of complaints.

Complaints are reviewed with the senior staff and Campus Directors routinely, but no less than semi-annually in combination with scheduled Strategic Planning Reviews.



# ACADEMIC SUCCESS CENTER

The Academic Success Center, as part of [GMC's Center for Teaching and Learning](#) promotes the academic success of GMC students by providing support through the following programs: success coaching, academic alert, and tutoring.

**Mission:** The Academic Success Center is a student resource promoting and motivating students to increase their desire to learn through creating an environment that encourages self-advocacy needed to achieve academic success by:

- Assisting students with the development of academic skills
- Providing success coaching to students to assist them in obtaining their personal and educational goals
- Providing tutoring services through online access or face-to-face interaction to meet the needs of a larger population of students
- Providing educational skills training for students returning from academic suspension to improve student success.

## Academic Advising

All GMC students receive assistance from a Graduation Coach for planning their term course schedules and overall academic program plans.

**Mission:** The academic advising program at GMC strives to assist students in identifying, understanding and achieving educational, personal and professional goals by following a path of learning and discovery. To that end, Graduation Coaches will foster student success by facilitating an educational experience that holistically leads students to become self-directed, life-long learners and decision-makers.

GMC provides each student with a Graduation Coach, and basic advising information that can be found on the GMC [advising website](#), [GMC College Catalog](#), and [Student Handbook](#). Graduation Coaches are available throughout the academic term to meet with students, to answer their questions, to assist them with college policy, and with monitoring their academic progress and educational goals.

## Academic Alert Program and Academic Success Coaches

The Academic Alert program serves in-seat GMC students in an effort to identify opportunities to provide students support in a proactive way.

**Mission:** Academic Alert Program is a proactive approach to identify support students may need to optimize their probability of success. Success coaches facilitate the development of essential academic skills and habits needed to be successful in a post-secondary environment.

GMC established an academic alert program that involves the use of the Starfish Retention Solutions software program and campus-level success coaches. This program provides additional success counseling to students. Each satellite location has personnel that serve as Academic Success Coaches, who receive referrals from students, faculty, or staff through Starfish.



The Academic Success Coach contacts the students to provide success counseling and referral to other Academic Support Services such as needed.

## Tutoring

All GMC students have access to tutoring services at no charge to the student in order to support their learning.

**Mission:** GMC Tutoring Centers are centers for learning assistance that provide a support structure affording students to increased efficacy and independence in their academic work. The ultimate purpose of tutoring is to foster independent learners.

Satellite location specific information for the tutoring center is provided on the GMC website. Tutoring for students taking online courses is available through their Moodle course page and is also available at no charge.

## Academic Suspension Program

All students returning or entering GMC that were placed on academic suspension must complete the Academic Suspension Program. This program was created to assist struggling students with identifying and trying to eliminate behaviors that contributed to their poor academic standing.

**Mission:** This program seeks to help students returning from suspension by providing academic skills training to assist students in the successful completion of courses at a standard acceptable to the institution.

Students returning or transferring to GMC after a period of academic suspension are required to complete a workshop or seminar. Each satellite location has an individual designated to provide additional academic counseling and ensure that students returning or entering from suspension complete the training program.



# STUDENT DISABILITY SERVICES

The Student Disability Services program is provided to all GMC students to ensure that students needing accommodations are served to ensure equal access.

**Mission:** GMC is committed to the full and total inclusion of all individuals and to providing equal opportunity to participate in and benefit from all programs, services and activities by:

- Approving and assisting in the provision of reasonable accommodations.
- Encouraging student independence, personal growth, and self-advocacy.
- Promoting diversity and inclusion in all environments.
- Supporting, training and providing resources to faculty, staff and administrators.
- Supporting institutional standards and integrity by valuing high expectations for all students including those with disabilities.
- Providing guidance and leadership regarding policy decisions and planning.

## Policies and Procedures for Students with Disabilities

Georgia Military College is committed to the full and total inclusion of all individuals providing equal opportunity to participate in and benefit from all programs, services and activities. GMC is also supportive of individual rights and responsibilities.

As a public institution receiving federal funds, GMC adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. In accordance with all pertinent federal and state legislation, the institution will ensure reasonable accommodations are provided for students with disabilities through the Office of Student Disability Services.

Institutional policy ensures that reasonable accommodation be made on an individualized case-by-case basis. However, it is the responsibility of the student to identify and disclose any disability and to make all needs known. GMC will give primary consideration to the individual's request and will provide the reasonable accommodation unless an equally effective aid or service is available, the means chosen would result in a fundamental alteration of GMC's programs, or the accommodation would result in an undue financial or administrative burden.

## Definitions

An individual with a disability is defined as a person who 1) has a physical or mental impairment that substantially limits one or more life activities, 2) has a record of such impairment or 3) is regarded as having such impairment.

"Accommodations" are those adjustments to structure, location or mode of access to the educational environment. Accommodations are to be reasonable and not altering academic standards or expectations and not to place undue financial or administrative hardship on an institution.

## Contact Person

The Manager of Student Disability Services is located at the main campus of GMC at 201 E. Greene Street, Milledgeville, Old Capitol Building, phone: 478-387-4902. For specific contact information, please visit their web [page](#).

### **PLEASE NOTE THAT DISABILITY WILL NOT BE A FACTOR IN QUALIFYING FOR COLLEGE ADMISSION.**

To ensure full translation of this policy for access of individuals with disabilities, two important areas of rights and responsibilities have to be considered: a) the right of the individual with a disability to be included on the basis of criteria that do not unfairly discriminate because of the disability and b) the right of the institution to set and maintain standards for admitting and evaluating the progress of students.

## Rights and Responsibilities of the Institution

GMC recognizes that its basic responsibility is to identify and maintain the academic and technical standards that are fundamental to providing quality academic programs while ensuring the rights of individuals with disabilities. To meet these obligations, GMC recognizes the following rights and responsibilities:

- Georgia Military has the right to request and receive documentation that supports a request for accommodation. The institution has the right to deny a request if the documentation demonstrates that no accommodation is necessary or if the individual fails to provide such documentation.
- Georgia Military has the right to select among equally effective accommodations for individuals with a disability.
- Georgia Military has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on the institution.
- Georgia Military has the responsibility to ensure that its recruitment information and activities are available and accessible.
- Georgia Military has the responsibility to evaluate applicants based solely on their abilities and qualifications. If an evaluation method or criterion unfairly discriminates against an applicant with a disability, the college will seek reasonable alternatives.
- Georgia Military has the responsibility to ensure that all of its academic programs are accessible and usable.
- Georgia Military has the responsibility to adjust, substitute or waive any academic requirements which unfairly discriminate against students with disabilities and that are not essential to the integrity of the students' academic programs.
- Georgia Military has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course.
- Georgia Military has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations as well as the procedures for requesting them.
- If a request for accommodation is denied, Georgia Military has the responsibility to inform the individual of the right to appeal the decision and the procedures for initiating an appeal.

## Rights and Responsibilities of the Individual

An individual with a disability has a right to an equal opportunity to participate in and benefit from programs offered at GMC. To ensure this right, individuals with disabilities at Georgia Military must identify and disclose a disability to the Office of Student Disability Services, by contacting the Manager of Disability Services. The following rights and responsibilities are placed on the individual:

- Individuals with disabilities have the right to an equal opportunity to learn. They have a right to reasonable accommodations in aspects of their educational experiences such as location, delivery system, or instructional methodologies that limit access, participation, or ability to benefit.
- Individuals with disabilities have the right to an equal opportunity to participate in and benefit from the academic community. This includes access to services and co-curricular activities when reviewed in their entirety, which are comparable to those provided to any other student.
- Individuals with disabilities have the right to confidentiality of all information and have the right to choose to whom information about their disabilities will be disclosed.
- Individuals with disabilities have the right to information regarding the availability of auxiliary aids and possible accommodations as well as procedures for making requests for either.
- Individuals with disabilities have the right to be informed of procedures for initiating an appeal of a decision by the institution regarding auxiliary aids or accommodations.
- Individuals with disabilities have the right to be informed of procedures for initiating further appeal of an institutional decision through external channels. This typically would be done through filing a complaint with the Office of Civil Rights or filing a case through the civil court system.
- Individuals with disabilities have the same responsibility as any other student to meet and maintain the institution's academic standards.
- Individuals with disabilities have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary to be effective self-advocates.
- Individuals with disabilities have the responsibility to demonstrate or document how their disabilities limit their ability to benefit from a particular delivery system, instructional method, or evaluation criteria when they make a request for accommodation.
- Individuals with disabilities have the responsibility to follow published procedures for making such requests and to do so in a timely fashion.
- Individuals with disabilities have the responsibility to follow published procedures for filing an appeal.

## Verification Process

The Verification Process will be determined by the Office of Student Disability Services.

## Process for Disability Services at GMC

- A student requesting accommodations for a disability must complete the online request on our [website](#). Students may email any documentation they may have (ex. Psychological, Neurological or Orthopedic Evaluation): to the Manager of Student Disability Services at [cwells@gmc.edu](mailto:cwells@gmc.edu). Students can also submit documents to their local Campus Director. All

documentation is scanned and sent to the Manager of Student Disability Services.

- Once the applicant completes the application, the Office of Student Disability Services will contact the student to schedule an interview. The interviews will be conducted face-to-face, by phone or on Zoom. The initial interview with the student is to gain the student's perspective of how their disability impacts their academic performance in the classroom and educational environment.
- Following the interview, the Manager reviews the documentation and keeps it on record. The manager then develops the accommodation plan for the student and contacts the student to request a meeting be scheduled.
- Once an accommodation plan has been developed, the Campus Director or designee meets with the student and reviews the accommodation plan.
- Should the institution be unable to support the accommodation request or has offered a reasonable and equally effective accommodation, the student will receive a written letter explaining the denial and/or the alternative accommodation. Student may appeal a denial or an alternative accommodation using first the informal appeals process and then the formal appeals process outlined below:

### **Level I: Informal Appeal**

- All questions regarding accommodations should be directed to manager of student disability services. Within 5 working days upon receipt of the accommodation plan, denial letter or denial of an approved accommodation.

### **Level II: Formal Appeal**

- Should a student disagree with any decision made by the Manager of Student Disability Services such as denial and accommodation request as a whole or denial of an individual accommodation, the student shall file a written appeal to the Institutional Dean of Students. A written appeal should include description of the reason (s) for the appeal and any supporting information/documentation. The Institutional Dean of Students will provide the decision within 5 working days upon the receipt of a written appeal. This decision is final.
- If the outcome of the appeal does not resolve the issue, students also have the right to further appeals of an institutional decision through external channels which would typically be done through filing a complaint with the Office of Civil Rights (OCR) or a case through the civil system.
- Following this meeting the students will request accommodations for a given academic term through the Starfish program. Students can make their request for Instructor Notification Letters each quarter in Starfish and will receive a copy of the letter by email when the request is complete.

## **Verification Status**

The Office of Student Disability Services will assign the student a verification status depending upon the type of disability a student has been diagnosed with and/or the completeness of the documentation submitted:

On-Going – A student who receives an on-going verification has submitted current, complete documentation that clearly exhibits an impact from a disability, which is stable, not expected to change over time, and supports the need for accommodation. These students will not be expected to submit additional documentation unless they request an accommodation that has not already been approved and is not supported by the previously submitted documentation.

Annual Renewal – An annual renewal verification is approved for those students who have a diagnosed disorder or condition, in which the impact may change over time. These students will be required to



submit updated documentation on an annual basis to allow the Office of Student Disability Services to adjust the verification status and approved accommodations if necessary.

Temporary – Temporary verification status may be approved for students who have submitted some documentation, which may state a diagnosis but may not be complete or is out-of-date. These students may be verified on a temporary basis, allowing them time to gather the necessary documentation. A temporary verification status may also be given, as resources allow, to students who receive a temporary injury and may need accommodations until the injury is sufficiently healed. These students are verified for the length of time recommended by the treating physician.

Denied – A student may be denied verification for several reasons, including but not limited to:

1. submitted documentation which does not support the presence of a diagnosed disorder.
2. a diagnosed disorder that does not rise to the level of being disabling.
3. updated or additional documentation requested that is not submitted.
4. an applicant who is not admitted as a student at the College.
5. required verification meetings that are not attended by the student and contact from the student has ceased.

## Procedure for Requesting Accommodations Each Term

It is the responsibility of the verified students to request accommodations each term if needed. The Office of Student Disability Services does not automatically implement accommodations each term. Students choosing to use accommodations should log in to their Starfish account and submit their quarter request providing appropriate information. **It is the responsibility of the student to meet with each instructor to discuss the Notification Letter and the desired accommodations.** Students must request the Notification Letters with **Timely Notice** prior to the need of the accommodation. Instructors are not required to provide classroom accommodations until they have received the electronic letter and are not required to provide accommodations retroactively. Therefore, it is encouraged that the students request accommodations early in the term.

Some accommodations have additional requirements before they can be implemented. These accommodations need to be requested at least three weeks before the start of a term or in a reasonable timeframe because these accommodations involve collaboration and coordination with other departments and companies, which may require weeks to process. Where the accommodation is particularly burdensome or cumbersome, additional time may be necessary. GMC will make every effort to provide these accommodations within a reasonable timeframe; however, the closer to the term a student waits before requesting an accommodation, the more likely these resources will not be available by the start of the term. Students eligible for the following accommodations should supply their schedules to the Office of Student Disability Services at registration, should communicate any schedule changes as soon as possible, and should communicate with the Office of Student Disability Services regarding alternate formats needed as soon as possible.

- Alternative Format materials.
- Assistive Technology.
- Service Providers.

## Procedure to Request a Change of Approved Accommodations

Students who have been verified as eligible for accommodations may request additions to or deletions from their previously approved accommodations. Requests must be submitted in writing with a detailed description supporting the need for any changes. The Manager of Student Disability Services will review the request along with all documentation on file to determine any changes. Additional documentation or student interview may be required to facilitate any changes. Student Disability Services may also contact the student to gather more information about the reasons for the request.

# ACADEMIC AFFAIRS

## Directory: Program Deans & Degree Program Coordinators

Division	Program Dean	Degree Programs	Program Coordinator	Coordinator Email
Business & Management	Dr. Matthew Maestas	Business Administration	Dr. Matthew Maestas	<a href="mailto:mmaestas@gmc.edu">mmaestas@gmc.edu</a>
		Business Management (BAS)		
		Logistics Management		
		Management Information Systems		
		Operations Management		
		Supervision and Management (BAS)		
		Supply Chain Management and Logistics (BAS)		
General Education & Leadership	B. Scott Dickson	General Studies	B. Scott Dickson	<a href="mailto:sdickson@gmc.edu">sdickson@gmc.edu</a>
Health & Natural Sciences	Taylor Upole	Allied Health Science	Randy Elvidge	<a href="mailto:relvidge@gmc.edu">relvidge@gmc.edu</a>
		Biology	Mark Fairbrass	<a href="mailto:mfairbra@gmc.edu">mfairbra@gmc.edu</a>
		Environmental Science & Water Resources Technology	Taylor Upole	<a href="mailto:tupole@gmc.edu">tupole@gmc.edu</a>
		Forensic Laboratory Technology	Debra Murray	<a href="mailto:dmurray@gmc.edu">dmurray@gmc.edu</a>
		Healthcare Management (BAS)	Shelly McDonald	<a href="mailto:smcdonald@gmc.edu">smcdonald@gmc.edu</a>
		Kinesiology	Taylor Upole	<a href="mailto:nupole@gmc.edu">nupole@gmc.edu</a>
		Pre-Nursing	Sergio Patitucci	<a href="mailto:spatitucci@gmc.edu">spatitucci@gmc.edu</a>
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# Course Modalities Defined

## In-Seat

Traditional course that meets exclusively in person with a professor at a physical campus for a traditional experience with full local campus support.

## Hybrid

Course contains a combination of in-seat learning at a scheduled time as well as online learning components to compensate for reduced in-seat hours.

## Remote Learning

Course is a live interactive class at scheduled times with a professor. Students can participate in the course via streaming services from their personal computer at home or, in person from the broadcasting campus.

## Online

Course allows for a fully online and more flexible learning experience via their personal computer from the students' location of their choice. These courses are completely asynchronous with assignments and assessments that must be completed each week but include robust interactions among students and the professor.

# Learning Support Services

## LSS Definition and Guidelines

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

These courses:

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

## LSS Procedures

GMC will honor LSS courses taught at accredited colleges and universities. Test scores and course completion records will be considered valid for two years.

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

Failure to complete the required courses as specified will require that the student enroll only in required LSS courses and a two or three-credit hour activity-based course such as PED or a study skills course

in the succeeding terms until the LSS course work is successfully completed. LSS students will enroll in at least one LSS course per term until they have completed the course. Petitions for exceptions to this policy must be filed with the appropriate Associate Vice President of Academic Affairs.

## Repeating an LSS Course

A student in LSS course work may repeat a course in any LSS subject (English, mathematics or reading) as required to effectively exit from LSS courses. If the student does not successfully complete the required LSS course(s) in three (3) attempts, the student can register for only that LSS course(s) and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding quarters until the LSS coursework is successfully completed. Petitions for exceptions to this policy must be filed with the appropriate Associate Vice President of Academic Affairs.



# ACADEMIC POLICIES AND PROCEDURES

## Student Academic Responsibility

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

## Student Classification by Quarter Hours

Freshman - fewer than 45-quarter hours of credit

Sophomore - 45 or more quarter hours of credit

For the Bachelor of Applied Science (BAS) Programs **only**:

Junior - 90-135 quarter hours of credit

Senior - More than 135 quarter hours of credit

## Advising and Registration Process

Advising for an academic year and registering for two terms is standard during the initial advising appointment with the student's graduation coach. Advisement for course selection should occur prior to the registration period. Class schedules for each campus are published prior to the start of each academic term listing all of the courses to be offered that term and are available on the GMC website. Early registration is recommended for a better selection of courses. Students may register through their graduation coach after reviewing Student Planner in the GMC Portal. Registration is completed for two terms, and then the student assumes the responsibility of complying with all published procedures and paying all fees and tuition. Late registration occurs when a student does not register for classes on the specific days set for registration. The late registration period cannot exceed the end of the drop/add period.

Once a student has completed the registration process, it is college policy that, should the student decide not to take courses for that term, the student must officially drop their courses prior to the end of the drop/add period by contacting their graduation coach. Failure to complete the drop process prior to the end of the drop/add period may result in the college submitting a bill for the appropriate costs. Students who drop their courses prior to the end of the drop/add period are eligible for reimbursement. Refer to [Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course](#).

## Declaring, Changing, Closing, or Adding a Major

All degree-seeking students are required to declare a major upon entering the institution, but students may elect to change their major at any time. In order to change or add a major, the student must submit a written request to the graduation coach at their respective campus. If the student is enrolled under a previous catalog that is within two years of the current catalog, the student will stay under their previous catalog for degree requirements as long as the new major also appears both in that catalog and in the most current catalog. If the previous catalog is more than two years old or the requested major does not appear in their previous catalog, a change of major will result in a move to the current catalog and its degree requirements. Students may only be in two active programs at any given time. Once a degree program is complete and is closed out in the student's record, a third degree program may be added by written request.

## Overload Requests

Permission to enroll in twenty (20) quarter hours or more requires the approval of the Senior Department Chair at that campus. Acceptable petitions should include:

- a. An average grade of B for the preceding quarter, or



- b. Enrollment in a pre-professional program requiring special credits, or
- c. A requirement of an extra course in the last three quarters prior to graduation.

Permission to enroll in twenty (20) or twenty-one (21) quarter hours may be granted by the Academic Director on the Main Campus for military cadets needing to overload with a Military Science course. A student wishing to take an overload should contact his/her Graduation Coach to start the petition process. The normal time for the completion of an associate degree is 2 to 3 years.

**Note:** Students required to enroll in LSS courses may be required to enroll in additional academic terms in order to complete graduation requirements within 2 to 3 academic years.

## Independent Study Class

A student may pursue a designed independent study course under the supervision of a faculty member who serves as advisor, evaluates the student's progress, and assigns the final grade. The request must be submitted on the Petition form for Independent Study class and must be approved at three levels: the instructor, Department Chair for the discipline of the course, and either the Main Campus Academic Director or the Senior Department Chair at that satellite location.

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

## Transient Course Request Policy

Occasionally, GMC will authorize students to enroll at other institutions in courses comparable to courses offered by GMC. Students seeking transient status at another institution must have completed a minimum of thirty (30) quarter hours at GMC, must have a minimum GPA of 2.00, and demonstrate that the GMC course equivalent is unavailable during the quarter transient authorization is requested. GMC will not accept more than 35 hours of transient work. Transient status means that a GMC student is attending another college on a temporary basis (typically one term) and will return to GMC at the end of that term to complete their course of study.

A student may request authorization for transient credit by completing the Transient Authorization form with their Graduation Coach. The form is very explicit in requirements and requires the student to work with the Graduation Coach throughout the process. GMC reserves the right to refuse credit for transient courses taken without prior authorization for such work.

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

## Repeating a Non-LSS Course

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

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

Earning a higher grade for a repeated course will not retroactively remove any warning, probation, or suspension status that the student may have reached when the original grade was earned. Please refer to [Repeating an LSS Course](#) for information on how many attempts students may have in their LSS courses.



# Grading System

Grade Description Credit points per hour:

Grade	Category	Credit Points
A	90 and above	4
B	80 - 89	3
C	70 - 79	2
D	65 - 69	1
F	64 and below	0
I	Incomplete	N/A
W	Withdrew	N/A
IU	Unauthorized Incomplete	0
XF	Honor Violation	0

**\*Please note that GMC does not have a 0.5 or higher rounding requirement.**

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

Credit Points (from above table) multiplied by the number of quarter hours for each course will give Grade Points that are then added to get the total number of quarter hours and total number of Grade Points. Then, divide the total of all Grade Points earned by the total number of quarter hours attempted to determine the Grade Point Average (GPA).

A = 4 credit points x 5qh = 20 points  
B = 3 credit points x 2qh = 6 points  
C = 2 credit points x 5qh = 10 points  
12QH = 36 points

36 points ÷ 12 hours = 3.0 GPA



# LSS Grading Scale

## LSS Grading Scale for LSS Courses

Grade	Category	Credit Points
A	90–100 LSS course average	0
B	80-89 LSS course average	0
C	70-79 LSS course average	0
IP	LSS course average below 70	0

## Explanation of Letter Grades

I = Incomplete

This grade indicates that a student was doing satisfactory work, but, for reasons beyond the student's control, was unable to meet the full requirements for the course. The "Incomplete" will not be assigned unless in the judgment of the instructor, a substantial majority of the course requirements have been satisfied by the student. A student who receives an "incomplete" grade must complete the required work not later than midterm of the next quarter, including summer (if agreed upon by the instructor), unless the Senior Department Chair grants an exception due to extenuating circumstances. Failure to clear the "incomplete" grade will result in the assignment of an "F" grade for the course. Hours attempted are used to compute grade point average. **NOTE: A grade of "I" is not part of the LSS grading scale as indicated above, so students in these courses who qualify for an incomplete will receive a grade of "IP" rather than "I." If students meet the requirements to remove the incomplete, a grade change will need to be processed to remove the "IP" grade.**

IP = Insufficient Progress

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

**(For information about the consequences for receiving three IPs for one LSS course, please refer to [Repeating an LSS Course](#).)**

W = Withdrew

This grade indicates that a student officially withdrew from the course. This grade carries no academic penalty and is not used in computing the grade point average.

IU = Unauthorized Incomplete

This grade indicates a student who did not officially withdraw from the course and failed to participate in course activities through to the end of the term. This grade carries the same academic penalty as a grade of "F" and is computed as a part of the grade point average. Since LSS course work is not included in the GPA calculation, this grade does not affect the GPA when received in LSS courses; however, it does affect Financial Aid calculations.

XF = Honor Violation

This grade may be assigned if a student is guilty of repeated honor code violations. This grade carries the same academic penalty as a grade of "F" and is computed as a part of the grade point average. Please refer to the GMC [Student Handbook](#) for how this grade is assigned.

## Dropping/Adding Courses

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

Students may drop a course without academic consequence or financial penalty only during the designated drop/add period. This is accomplished in consultation with the graduation coach.

Students also may add courses only during the scheduled drop/add period through consultation with their Graduation Coach.

Students changing the number of hours of a course load, either by adding or dropping a class must consult with their Graduation Coach as this can cause a change in the amount of financial aid the student receives and in what the student owes the school. If a student drops a course within certain timeframes, the action can result in a loss of financial aid and a balance that the student owes GMC.

## Class Attendance, Withdrawal, and Disenrollment Policy

### Classroom Attendance Policies

Students must attend classes, beginning the first week of the term, for all classes that were not dropped by the student during the official drop/add period. Additionally, each professor will include a statement in his/her class syllabus regarding the attendance policy and will take attendance daily in Moodle. For the Global Online Leadership College, attendance is recorded during the first week of the course by students taking the Participation and Academic Honesty Verification (PAHV) quiz. Taking this quiz establishes attendance in the course and opens the first lessons. During the term, attendance is established by submitting qualified graded. Students are responsible for knowing and abiding by the attendance policy for each class in which they are enrolled. For online and hybrid courses, logging into the system does not constitute attendance. A student must participate in required course assignments at least once during the first week to be considered actively attending the class. Any student who fails to attend a class as outlined in the class syllabus may be administratively dropped from the class for non-attendance or withdrawn from the class by the instructor for excessive absenteeism. The last date of attendance (LDA) will be recorded and documented by the faculty member for any student who receives a grade of "W" or "IU," and this may result in academic and/or financial penalties. It is, therefore, the responsibility of the student to complete the registration, drop/add, and withdrawal processes in a timely manner and according to published deadlines.

**GMC related events** - Faculty members will allow rescheduled or make-up work and not count students absent for participating in court-mandated appearances and approved GMC events, such as athletic events, cadet activities, cultural performance events, course trips, or other activities where students are representing the college. The student is responsible for advising his/her professors of an approved absence before the event occurs and within one day of returning to class due to this absence, and must contact the professor to reschedule or make arrangements to make up any missed work. The time, place, and manner of any makeup work are arranged at the discretion of the professor in consultation with the student.

### Withdrawals

#### Faculty Initiated Withdrawals

Faculty members are required to record attendance daily in Moodle. For the Global Online Leadership



College, logging into the system does not constitute attendance. A student must participate in assignments at least once a week to be considered actively attending that week. Students will be removed from any class in which they have exceeded the tolerated absences for that class. Students exceeding allowed absences in the last seven calendar days of the term will receive the earned academic grade. Faculty members may include a policy in their syllabus with a stated number of tolerated absences that is less than twelve consecutive calendar days. When removing a student for excessive absences, faculty members will notify the Academic Records office, via completion and submission of the GMC Course Withdrawal Form, as soon as possible, but no later than three (3) calendar days after the student has exceeded the allowable number of absences. Faculty will report a grade of "IU" and include the student's last date of attendance. The faculty member must also submit with the withdrawal form, either the Moodle attendance roster (for on-ground courses), the last graded activity record (for online courses), or both of these documents (for hybrid courses) to document the last date of attendance (LDA). The grade "IU" carries the same academic penalty as a grade of "F" and may change the amount of financial aid awarded for the quarter, which could result in a balance owed by the student. The student is responsible for tuition and fees associated with the class.

## Student Initiated Withdrawals

Students should complete the courses for which they enroll. Not completing courses may result in negative consequences for the student both academically and financially. Students should discuss withdrawing with their graduation coach, success coach, and professor before they decide to withdraw. International students and student athletes must remain enrolled in a minimum of 12 quarter hours per term.

Withdrawing from a class may change the amount of financial aid awarded for the quarter and may result in a balance owed by the student. The student is responsible for tuition and fees associated with the class.

Withdrawals can also impact a student's Satisfactory Academic Progress (SAP), which may affect financial aid eligibility. The student should always check with a financial aid representative to understand the financial impact before withdrawing from a course. For more information, refer to the following sections: "[Satisfactory Academic Progress](#)" and "[Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course](#)."

Unless already assigned an "IU" for excessive absenteeism (or non-participation in online courses), students may withdraw from a course during the regular term with a "W" prior to the last seven calendar days of the term. Students must provide official notification by emailing their professor (and the appropriate campus staff designated in the course syllabus, if applicable) from their official GMC email account requesting withdrawal from the course. It is the student's responsibility to ensure that the Campus Registrar Services office has processed the request to withdraw. The faculty member must also submit with the withdrawal form, either the Moodle attendance roster (for on-ground courses), the last graded activity record (for online courses), or both of these documents (for hybrid courses) to document the last date of attendance (LDA). The Academic Records office will ensure the last date of attendance (LDA) is recorded by the faculty member for any student withdrawing from a course.

## Disenrollment

### Non-Academic Disenrollment

A student may be administratively disenrolled from the college for severe medical or military circumstances as determined by the Campus Director. The student must provide documentation that the circumstances prevented the student from continuing to attend his/her classes that term and receiving an incomplete to finish the coursework was not possible. The disenrollment documents must

be submitted to the administrator no later than twelve months from the date of the incident. The last date of attendance (LDA), with verifying documentation as outlined above, must be submitted for any student who is disenrolled.

### Involuntary Disenrollment

A student may be administratively disenrolled from the college during a term when, in judgment of the Campus Director, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which:

- A. Poses a danger or threat of physical harm to the student or to the person or property of others.
- B. Causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel.
- C. Causes the student to be unable to meet institutional requirements for admission or continued enrollment, as defined in the Student Code of Conduct and other publications of the college. Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his/her continued enrollment at the college.

Any decision must have the concurrence of at least two of the following persons: the Director of Student Health Services, Manager of Student Disability Services, parents, Senior Department Chair, or the Institutional Dean of Students. The last date of attendance (LDA), with verifying documentation as outlined above, must be submitted for any student who is disenrolled.

\*The Last Day to Withdraw without Academic Penalty is located on the Academic Calendar in this catalog.

## Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course

### Refund Policy for Dropping a Course

***The GMC refund policy and procedure for students who drop a course is as follows:***

1. Eligible refunds are determined based on the date of Drop and will be processed after the established drop/add period has ended.
2. A 100% refund of tuition and fees usually will be made if the student drops prior to the published end of the drop/add period. Some sites may charge an administrative fee.
3. All refunds will be paid in a timely manner. There will be no refund of tuition and course fees if the student chooses to withdraw after the drop/add period.

## Impact of Drop/Add, Withdrawal or Expulsion on Students' Eligibility for State Funds

In order to receive state financial aid funds, a student must be in attendance as a full-time student through the day after the end of the drop/add period for each term. If a student officially or unofficially withdraws, drops, or is expelled before the day after the end of the drop/add period, the student is not eligible to receive Georgia Tuition Equalization Grant (GTEG). HOPE Scholarship may be reduced or canceled. If these funds have been posted to the student's account, the aid will be reversed and the student may owe GMC.

## Refund Policy for Students Receiving Title IV Funds

If a student is receiving Title IV funds and withdraws officially or unofficially (by not attending classes) before completing 60% of a term, GMC must determine if funds must be returned to one or more Title

IV aid programs. This does not apply to Federal Work Study (FWS).

The process for this calculation is as follows. The institution must:

1. Determine the date of withdrawal and relate that date to a percentage of the term.
2. Apply that percentage to the total Title IV aid that the student was eligible to receive to determine the amount “earned” by the student.
3. Compare the amount “earned” by the student to the amount disbursed. If the amount “earned” is greater than the amount disbursed, then the student may be eligible for a “late disbursement” of funds. If the student is eligible for a “late disbursement,” the institution must make a post-withdrawal disbursement.

If the amount “earned” is less than the amount disbursed, then Title IV aid must be returned to the applicable aid programs.

4. Determine the amount of aid that must be returned to the Title IV programs by GMC and the amount that must be returned by the student. The percentage of Title IV aid the student must return is dependent upon the program from which the funds are received.
5. Distribute the unearned Title IV aid back to the Title IV programs. Funds must be allocated in the following order:
  - a. Unsubsidized Federal Direct Stafford loans
  - b. Subsidized Federal Direct Stafford loans
  - c. Federal Direct PLUS Program
  - d. Federal Pell Grants
  - e. Federal SEOG Program
  - f. Other Title IV grant or loan assistance

Note: Examples of Return of Title IV calculations are available in the Financial Aid Office. Students may contact the Financial Aid Office with any questions regarding the return of student aid.

## Student Academic Dishonesty Policy

GMC acknowledges the need to preserve an orderly process with regard to teaching, learning, research, and public service, as well as the need to preserve and monitor students’ academic rights and responsibilities. Since the primary goal of education is to increase one’s own knowledge, academic dishonesty will not be tolerated at GMC.

Possible consequences of academic dishonesty may range from a revision of the assignment, an oral reprimand, a written reprimand, to an “F” or a zero for the graded work. Repeated honor violations could result in an XF grade; for more information, please refer to the [GMC Student Handbook](#).

Students who are accused of academic dishonesty may appeal through the student academic dishonesty procedures in effect at GMC. The procedures for appealing sanctions for academic dishonesty are outlined in the [GMC Student Handbook](#).

## Academic Appeals Process

### Academic Petitions Policy and Process Policy Statement

Any student or former student of GMC has the right of timely petition. Petitions are available from the Graduation Coach and are to be used by the student, in consultation with the Graduation Coach, to remedy undue hardships and specific inequities that may adversely affect the student’s ability to fulfill the academic requirements of the college. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations

caused by unforeseen complications in fulfilling academic requirements.

## Definition of an Appeal

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding grading policies, special agreements, instructor's requirements, and academic requirements of the college. Students shall have the right to file academic grievances or appeals according to the procedures approved by the college set forth in the GMC [Student Handbook](#) and the Academic Grade Appeal Process discussed below.

## Academic Grade Appeal Process

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

1. The student must complete their portion of an Academic Grade Appeal Form and meet with the faculty member involved and if the grade is the final grade for the course, then the student must meet with the faculty member within 30 calendar days of the posting of the grade. If the student and the faculty member resolve the conflict and a grade change is warranted if it is a final grade, then the faculty member will complete the instructor portion of the Academic Grade Appeal Form and submit it along with a grade change request to their Associate Vice President of Academic Affairs (or to the Vice President of Online Education for online courses) for action.
2. If the student and the faculty member cannot resolve the grade dispute, the student must submit a written request to an additional reviewer (Department Chair or Senior Department Chair) within five business days of meeting with the faculty member. The faculty member will complete the instructor portion of the Academic Grade Appeal form and send it to the reviewer upon request. If the faculty member involved in the grade appeal is also the Senior Department Chair, the student should proceed to step three (3) of the appeals process.
  - a. The reviewer will review the completed Academic Grade Appeal Form and all documentation and respond in writing to the student concerning the student's grade appeal within ten business days of receipt.
  - b. If the reviewer agrees with the student's appeal, the reviewer will notify the faculty member and request that the student's grade be changed.
  - c. If the faculty member agrees with the reviewer's assessment, he/she will submit a grade change request to their Associate Vice President of Academic Affairs (or to the Vice President of Online Education for online courses) for action.
  - d. If the faculty member does not agree with the reviewer's assessment, he/she will provide a written statement to the reviewer to be included in the response to the student. The student may continue the appeals process.
3. If the student is unable to resolve the grade dispute at the reviewer level, he/she may ask for a review by the appropriate Associate Vice President of Academic Affairs (or by the Vice President of Online Education for online courses). A written appeal and all supporting documents must be submitted through the Senior Department Chair within five business days of receipt of the reviewer's response. The Associate Vice President of Academic Affairs (or Vice President of Online Education) will review the materials and make further inquiry as essential and will make their recommendation within ten days of receipt of the letter of inquiry.
4. The decision of the Associate Vice President of Academic Affairs or Vice President of Online Education is final, and no further appeal will be accepted by the college.

## Academic Warning, Probation and Suspension

A GMC student will automatically be placed on academic warning for the succeeding quarter when the quarterly GPA for any term is less than 1.50 or when the cumulative grade point average (CGPA) at the end of any quarter falls below the Standards of Satisfactory Status as referenced below.

If the term GPA after the warning period is below 2.00 or the cumulative GPA is still below the required Standards of Satisfactory Status, then the student will be placed on probation for the succeeding quarter. Probation will be removed if the quarterly GPA after the probation period is at least a 2.00 and raises the cumulative GPA to, or above, the minimum acceptable GPA. Probation will continue as long as the student makes a quarterly GPA of at least 2.00, but the cumulative GPA remains below the required level. If the student does not earn a sufficient quarterly or cumulative GPA for continued probation, then the student will be suspended from attending GMC for the following term. The summer term may be used as the suspension term. Students placed on Academic Suspension three times will be suspended from attending GMC for one calendar year. A student placed on Academic Suspension will have financial aid terminated. See the section [Satisfactory Academic Progress](#) for details on financial aid eligibility.

### Standards of Satisfactory Status

The following standards will be used:

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

### Determination of Initial Academic Standing for Transfer Students

Determination of initial academic standing of students transferring to GMC from another institution begins with the term GPA for the last term of student enrollment as determined from official college transcripts. If the GPA for the last term of enrollment is **2.0 or above**, the student is brought in on good standing. If the term GPA for the last term is **1.49 or less**, the student is on academic warning and the second most recent term is reviewed. If the term GPA of the second most recent term is 2.0 or above, the student is brought in on academic warning and no further review is done. If the term GPA for the second most recent term is below 2.0, this moves the student to an academic probation standing and the third most recent term is then evaluated. If the term GPA of the third most recent term is 2.0 or above, the student is brought in on academic probation and no further review is done. If the term GPA for the third most recent term is below 2.0, the student is brought in on academic suspension.

If the GPA for the last term of enrollment is **between 1.50 and 1.99**, the second most recent term is reviewed. If the term GPA for the second most recent term is 2.0 or higher, the student is brought in on good standing and no further review is done. If the term GPA for the second most recent term is below 2.0, the student is on academic probation (since the most recent academic term would count as academic warning) and the third most recent term is then evaluated. If the term GPA of the third most recent term is 2.0 or above, the student is brought in on academic probation and no further review is done. If the term GPA for the third most recent term is below 2.0, the student is brought in on academic suspension.

Once initial academic standing for students transferring to GMC is determined by this process, academic standings for future terms of GMC enrollment are determined as described above for all GMC students. Academic standing cannot be petitioned.

### Readmission from Suspension

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



# Graduation

## Residency Requirement in Relation to Academics

All students must successfully complete 25 percent of the quarter hours required for the degree conferred through instruction offered at GMC in order to satisfy residency requirements. In addition, students must maintain at least a 2.00 cumulative GPA for courses taken with GMC. The residency requirements pertain to both military and non-military students.

## Degree Completion

Students normally graduate based upon the policies of the catalog under which they entered the college. All candidates for a degree must file a formal application before mid-term of the quarter prior to the quarter in which they expect to graduate. The Academic Records Office will conduct an audit and inform the student in writing of any remaining academic requirements prior to registration for the final quarter.

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

Students may receive more than one degree at the associate and Bachelor of Applied Science degree levels. Courses required to meet the concentration requirements in one degree will not be counted twice for meeting another degree's requirements. Only exception, the BAS degrees can use the concentration courses from the associates degrees, if applicable to the degree program. Core Requirement Area courses may be used in all degrees. Each candidate for degree must complete all courses required for the chosen degree and must have a Cumulative Grade Point Average (CGPA) of 2.00 or better for all work attempted. It is the responsibility of the student to ensure completion of the college's degree requirements and of the college's competency requirements.

GMC students that stop attending or transfer prior to submitting their application for degree, but have completed all degree requirements, may submit an Application for Degree to have their degree processed. Students requesting their degree within one calendar year of non-attendance will have their degree posted under the catalog they attended and the degree date will be the end of the of the current term when the request is submitted. Students requesting their degree after one calendar year of non-attendance will be required to meet all current catalog requirements. The degree date for students with more than one calendar year of non- attendance will be the end date of the current term when the request is submitted or when any additional requirements due to the catalog change are satisfied. Students with outstanding fees due to GMC will not have their degrees processed.

## Reverse Transfer

GMC students that transfer to another institution prior to completing all degree requirements may apply for their degree and request transfer credit to be applied to complete all academic requirements.

Students must still meet all residency requirements. Students requesting their degree within one calendar year of non-attendance will have their degree posted under the catalog they attended and the degree date will be the end of the of the current term when the request is submitted. Students requesting their degree after one calendar year of non-attendance will be required to meet all current catalog requirements. The degree date for students with more than one calendar year of non-attendance will be the end date of the current term when the request is submitted or when any additional requirements due to the catalog change are satisfied.

Students with outstanding fees due to GMC will not have their degrees processed.

For students matriculating to one of the United States military service academies after one year of coursework at GMC, the following course substitutions will be made to facilitate reverse transfer:

- Courses in military leadership, character, or ethics may be substituted for the Area B LDR 101 and LDR 201 requirements.
- Any humanities course may be substituted for the Area C literature requirement.
- Any social science course may be substituted for an Area E requirement.
- The Global Literacy Competency requirement may be established by taking a course in World Religions, Foreign Policy, Global Challenges, etc.

In any case, the student must take the approved subject-matter test(s) to satisfy the US & Georgia History/Constitution requirements if not satisfied by the successful completion of PLS 101 and/or HIS 121/122 while enrolled at GMC. It is recommended that such testing be completed during the student's time at GMC.

## Graduation Ceremonies

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

## Transcripts

### Release of Official College Transcripts

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

Students may request their transcripts by using the Student Self-Service area (for current students), going to the [Parchment](#) website, or by submitting a signed written request to the appropriate office at their campus. Official transcripts may only be picked up at the Academic Center of Excellence (ACE) building located at the Main Campus in Milledgeville.

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

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

## Academic Honors

### President's List

The President's List is published to honor students attaining the highest possible academic standing. Qualifying students for the President's List at the completion of each quarter must be attending GMC on a full-time basis, have achieved a grade point average of 3.70 in the academic subjects taken in the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. LSS course grades will not count toward GPA calculations for the President's List.

Students in LSS courses must have 12 credit hours of college-level coursework in a term in order to be eligible for the President’s List.

## Dean’s List

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

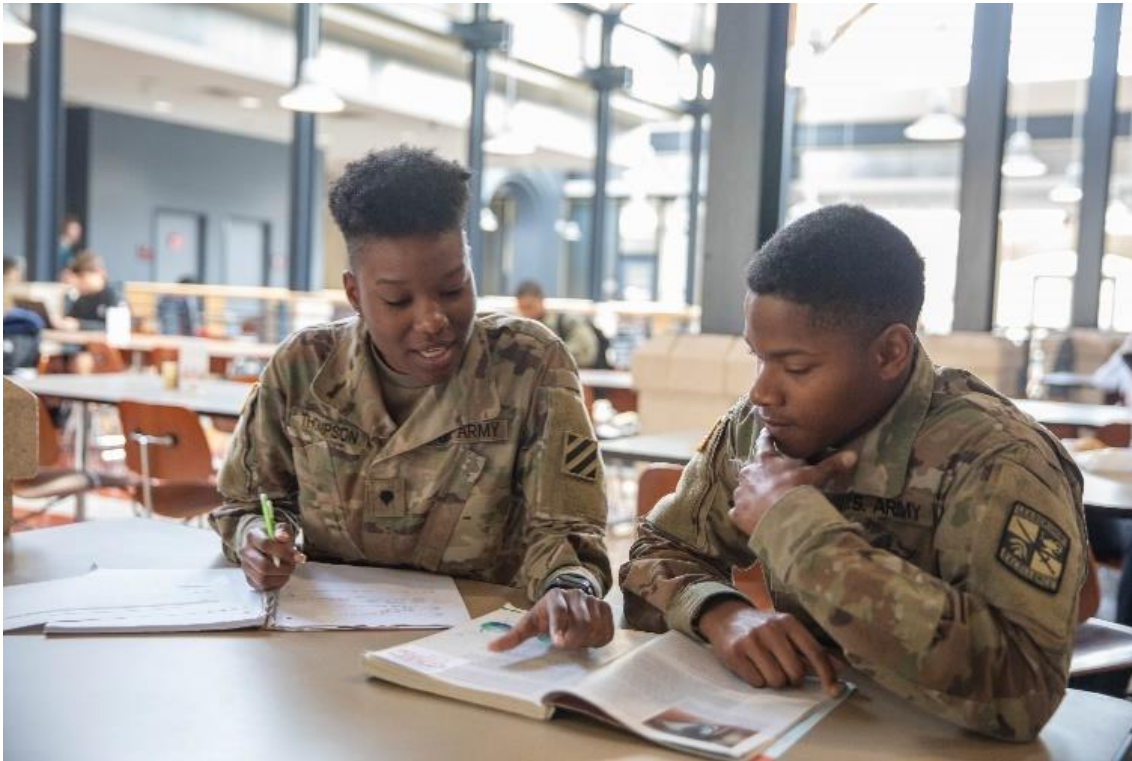
Students in LSS courses must have 12 credit hours of college-level coursework in a term in order to be eligible for the Dean’s List.

## Graduation with Academic Honors

Students with scholastic honors and who have met GMC residency requirements will be recognized at graduation as follows:

Scholastic Honor	GPA
Cum Laude	3.50-3.64
Magna Cum Laude	3.65-3.79
Summa Cum Laude	3.80-4.00

NOTE: Academic honors as indicated in the graduation program are based on academic standing at the time of the ceremony and may be different from the academic standing on the final transcript, as this is based on the final GPA after all degree requirements have been met.



# CERTIFICATES AND DEGREE PROGRAMS

## Certificates

GMC awards certificates for completing specific courses that focus on specialized knowledge and skills in a field of study. Certificates are shorter in duration compared to degree programs of study, with most certificates taking less than one year to complete. The certificate signifies the completion of course work leading to specific skills and knowledge in an area of study. Certificates are an option for working adults working to refresh their skill set, individuals seeking a change in career, or an additional credential to increase the likelihood of promotion. Students can complete certificates while concurrently enrolled in an associate or bachelor degree program.

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

Georgia Military College offers the Associate of Arts and the Associate of Science degrees. These degrees, upon graduation, transfer to a four-year college. GMC also offers the Associate of Applied Science degree.

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

The Associate of Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career-oriented Bachelor of Applied Science degree programs. Therefore, students completing the AAS degree who have decided to pursue a higher degree at an institution other than GMC need to ensure their selected follow-on college offers the Bachelor of Applied Science or similar degree in the concentration/major prior to enrolling. Please note that many colleges who do not offer the AAS degree may accept core curriculum and concentration/major course work on a course-by-course evaluation for transfer.

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

## Bachelor of Applied Science (BAS) Degree Programs

Georgia Military College offers a select number of four-year Bachelor of Applied Science degrees. The Bachelor of Applied Science (BAS) degree program is designed to prepare students for careers, leadership roles, and/or management positions within their field of study.

Students accepted into these programs will have the opportunity to continue their education and prepare for advancement opportunities within their area of interest. The curriculum includes courses that will lead to a better understanding of policies, procedures, and practices that are applicable in a working environment related to their chosen discipline. The BAS programs are designed to aid and develop the potential of our graduates to be successful leaders and experts in their business environment, industry, or agency. For students with a completed degree enrolling in a BAS degree program, the degree must be a related AAS degree or contain the requisite technical/occupational coursework in a related field.

**Please note:** All degree programs are not available at every site. Additionally, at some sites, a combination of course modalities (in-seat, hybrid, remote, and online) may be required in order to complete the degree program. A student should ask his/her Graduation Coach about whether a specific degree program is offered on his/her particular GMC campus, and what course modalities would be necessary to complete the specific program.

Also, a student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student is continuously enrolled. The College reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in effect at the time of readmission.

Administrative policy changes that do not affect the student's completion of degree are applicable to all students regardless of the catalog under which the student was admitted.

## Guidance for Students pursuing Admissions to Professional Programs

Admission to professional schools is generally very competitive. Strategies for success should be discussed with a Graduation Coach. To increase the likelihood of admission, students should consider:

- Selecting a challenging major for which there is a strong personal interest that will contribute to a high level of academic performance (many professional schools do not require a specific major for admission but do place great value on a high GPA).
- Taking a full load each term (15 to 17 credit hours) and avoiding withdrawing from classes.
- Choosing elective courses that have demanding requirements in reading and writing as well as analytical and logical thinking.
- Being acutely aware of the admissions requirements for the professional school of choice.
- Participating in extracurricular activities (student government, appropriate job shadowing, community service, etc.).

## Core Curriculum

### Competency Requirements

The Associate of Arts (AA), the Associate of Science (AS), the Associate of Applied Science (AAS), and the Bachelor of Applied Science (BAS) core curriculums are comprised of six areas:

- A1. Communication Skills,
- A2. Quantitative Skills,
- B. Institutional Options,
- C. Humanities, Fine Arts, and Ethics,
- D. Natural Sciences, Mathematics, and Technology
- E. Social Sciences.

As a degree requirement, GMC students must take and pass designated courses. These courses serve as the cornerstone to a liberal arts core curriculum and emphasize competencies in written communication, quantitative skills, critical thinking, global literacy, and problem solving.

### Written Communication Competency

In area A1, students must successfully complete ENG 101 and ENG 102 with a grade of "C" or better or transfer a grade of "C" or better in ENG 101 and 102 (GMC equivalents) from an accredited institution.



## Quantitative Competency

Quantitative competency is demonstrated by successful completion of a Quantitative Skills mathematics course with a grade of "C" or better. Equivalent courses accepted in transfer satisfy this competency requirement.

## Leadership and Critical Thinking Competency

In area B, students must pass LDR 101 and LDR 201. In Area C, students seeking an AA or an AS degree must successfully complete a literature course or transfer an equivalent course with a grade of "C" or better from an accredited institution.

## Global Literacy Competency

Students must pass either ENG 201 or 202 (World Literature I or II) in area C, or they must successfully complete HIS 111 or 113 (World Civilization I or II) as the Social Science Elective.

## Problem Solving Competency

Students must pass a mathematics, technology, or science elective in Area D. AA and AS degree programs additionally require successful completion of two laboratory science courses.

## Additional Requirement – United States Georgia History/Constitution Requirements

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

Students who transfer to GMC and have not met Georgia's history/constitution requirements and students receiving credit for HIS 121/122 or PLS 101 through either AP or CLEP must (1) successfully complete HIS 121 or HIS 122 and PLS 101 at GMC or (2) arrange to take specialized subject-matter tests through the Senior Department Chair at the satellite locations or the Academic Director at Main Campus.



# Core Curriculum for the Associate of Arts Degree

Course credits are in quarter hours (qh).

<b>COMMUNICATION SKILLS (AREA A1)</b>	
ENG 101	5qh
ENG 102	5qh
<b>QUANTITATIVE SKILLS (AREA A2)</b>	
One course from: MAT 103 <sup>1</sup> , MAT 109/109S, MAT 112 <sup>2</sup> , or MAT 201	5/6qh
<b>INSTITUTIONAL OPTIONS (AREA B)</b>	
LDR 101	3qh
LDR 201	3qh
One course from: Any PED, MPE, WEL 154, HPE 202 <sup>3</sup> , HPE 204/205 <sup>4</sup> , BIO 103 <sup>5</sup> , BUS 101, CIS 105A, CIS 106, or CIS 107	2/3qh
<b>HUMANITIES (AREA C)</b>	
One course from: ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232 <sup>6</sup>	5qh
Two Sequenced, Foreign Language <sup>7</sup> Courses from: FRE 101 and FRE 102 <b>OR</b> GER 101 and GER 102 <b>OR</b> SPA 101 and SPA 102	10qh
<b>NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)</b>	
Two laboratory science <sup>8,9</sup> courses from: AST, BIO, CHE, GSC, PHY, or PSC	12qh
One course from: AST, BIO, CHE, CIS (110, 120, or 210 or higher), GSC, MAT (112 or higher, except MAT 208), NTR, PHY, or PSC <sup>10</sup>	5/6qh
<b>SOCIAL SCIENCES (AREA E)</b>	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
One course from: ANT, ECO, GEO, HIS, PLS, PSY, or SOC <sup>11,12</sup>	5qh
<b>Total Hours</b>	<b>70/73qh</b>

<sup>1</sup> Mathematics and Middle Grades Education majors may not use MAT 103 for Area A2.

<sup>2</sup> MAT 112 or MAT 201 is required for Biology majors.

<sup>3</sup> Recommended for Education majors

<sup>4</sup> For Students enrolled in Intercollegiate Athletics only

<sup>5</sup> Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103.

<sup>6</sup> If ENG 221/222/231/232 is taken, the student must take HIS 111 or HIS 113 for the Area E elective. Business majors and Logistics majors must take ENG 201 or ENG 202.

<sup>7</sup> GMC accepts foreign language credit for other languages completed at accredited colleges or universities and foreign languages certified by the ACE Guide for armed forces personnel or from CCAF.

<sup>8</sup> Pre-Nursing majors must complete the BIO 123 and 124, BIO 211 and 212, CHE 105 and 106, CHE 121 and 122, PHY 111 and 112, **or** PHY 211 and 212 lab science sequence. The BIO 123/124 sequence is recommended as it satisfies the prerequisites for concentration courses.

<sup>9</sup> It is recommended that Biology majors complete CHE 121 and 122 as their Area D lab science and complete MAT 200 as their Area D elective.

<sup>10</sup> MAT 200 is required for Psychology majors. MAT 200 is recommended for Education, Business, and Logistics majors.

<sup>11</sup> Elective must be HIS 111 or HIS 113 if ENG 201 or ENG 202 not taken in Area C. ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education majors.

<sup>12</sup> Area E Elective must be ECO 201 or 202 for Business majors and Logistics majors if not taken in Area F.

## Core Curriculum for the Associate of Science Degree

<b>COMMUNICATION SKILLS (AREA A1)</b>	
ENG 101	5qh
ENG 102	5qh
<b>QUANTITATIVE SKILLS (AREA A2)</b>	
One course from: MAT 103 <sup>1</sup> , MAT 109/109S, MAT 112 <sup>2</sup> , or MAT 201 <sup>3</sup>	5/6qh
<b>INSTITUTIONAL OPTIONS (AREA B)</b>	
LDR 101	3qh
LDR 201	3qh
One course from: Any PED, MPE, WEL 154, HPE 202 <sup>4</sup> , HPE 204/205 <sup>5</sup> , BIO 103 <sup>6</sup> , BUS 101, CIS 105A, CIS 106, or CIS 107 <sup>7</sup>	2/3qh
<b>HUMANITIES (AREA C)</b>	
One course from: ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232 <sup>8</sup>	5qh
One course from: ART 194 or (ART 191, 192, and 193); COM <sup>9</sup> ; ENG; FRE; GER; MUS 194 or (MUS 191, 192, and 193); PHI, REL, SPA, or THE 194	5/6qh
<b>NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)</b>	
Two laboratory science <sup>10,11,12</sup> courses from: AST, BIO, CHE, GSC, PHY, or PSC	12qh
One course from: AST, BIO, CHE, CIS (110, 120, or 210 or higher), GSC, MAT (112 or higher, except MAT 208), NTR, PHY, or PSC <sup>13</sup>	5/6qh
<b>SOCIAL SCIENCES (AREA E)</b>	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
One course from: ANT, ECO <sup>11</sup> , GEO, HIS, PLS, PSY, or SOC <sup>14,15</sup>	5qh
Total Hours	<b>65/69qh</b>

<sup>1</sup> Mathematics and Middle Grades Education majors may not use MAT 103 for Area A2.

<sup>2</sup> MAT 112 or MAT 201 is required for Biology majors.

<sup>3</sup> MAT 201 is required for Cybersecurity majors.

<sup>4</sup> Recommended for Education majors

<sup>5</sup> For Students enrolled in Intercollegiate Athletics only

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

<sup>7</sup> CIS 107 is required for Cybersecurity majors.

<sup>8</sup> If ENG 221/222/231/232 is taken, the student must take HIS 111 or HIS 113 for the Area E elective. Business majors and Logistics majors must take ENG 201 or ENG 202.

<sup>9</sup> COM 201 is recommended for Education majors.

<sup>10</sup> Pre-Nursing majors must complete the BIO 123 and 124, BIO 211 and 212, CHE 105 and 106, CHE 121 and 122, PHY 111 and 112, **or** PHY 211 and 212 lab science sequence. The BIO 123/124 sequence is recommended as it satisfies the prerequisites for concentration courses.

<sup>11</sup> Kinesiology majors must take BIO 123 or BIO 211 to satisfy the prerequisites for concentration courses.

<sup>12</sup> It is recommended that Biology majors complete CHE 121 and 122 as their Area D lab science and complete MAT 200 as their Area D elective.

<sup>13</sup> MAT 200 is required for Psychology majors. MAT 200 is recommended for Education, Business, and Logistics majors. MAT 200, 202 or 225 is required for Cybersecurity majors.

<sup>14</sup> Elective must be HIS 111 or HIS 113 if ENG 201 or ENG 202 not taken in Area C. ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education majors.

<sup>15</sup> Area E elective must be ECO 201 or 202 for Business majors and Logistics majors if not taken in Area F.



## Core Curriculum for the Associate of Applied Science Degree

<b>COMMUNICATION SKILLS (AREA A1)</b>	
ENG 101	5qh
ENG 102	5qh
<b>QUANTITATIVE SKILLS (AREA A2)</b>	
One course from: MAT 103, MAT 109/109S, MAT 112, or MAT 201	5/6qh
<b>INSTITUTIONAL OPTIONS (AREA B)</b>	
LDR 101	3qh
LDR 201	3qh
<b>HUMANITIES (AREA C)</b>	
One course from: ENG 201 or ENG 202	5qh
<b>NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)</b>	
One course from: AST, BIO <sup>1,2</sup> , CHE, CIS (110 <sup>3</sup> , or 120, or 210 or higher), GSC, MAT (112 or higher, except 208), NTR, PHY, or PSC	5/6qh
<b>SOCIAL SCIENCES (AREA E)</b>	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
<b>Total Hours</b>	<b>41/43qh</b>

<sup>1</sup> Forensic Laboratory Technology majors must take BIO 211 to satisfy the prerequisite for BIO 240.

<sup>2</sup> Allied Health and Environmental Science and Water Resources Technology majors must take BIO 123 or BIO 211 to satisfy the prerequisites for concentration courses.

<sup>3</sup> Management Information Systems majors should take CIS 110 to satisfy the prerequisite for either CIS 204 or CIS 205 that are required courses in the degree concentration.

## Core Curriculum for the Bachelor of Applied Science Degree

<b>COMMUNICATION SKILLS (AREA A1)</b>	
ENG 101	5qh
ENG 102	5qh
<b>QUANTITATIVE SKILLS (AREA A2)</b>	
One course from: MAT 103, MAT 109/109S, MAT 112, or MAT 201	5/6qh
<b>INSTITUTIONAL OPTIONS (AREA B)</b>	
LDR 101	3qh
LDR 201	3qh
<b>HUMANITIES (AREA C)</b>	
One course from: ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232 <sup>1</sup>	5qh
<b>NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)</b>	
MAT 200	5qh
One course from: AST, BIO, CHE, CIS (110, or 120, or 210 or higher), GSC, MAT (112 or higher, except 208), NTR <sup>2</sup> , PHY, or PSC	5/6qh
<b>SOCIAL SCIENCES (AREA E)</b>	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
One course from: ANT, ECO, GEO, HIS, PLS, PSY, or SOC <sup>3,4</sup>	5qh
<b>Total Hours</b>	<b>51/53qh</b>

<sup>1</sup>If ENG 221/222/231/232 is taken, the student must take HIS 111 or HIS 113 for the Area E elective.

<sup>2</sup>Students pursuing the BAS Public Health should take NTR 110 to satisfy the Elective in Area D.

<sup>3</sup>Students pursuing the BAS Public Health should take SOC 210 to satisfy the Elective in Area E.

<sup>4</sup>Elective must be HIS 111 or HIS 113 if ENG 201 or ENG 202 not taken in Area C.

# Leadership and Character Development Certificate

The Leadership and Character Development certificate provides cadets with the essential knowledge to develop leadership skills necessary for advancement in the military and civilian positions in government and industry. This certificate will provide a foundation for the education and cultivation of the next generation of leaders with a focus on a strong sense of self-awareness and the ability to work effectively with others.

		Quarter Hours
<b>REQUIRED COURSES*</b>		
	LDR 101, Introduction to Leadership and College Success	3
	LDR 201, Critical Thinking and Character Development in Leadership	3
	MSD 299, Leadership and Character Development	3
	MSD 111, Introduction to the Army	1
	MSD 112, Leadership & Personal Development	1
	MSD 113, Introduction to Tactical Leadership I	1
	MSD 114, Introduction to Tactical Leadership II	1
	MSD 211, Leadership and Ethics I	2
	MSD 212, Leadership and Ethics II	2
<b>TOTAL HOURS FOR CERTIFICATE</b>		<b>17</b>

\*Coursework used to complete a certificate can be used within a degree program.

# Applied Leadership and Character Development Certificate

The Applied Leadership and Character Development certificate provides Early Commissioning Program (ECP) cadets with the essential knowledge to develop leadership skills necessary for advancement in the military and civilian positions in government and industry. This applied certificate will provide a foundation for the education and cultivation of the next generation of leaders with a focus on a strong sense of self-awareness and the ability to work effectively with others.

		Quarter Hours
<b>REQUIRED COURSES*</b>		
	LDR 101, Introduction to Leadership and College Success	3
	LDR 201, Critical Thinking and Character Development in Leadership	3
	MSD 299, Leadership and Character Development	3
	MSD 311, Training Management and the Warfighting Functions (Phase A)	2
	MSD 312, Training Management and the Warfighting Functions (Phase B)	2
	MSD 313, Applied Leadership in Small Unit Operations (Phase A)	2
	MSD 314, Applied Leadership in Small Unit Operations (Phase B)	2
	MSD 411, The Army Officer I	2
	MSD 412, The Army Officer II	2
	MSD 413, Company Grade Leadership I	2
	MSD 414, Company Grade Leadership II	2
<b>TOTAL HOURS FOR CERTIFICATE</b>		<b>25</b>

\*Coursework used to complete a certificate can be used within a degree program.

# Associate Degree Programs

## Allied Health Science, Associate of Applied Science (AAS)

Area D - students must take BIO 123 or BIO 211

Allied Health Science (AAS) Concentration	
BIO 103	2
MAT 200	5
Choose one course from: CIS 110, MGT 210, MGT 232A	5
ACC 201	5
BUS 204	5
BUS 206A	5
BIO 207	6
BIO 208	6
SOC 210	5
PSY 203	5
<b>Total for Concentration</b>	<b>49</b>
<b>Total for AAS Core</b>	<b>42/43</b>
<b>Total Quarter Hours</b>	<b>91/92</b>



## Art (Studio), Associate of Arts (AA)

Art (AA) Concentration	
ART 195	5
ART 196	5
ART 197	5
Choose two courses from: ART 198, ART 199, ART 200 or ART 205	10
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Biology, Associate of Arts (AA)

It is recommended that students complete CHE 121 and 122 as their core lab science and complete MAT 200 as their core math/science elective.

Biology (AA) Concentration	
BIO 211	6
BIO 212	6
Choose three courses from: Any 200 level BIO/CHE lab science and/or PHY 111/112	18
<b>Total for Concentration</b>	<b>30</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>100/103</b>

## Biology, Associate of Science (AS)

It is recommended that students complete CHE 121 and 122 as their core lab science and complete MAT 200 as their core math/science elective.

Biology (AS) Concentration	
BIO 211	6
BIO 212	6
Choose three courses from: Any 200 level BIO, CHE lab science and/or PHY 111/112	18
<b>Total for Concentration</b>	<b>30</b>
<b>Total for AS Core Requirements</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Business Administration, Associate of Arts (AA)

Area C -Humanities: Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.

Area E- Social Sciences Elective: Students must take ECO 201 or ECO 202

Business Administration (AA) Concentration	
ACC 201	5
ACC 202	5
ECO 201 or ECO 202 (if not taken in Area E)	5
CIS 110	5
Choose one course from: BUS 204 or BUS 206A	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Business Administration, Associate of Science (AS)

Area C -Humanities: Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.

Area E- Social Sciences Elective: Students must take ECO 201 or ECO 202

Business Administration (AS) Concentration	
ACC 201	5
ACC 202	5
ECO 201 or ECO 202 (if not taken in Area E)	5
CIS 110	5
Choose one course from: BUS 204 or BUS 206A	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Communication, Associate of Arts (AA)

Communication (AA) Concentration	
COM 201	5
COM 220	5
COM 230	5
Choose two courses from: COM 210/240, ART 194 (ART 191, 192, and 193), BUS 204, ENG 210, MUS 194 (MUS 191, 192, and 193), PHI 200, PSY 200/203/205, SOC 200/205/207, THE 194	10/12
<b>Total for Concentration</b>	<b>25/27</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/100</b>

## Communication, Associate of Science (AS)

Communication (AS) Concentration	
COM 201	5
COM 220	5
COM 230	5
Choose two courses from: COM 210/240, ART 194 (ART 191, 192, and 193), BUS 204, ENG 210, MUS 194 (MUS 191, 192, and 193), PHI 200, PSY 200/203/205, SOC 200/205/207, THE 194	10/12
<b>Total for Concentration</b>	<b>25/27</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/96</b>

# Computer Science, Associate of Science (AS)

Computer Science (AS) Concentration	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 214	5
MAT 225	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>



## Criminal Justice, Associate of Arts (AA)

Criminal Justice (AA) Concentration	
CRJ 100	5
CRJ 208	5
Choose three courses from: CRJ, PSY, or SOC courses not taken or ANT 201, HSE 101, HSE 299, PLS 205	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Criminal Justice, Associate of Science (AS)

Criminal Justice (AS) Concentration	
CRJ 100	5
CRJ 208	5
Choose three courses from: CRJ, PSY or SOC courses not taken OR ANT 201, HSE 101, HSE 299, PLS 205	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Criminal Justice, Associate of Applied Science (AAS)

Criminal Justice (AAS) Concentration	
CRJ 100	5
CRJ 103	5
CRJ 104	5
CRJ 200	5
CRJ 204	5
CRJ 208	5
Choose 20 Quarter Hours from: Any CRJ, SOC or PSY classes not taken, or ANT 201, COM 201, HSE 101, HSE 299, PLS 205	20
<b>Total for Concentration</b>	<b>50</b>
<b>Total for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

*Students with current P.O.S.T. certification may have applicable credit or may be eligible for course waivers in some areas. An evaluation of earned certifications should be completed prior to enrollment. (See section on transfer of credit.)*

# Cybersecurity, Associate of Science (AS)

Students must take MAT 201, Calculus I, as their Area A2 Quantitative Skills course, and CIS 107, Introduction to PC Database Management, as their elective in Area B Institutional Options. Students must also take MAT 200, 202, or 225 (Discrete Mathematics) in Area D Natural Sciences, Mathematics, and Technology.

<b>Cybersecurity (AS) Concentration</b>	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 213	5
CIS 214	5
CIS 217	5
<b>Total for Concentration</b>	<b>30</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Education Elementary, Associate of Arts (AA)

(Birth to 5<sup>th</sup> Grade)

### **Recommended Core Electives:**

Institutional Options (Area B) -- HPE 202

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

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

**\*Education majors also need to complete COM 201.**

Education Elementary (AA) Concentration	
ISC 201	5
ISC 202	5
EDN 216	5
EDN 226	5
EDN 236	5
MAT 208	5
<b>Total for Concentration</b>	<b>30</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>100/103</b>

## Education Elementary, Associate of Science (AS)

(Birth to 5<sup>th</sup> Grade)

### **Recommended Core Electives:**

Institutional Options (Area B) -- HPE 202

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

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

**\*Education majors also need to complete COM 201.**

Education Elementary (AS) Concentration	
ISC 201	5
ISC 202	5
EDN 216	5
EDN 226	5
EDN 236	5
MAT 208	5
<b>Total for Concentration</b>	<b>30</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

# Education Middle Grades, Associate of Arts (AA)

(Middle Grade Majors 4th-8th Grade)

## Recommended Core Electives:

Institutional Options (Area B) -- HPE 202  
Natural Science, Mathematics, and Technology (Area D) --  
MAT 200 Social Sciences (Area E) -- ECO 201, ECO 202,  
PSY 200, or SOC 200

**\*Education majors also need to complete COM 201.**

Education Middle Grades (AA) Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Choose 15/18 quarter hours from: two concentration areas of BIO, ENG, HIS, or MAT	15/18
<b>Total for Concentration</b>	<b>30/33</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>100/106</b>

# Education Middle Grades, Associate of Science (AS)

(Middle Grade Majors 4th-8th Grade)

## Recommended Core Electives:

Institutional Options (Area B) -- HPE 202  
Natural Science, Mathematics, and Technology (Area D) --  
MAT 200 Social Sciences (Area E) -- ECO 201, ECO 202,  
PSY 200, or SOC 200

**\*Education majors also need to complete COM 201.**

Education Middle Grades (AS) Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Choose 15/18 quarter hours from: two concentration areas of BIO, ENG, HIS, MAT	15/18
<b>Total Quarter Hours for Concentration</b>	<b>30/33</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/102</b>

## English, Associate of Arts (AA)

English (AA) Concentration	
SPA 201/FRE 201/GER 201	5
Complete the literature survey course set started in the core curriculum (ENG 201 & 202, ENG 221 & 222, or ENG 231 & 232)	5
Choose three courses from the following, not previously taken: ENG 210, ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232, SPA 202, FRE 202, or GER 202	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

# Environmental Science and Water Resources, Associate of Applied Science (AAS)

Area D – students must take BIO 123 or 211

<b>Environmental Science and Water Resources (AAS) Concentration</b>	
BIO 141	6
BIO 299	6
CHE 121	6
CHE 122	6
CIS 110	5
ESC 101	5
ESC 102	5
ESC 103	6
BIO 280	6
<b>Total for Concentration</b>	<b>51</b>
<b>Total for AAS Core</b>	<b>42/43</b>
<b>Total Quarter Hours</b>	<b>93/94qh</b>



# Forensic Laboratory Technology, Associate of Applied Science (AAS)

Area D - students must take BIO 211

Forensic Laboratory Technology (AAS) Concentration	
CRJ 100	5
CRJ 201	5
BIO 103	2
BIO 140	6
BIO 207	6
BIO 208	6
BIO 240	6
CHE 105 <b>OR</b> CHE 121	6
<b>Choose 10 Quarter Hours from:</b> Any CRJ class not previously taken, COM 201, or BIO 111	10
<b>Total for Concentration</b>	<b>52</b>
<b>Total for AAS Core</b>	<b>42/43</b>
<b>Total Quarter Hours</b>	<b>94/95qh</b>

## General Studies, Associate of Arts (AA)

General Studies (AA) Concentration	
Choose 25 quarter hours from any courses not taken in the Core Requirements	25
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA General Studies Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## General Studies, Associate of Science (AS)

General Studies (AS) Concentration	
Choose 25 quarter hours from any courses not taken in the Core Requirements	25
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS General Studies Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## General Studies, Associate of Applied Science (AAS)

General Studies (AAS) Concentration	
Choose 50 quarter hours from any courses not taken in the Core Requirements	50
<b>Total for Concentration</b>	<b>50</b>
<b>Total for AAS General Studies Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

# History, Associate of Arts (AA)

History (AA) Concentration	
HIS 290	5
History Courses (May be chosen from any History courses not taken in Core Requirements)	10
Choose two courses from: ANT, ECO, HIS, PLS, PSY, SOC	10
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

# Homeland Security and Emergency Management, Associate of Arts (AA)

Homeland Security and Emergency Management (AA) Concentration	
HSE 101	5
HSE 299	5
Choose three courses from: Any CRJ, COM 201, HIS 113, MGT 210/232A, PLS 200, SOC 200	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

# Homeland Security and Emergency Management, Associate of Science (AS)

Homeland Security and Emergency Management (AS) Concentration	
HSE 101	5
HSE 299	5
Choose three courses from: Any CRJ, COM 201, HIS 113, MGT 210/232A, PLS 200, SOC 200	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Information Systems and Analytics, Associate of Applied Science (AAS)

Information Systems and Analytics (AAS)	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 212	5
CIS 204 <sup>1</sup>	5
CIS 205 <sup>2</sup>	5
CIS 220	5
CIS 230	5
BUS 204	5
MAT 200	5
<b>Total for Concentration</b>	<b>50</b>
<b>Total for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

<sup>1</sup> CIS 106 or CIS 110 is a prerequisite for CIS 204. CIS 110 should be taken in Area D of the general core curriculum requirements for the AAS degree.

<sup>2</sup> CIS 107 or CIS 110 is a prerequisite for CIS 205. CIS 110 should be taken in Area D of the general core curriculum requirements of the AAS degree.

## Information Technology, Associate of Science (AS)

Information Technology (AS) Concentration	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 212	5
CIS 213	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

# Kinesiology, Associate of Science (AS)

Area D – students must take BIO 123 or 211

Kinesiology (AS) Concentration	
BIO 207	6
BIO 208	6
KIN 200	5
KIN 210	5
Choose two courses from: KIN 220/250/255	10
<b>Total for Concentration</b>	<b>32</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>97/101</b>



## Logistics Management, Associate of Arts (AA)

**Area C -Humanities:** Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.

**Area E- Social Sciences Elective:** Students must take ECO 201 or ECO 202

Logistics Management (AA) Concentration	
ACC 201 and ACC 202	10
ECO 201 or ECO 202 (if not taken in Area E)	5
Choose one course from: BUS 204 or BUS 206A	5
CIS 110	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Logistics Management, Associate of Science (AS)

**Area C -Humanities:** Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.

**Area E- Social Sciences Elective:** Students must take ECO 201 or ECO 202

Logistics Management (AS) Concentration	
ACC 201 and ACC 202	10
ECO 201 or ECO 202 (if not taken in Area E)	5
Choose one: BUS 204 or BUS 206A	5
CIS 110	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

# Management Information Systems, Associate of Applied Science (AAS)

Management Information Systems (AAS)	
ACC 201	5
ACC 202	5
BUS 204	5
BUS 206A	5
ECO 201	5
ECO 202	5
CIS 120	5
CIS 204 <sup>1</sup> or CIS 205 <sup>2</sup>	5
CIS 220	5
CIS 230	5
<b>Total for Concentration</b>	<b>50</b>
<b>Total for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

<sup>1</sup>CIS 106 or CIS 110 is a prerequisite for CIS 204. CIS 110 should be taken in Area D of the general core curriculum requirements for the AAS degree.

<sup>2</sup>CIS 107 or CIS 110 is a prerequisite for CIS 205. CIS 110 should be taken in Area D of the general core curriculum requirements of the AAS degree.

## Mathematics, Associate of Arts (AA)

Mathematics (AA) Concentration	
MAT 202 (if not previously taken)	6
MAT 203	6
MAT 211	5
*Choose two or three courses from: CIS 210/211, MAT 200/213/225, PHY 111/112, PHY 211/212	10/17
<b>Total for Concentration</b>	<b>27/34</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>97/107</b>

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

MAT 103 may not be taken for Area A2. MAT 112 or MAT 201 is recommended for Area A2.

## Mathematics, Associate of Science (AS)

Mathematics (AS) Concentration	
MAT 202 (if not previously taken)	6
MAT 203	6
MAT 211	5
*Choose two or three courses from: CIS 210/211, MAT 200/213/225, PHY 111/112, PHY 211/212	10/17
<b>Total for Concentration</b>	<b>27/34</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>92/103</b>

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

MAT 103 may not be taken for Area A2. MAT 112 or MAT 201 is recommended for Area A2.

# Operations Management, Associate of Applied Science (AAS)

Operations Management (AAS) Concentration	
ACC 201	5
ACC 202	5
BUS 204	5
BUS 206A	5
ECO 201	5
ECO 202	5
MAT 200	5
MGT 210	5
MGT 232A	5
MGT 240	5
<b>Total for Concentration</b>	<b>50</b>
<b>Total for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

## Paralegal Studies, Associate of Arts (AA)

Paralegal Studies (AA) Concentration	
PLG 110	5
PLG 120	5
Choose three courses from: BUS 206A, CRJ 100/103/201/208, PLG course (not previously taken)	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Paralegal Studies, Associate of Science (AS)

Paralegal Studies (AS) Concentration	
PLG 110	5
PLG 120	5
*Choose three courses from: BUS 206A, CRJ 100/103/201/208, PLG course (not previously taken)	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Political Science, Associate of Arts (AA)

Political Science (AA) Concentration	
PLS 200 and PLS 201	10
Choose three courses from: any ECO/ HIS/SOC/PSY, MGT 210, or any PLS not already taken	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Political Science, Associate of Science (AS)

Political Science (AS) Concentration	
PLS 200 and PLS 201	10
Choose three courses from: any ECO/ HIS / SOC/PSY, MGT 210, or any PLS not already taken	15
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>



## Pre-Nursing, Associate of Arts (AA)

Area D – students must take BIO 123 or 211

Pre-Nursing (AA) Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 200 (if not used in Social Sciences core Area “E”), PSY 203 or PSY 205	5
Choose one course from: BIO/CHE/MAT/NTR/PHY/PSC (MAT 200 or NTR 110 recommended) (excluding BIO 123, BIO 124 and MAT 208)	5/6
<b>Total for Concentration</b>	<b>28/29</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>98/102</b>

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

## Pre-Nursing, Associate of Science (AS)

Area D – students must take BIO 123 or 211

Pre-Nursing (AS) Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 200 (if not used in Social Sciences core Area “E”), PSY 203 or PSY 205	5
Choose one course from: BIO/CHE/MAT/NTR/PHY/PSC (MAT 200 or NTR 110 recommended) (excluding BIO 123, BIO 124 and MAT 208)	5/6
<b>Total for Concentration</b>	<b>28/29</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>93/98</b>

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

## Psychology, Associate of Arts (AA)

Psychology (AA) Concentration	
<b>Note: MAT 200 is required for the Area D elective in the core.</b>	
PSY 200	5
PSY 230	5
Any two PSY courses not previously used	10
Choose one course from: BIO, CHE, FRE, GEO, GER, HIS, MAT, PHI, PSC, PHY, PSY, SOC, SPA	5/6
<b>Total for Concentration</b>	<b>25/26</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Psychology, Associate of Science (AS)

Psychology (AS) Concentration	
<b>Note: MAT 200 is required for the Area D elective in the core.</b>	
PSY 200	5
PSY 230	5
Any two PSY courses not previously used	10
Choose one course from: BIO, CHE, FRE, GEO, GER, HIS, MAT, PHI, PSC, PHY, PSY, SOC, SPA	5/6
<b>Total for Concentration</b>	<b>25/26</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/95</b>

## Social Work, Associate of Arts (AA)

Social Work (AA) Concentration	
SOC 200	5
SOC 205	5
SWK 101	5
SWK 150	5
SWK 200	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Social Work, Associate of Science (AS)

Social Work (AS) Concentration	
SOC 200	5
SOC 205	5
SWK 101	5
SWK 150	5
SWK 200	5
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Sociology, Associate of Arts (AA)

Sociology (AA) Concentration	
SOC 200 and SOC 205	10
Sociology Courses (May be chosen from any Sociology courses not taken in Core Requirements)	5
Choose two courses from: ANT, ECO, HIS, PLS, PSY, SOC	10
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Sociology, Associate of Science (AS)

Sociology (AS) Concentration	
SOC 200 and SOC 205	10
Sociology Courses (May be chosen from any Sociology courses not taken in Core Requirements)	5
Choose two courses from: ANT, ECO, HIS, PLS, PSY, SOC	10
<b>Total for Concentration</b>	<b>25</b>
<b>Total for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

# Bachelor of Applied Science Degree Programs

## Business Management, Bachelor of Applied Science (BAS)

		Quarter Hours
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
		<b>59</b>
<b>COURSES IN THE MAJOR**</b>		
	BSM 310, Managerial Accounting	5
	BSM 315, Advanced Business Communications	5
	BSM 325, Organizational Development	5
	BSM 340, Operations Management	5
	BSM 355, Organizational Leadership	5
	BSM 400, Management Information Systems	5
	BSM 410, Financial Management	5
	BSM 420, Quality Management Systems	5
	BSM 460, Marketing for Managers	5
	BSM 470, Project Management	5
	BSM 480, Strategic Management	5
	<b>Choose two courses from:</b> BSM 345, Purchasing and Global Sourcing, BSM 425, Introduction to Lean/Six Sigma; BSM 430, Principles of Supply Chain Management; BSM 435, Principles of Logistics Management; BSM 440, International Business; BSM 450, Team Management	10
	BSM 499, Capstone: Business Management Project	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/182</b>

\*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take courses in this area that will enhance the managerial path of the degree. GMC courses approved for the technical/occupational area of this degree plan are:

Technical/Occupational GMC Courses*
ACC 201/202 BUS 101/204/206A/210, CIS 105A <sup>↓</sup> /106 <sup>↓</sup> /107 <sup>↓</sup> /110 <sup>↑</sup> /120/203/204/205/210/211/212/213/214/217/220/230 ECO 180/201/202 MAT 225 MGT 210/232A/240/252

<sup>↓</sup>Student cannot receive credit for any of these courses and CIS 110.  
<sup>↑</sup>Student cannot take CIS 110 if they have credit for CIS 105A/106/107

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree programs best aligned with this BAS program are the AAS in Management Information Systems or Operations Management.**



# Criminal Justice, Bachelor of Applied Science (BAS)

*\*\*\*Coming January 2024 pending SACSCOC approval\*\*\**

		Quarter Hours
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	CRJ 100, Introduction to Criminal Justice	5
	CRJ 103, Criminal Procedure	5
	CRJ 104, Juvenile Delinquency	5
	CRJ 200, Introduction to Criminology	5
	CRJ 201, Criminal Investigations I	5
	CRJ 202, Introduction to Criminalistics	5
	CRJ 203, Police Community Relations I	5
	CRJ 204, Ethics in Criminal Justice	5
	CRJ 205, Introduction to Mental Health Recognition for Law Enforcement	5
	CRJ 206, Introduction to Policing	5
	CRJ 208, Criminal Law	5
	CRJ 210, Evolution of Law Enforcement	5
		<b>60</b>
<b>COURSES IN THE MAJOR**</b>		
	HSE 300, Emergency Management Response	5
	CRJ 303, Correctional Institutions	5
	CRJ 305, Legal Aspects of Prisons and Jails	5
	CRJ 306, Judicial Process	5
	CRJ 307, Victimology	5
	CRJ 315, Professional Writing in Criminal Justice	5
	CRJ 370, White-Collar Crime	5
	CRJ 380, Police Community Relations II	5
	CRJ 385, Probation and Parole	5
	CRJ 390, Criminal Investigation II	5
	CRJ 399, Mental Health and Crime	5
	CRJ 405, Diversity and Ethics in Criminal Justice	5
	CRJ 409, Police Supervision and Management	5
	CRJ 450, Capstone/Internship	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>181/183</b>

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree program best aligned with this BAS program is the AAS in Criminal Justice.**

# Healthcare Management, Bachelor of Applied Science (BAS)

		Quarter Hours
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
		<b>59</b>
<b>COURSES IN THE MAJOR**</b>		
	BSM 302, Introduction to Healthcare Management	5
	BSM 310, Managerial Accounting	5
	BSM 312, Healthcare Law and Ethics	5
	BSM 320, Organizational Behavior	5
	BSM 330, Human Resources Management	5
	BSM 340, Operations Management	5
	BSM 342, Healthcare Economics	5
	BSM 402, Healthcare Information Systems	5
	BSM 410, Financial Management	5
	BSM 412, Healthcare Financing and Insurance	5
	BSM 420, Quality Management Systems	5
	BSM 460, Marketing	5
	<b>Choose one course from:</b> BSM 350, Leadership and Management Practices; BSM 425, Introduction to Lean/Six Sigma; BSM 450, Team Management; BSM 470, Project Management; BSM 480, Strategic Management	5
	BSM 492, Capstone: Healthcare Management	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/182</b>

\*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take courses in this area that will enhance the managerial path of the degree. GMC courses approved for the technical/occupational area of this degree plan are:

Technical/Occupational GMC Courses*
ACC 201/202
BIO 103/111/123/124/207/208/211/212/240/242/299
BUS 204/206A
CHE 105/106/121/122/200/250/251
CIS 105A <sup>↓</sup> /106 <sup>↓</sup> /107 <sup>↓</sup> /110 <sup>↑</sup> /120/203/204/205/230
ECO 201/202
HIS 220
HPE 200/202/250/255/260
KIN 200/210/220/250/255
MGT 210/232A
NTR 107/108/109/110
PSY 200/203/205/207/210/230
REL 220/225
SOC 210

<sup>↓</sup>Student cannot receive credit for any of these courses and CIS 110.

<sup>↑</sup>Student cannot take CIS 110 if they have credit for CIS 105A/106/107

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree program best aligned with this BAS program is the AAS in Allied Health.**

# Homeland Security and Emergency Management, Bachelor of Applied Science (BAS)

		Quarter Hours
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	HSE 101, Introduction to Homeland Security and Emergency Management	5
	HSE 299, Terrorism and International Crime	5
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	49
		<b>59</b>
<b>COURSES IN THE MAJOR**</b>		
	HSE 300, Emergency Management Response	5
	HSE 301, Basic Incident Command System for Initial Response	2
	HSE 302, Emergency Operations Center	2
	HSE 303, Disaster and Response Recovery	2
	HSE 304, Developing and Managing Volunteer Resources	2
	HSE 305, Terrorism and Emergency Response	5
	HSE 310, Ethics in Homeland Security	2
	HSE 350, Technology and Cybersecurity in Homeland Security	5
	HSE 400, Legal Issues in Homeland Security	5
	HSE 410, Cyber Crime Investigation	5
	HSE 420, Biodefense	5
	HSE 430, Intelligence and Analysis	5
	HSE 450, Radicalization, and Homeland Security	5
	HSE 460, Politics of Europe and Homeland Security	5
	HSE 470, Politics of Africa and Homeland Security	5
	HSE 480, Politics of the Middle East and Homeland Security	5
	HSE 490, Homeland Security and Emergency Management Capstone	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/182</b>

\*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take courses in this area that will enhance the managerial path of the degree. GMC courses approved for the technical/occupational area of this degree plan are:

Technical/Occupational GMC Courses*
ANT 201
BUS 206A
CIS 105A <sup>↓</sup> /106 <sup>↓</sup> /107 <sup>↓</sup> /110 <sup>↑</sup> /120/203/204/205/210/211/212/213/214/217/220/230
COM 201
CRJ 100/102/103/104/109A/110/200/201/202/203/204/208/209
HIS 113/121/122/200/220/225
HSE 101/299
MGT 210/232A
PLG 110/120/210/230/240/250
PLS 200/201/205/210/215
PSY 200/203/205 /207/210/230
REL 220/225
SOC 200/205/206/207/210

<sup>↓</sup>Student cannot receive credit for any of these courses and CIS 110.

<sup>↑</sup>Student cannot take CIS 110 if they have credit for CIS 105A/106/107

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree program best aligned with this BAS program is the AAS in Criminal Justice.**

# Public Health, Bachelor of Applied Science (BAS)

		<b>Quarter Hours</b>
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
		<b>59</b>
<b>COURSES IN THE MAJOR**</b>		
	PBH 300, Introduction to Biostatistics	5
	PBH 305, Research Methods in Health Sciences	5
	PBH 311, Health Care Systems	5
	PBH 333, Epidemiology	5
	PBH 334, Community Health	5
	BSM 312, Healthcare Law and Ethics	5
	PBH 340, Environmental Health	5
	PBH 413, Principles of Health Education and Promotion	5
	PBH 425, Program Planning in Public Health	5
	PBH 435, Global Health	5
	<b>Choose three courses from:</b> HSE 300, Emergency Management Response; BSM 302, Healthcare Management; BSM 342, Healthcare Economics; BSM 480, Strategic Management	15
	PBH 497, Capstone Project in Public Health	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/182</b>



\*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take courses in this area that will enhance the managerial path of the degree. GMC courses approved for the technical/occupational area of this degree plan are:

Technical/Occupational GMC Courses*
ACC 201/202
BIO 103/111/123/124/207/208/211/212/240/242/299
BUS 101/204/206A/210
CHE 105/106/121/122/200/250/251
CIS 105A <sup>↓</sup> /106 <sup>↓</sup> /107 <sup>↓</sup> /110 <sup>↑</sup> /120/203/204/205/210/211/212/213/214/217/220/230
COM 210
ECO 180/201/202
EDN 216/226/236
HIS 220
HPE 200/202/250/255/260
KIN 200/210/220/250/255
MGT 210/232A/240/252
NTR 107/108/109/110
PLS 205/215
PSY 200/203/205/207/210/230
REL 220/225
SOC 205/207/210

<sup>↓</sup>Student cannot receive credit for any of these courses and CIS 110.

<sup>↑</sup>Student cannot take CIS 110 if they have credit for CIS 105A/106/107

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree program best aligned with this BAS program is the AAS in Allied Health.**

# Supervision and Management, Bachelor of Applied Science (BAS)

		<b>Quarter Hours</b>
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	BUS 204, Business Communications	5
	BUS 206A, Legal Environment of Business	5
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
		<b>69</b>
<b>COURSES IN THE MAJOR**</b>		
	BSM 300, Principles of Management and Organizations	5
	BSM 310, Managerial Accounting	5
	BSM 320, Organizational Behavior	5
	BSM 330, Human Resources Management	5
	BSM 340, Operations Management	5
	BSM 350, Leadership and Management Practices	5
	BSM 400, Management Information Systems	5
	BSM 410, Financial Management	5
	BSM 420, Quality Management Systems	5
	BSM 480, Strategic Management	5
	<b>Choose one course from:</b> BSM 425, Introduction to Lean/Six Sigma; BSM 430, Principles of Supply Chain Management; BSM 435, Principles of Logistics Management; BSM 440, International Business; BSM 450, Team Management; BSM 460, Marketing for Managers; BSM 470, Project Management	5
	BSM 498, Capstone: Supervision and Management Project	5
<b>300/400 LEVEL</b>		<b>60</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/182</b>

\*Students not transferring in a minimum of 69 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take courses in this area that will enhance the managerial path of the degree. GMC courses approved for the technical/occupational area of this degree plan are:

Technical/Occupational GMC Courses*
ACC 201/202
ANT 201
BIO 103/111/123/124/207/208/211/212/240/242/299
BUS 101/204/206A/210
CHE 105/106/121/122/200/250/251
CIS 105A <sup>↓</sup> /106 <sup>↓</sup> /107 <sup>↓</sup> /110 <sup>↑</sup> /120/203/204/205/210/211/212/213/214/217/220/230
COM 201/210
CRJ 100/102/103/104/109A/110/200/201/202/203/204/208/209
ECO 180/201/202
EDN 216/226/236
HIS 113/200/220/225
HPE 200/202/250/255/260
HSE 101/299
KIN 200/210/220/250/255
MAT 225
MGT 210/232A/240/252
NTR 107/108/109/110
PLG 110/120/210/230/240/250
PLS 200/201/205/210/215
PSY 200/203/205/207/210/230
REL 220/225
SOC 200/205/206/207/210

<sup>↓</sup>Student cannot receive credit for any of these courses and CIS 110.

<sup>↑</sup>Student cannot take CIS 110 if they have credit for CIS 105A/106/107

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree program best aligned with this BAS program are the AAS in Information Systems and Analytics or Allied Health.**

# Supply Chain Management and Logistics, Bachelor of Applied Science (BAS)

		Quarter Hours
<b>Total for BAS Core</b>		<b>51/53</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major **</b>	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
		<b>59</b>
<b>COURSES IN THE MAJOR**</b>		
	BSM 310, Managerial Accounting	5
	BSM 340, Operations Management	5
	BSM 345, Purchasing and Global Sourcing	5
	BSM 400, Management Information Systems	5
	BSM 410, Financial Management	5
	BSM 420, Quality Management Systems	5
	BSM 430, Principles of Supply Chain Management	5
	BSM 435, Principles of Logistics Management	5
	BSM 437, Warehouse and Distribution Management	5
	BSM 440, International Business	5
	BSM 470, Project Management	5
	BSM 480, Strategic Management	5
	<b>Choose one course from:</b> BSM 425, Introduction to Lean/Six Sigma; BSM 320, Organizational Behavior; BSM 330, Human Resource Management; BSM 355, Organizational Leadership; BSM 460, Marketing for Managers; BSM 450, Team Management	5
	BSM 497, Capstone: Supply Chain Management and Logistics Project	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/182</b>

\*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take courses in this area that will enhance the managerial path of the degree. GMC courses approved for the technical/occupational area of this degree plan are:

Technical/Occupational GMC Courses*
ACC 201/202
BUS 101/204/206A/210
CIS 105A <sup>↓</sup> /106 <sup>↓</sup> /107 <sup>↓</sup> /110 <sup>↑</sup> /120/203/204/205/210/211/212/213/214/217/220/230
ECO 180/201/202
MAT 225
MGT 210/232A/240/252

<sup>↓</sup>Student cannot receive credit for any of these courses and CIS 110.  
<sup>↑</sup>Student cannot take CIS 110 if they have credit for CIS 105A/106/107

**\*\*Students must complete all Area F technical/occupational courses and all courses listed in the major concentration with a grade of “C” or better.**

**NOTE: Students can apply to receive an AAS degree as part of this degree plan once all AAS course requirements have been completed. The GMC AAS degree programs best aligned with this BAS program are the AAS in Management Information Systems or Operations Management.**

# COURSES OFFERED

## Courses Participating in the Off-Campus Study Program

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

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

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

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

## Course Numbering

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

- Courses numbered 000 – 099 are for LSS courses. Credits in these courses are not applicable toward any degree programs.
- Courses numbered 100 – 199 are freshman level courses applicable toward associate degrees.
- Courses numbered 200 – 299 are sophomore level courses applicable toward associate degrees.
- Courses numbered 300-499 are only applicable to the Bachelor of Applied Science (BAS) degrees.
- Course numbers ending in zero are generally introductory courses.
- Course numbers ending in 1, 2, 3, 4, and 5 are generally sequence courses. For example, English 101 precedes English 102.

## Course Descriptions

Courses offered at GMC are listed in this section of the catalog. Not every course is offered every term. A student should check the schedule of classes at each campus for the particular term he/she wishes to attend.

### Accounting

#### ACC 201 Principles of Accounting I (5qh)

This course is a study of the underlying theory and application of financial accounting concepts. It includes the study of the accounting cycle, the preparation and interpretation of basic financial statements, and the study of fundamental accounting principles. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 095 or higher with a grade of “C” or better.

#### ACC 202 Principles of Accounting II (5qh)

This course is a study of the underlying theory and application of managerial accounting concepts. It is a continuation of ACC 201 as a decision-making tool. It includes introductions to concepts, principles, and procedures used by managers for planning, control, and other business decisions. **Prerequisite:** ACC 201.

## Anthropology

### ANT 201 Anthropology (5qh)

This course is an introduction to the study of human origins, development, behavior and culture. It includes paleontology, archeology, and principal aspects of sociocultural organization.

## Aerospace Studies

### ARS 101 U.S. Air Force and Officership (1qh)

This course is an introduction to the history, mission, organization, and doctrine of the United States Air Force. It includes military customs and courtesies, communication, officer ship, and Air Force job specialties.

### ARS 102 Air Force Commands (1qh)

This course is a study of the various specified, unified, and joint commands that make up the structure of the Air Force. Focus is on the mission, organization, capabilities, and weapon systems of each command.

### ARS 103 The Air Force Today (1qh)

This course is an introduction to flight, geopolitics, the military balance, and terrorism. It includes a survey of relations with other branches of the Armed Services.

### ARS 104 Team Building (1qh)

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include team building, diversity training, and Oath of Office. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. **Prerequisite:** ARS 103.

### ARS 201 Growth of Air Power (1qh)

This course traces the events and elements in the history of air power that provided a significant impact on United States strategy.

### ARS 202 Concepts of Air Power (1qh)

This course traces the development of concepts for the employment of air power to support national objectives.

### ARS 203 Air Power Technology (1qh)

This course focuses upon factors that prompted research and technological change to improve the effectiveness of air power.

### ARS 204 Air Power in the Post-Cold War Era (1qh)

This course is designed to introduce students to the evolution of the United States Air Force in the Post-Cold war era. Featured topics include the Persian Gulf War, conflict in the former Republic of Yugoslavia, and Post-Cold war operations. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. **Prerequisite:** ARS 203.

### ARS 299 Air Force ROTC Leadership Lab (1qh)

This course focuses upon the practical application of the leadership principles for Air Force officers. Note: AFROTC courses are taught at Valdosta State University by the VSU Military Science faculty.



## Art

### ART 191 Art Appreciation I (2qh)

This course is a history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values.

### ART 192 Art Appreciation II (2qh)

A continuation of ART 191.

### ART 193 Art Appreciation III (2qh)

A continuation of ART 192.

### ART 194 Art Appreciation (5qh)

This course is a history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values. (ART 191, 192, and 193 combined and taught in one course.)

### ART 195 Design I (5qh)

A course that helps students develop the skills and understanding of basic two-dimensional design, color use, perspective, texture, intensity, and composition. Students will be required to complete projects that will aid in developing these skills and concepts.

### ART 196 Drawing I (5qh)

This is a beginning drawing course with specific concentration on tools, materials, design, composition, and display and mounting procedures. Some art supplies will be needed.

### ART 197 Drawing II (5qh)

This is a second level drawing class with an emphasis on mixed media. Students will also learn how to display and conserve their art, and they will be required to produce a portfolio. **Prerequisite:** ART 196.

### ART 198 Painting I (5qh)

This is a beginning painting class using acrylics and oil painting on canvas, paper, and board. Slides and lectures about present and past painters will be given, as well as a lecture on the dangers of toxic materials.

### ART 199 Painting II (5qh)

This is a second level painting class covering advanced techniques and applications. **Prerequisite:** ART 198.

### ART 200 Art and Technology (5qh)

This is an art class based on the use and limited mastery of software enabling student to use a digital camera, scanner, and printer. It includes creating and enhancing art.

### ART 205 3Dimensional Design (5qh)

This course is a continuation of Design I (ART 195). Student will organize in space, employing the use of design elements to create three-dimensional sculpture.

## Astronomy

### AST 110 Solar System Astronomy (6qh)

This course covers the history of astronomy up to the Copernican Revolution and the works of Galileo,

Kepler, and Newton; the workings of modern telescopes; an overview of the solar system; and the search for extra-solar planets. Physical concepts and techniques important to modern astronomy are also covered, as is the appearance of the night sky. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: MAT 095 or placement.

#### AST 120 Stellar and Galactic Astronomy (6qh)

This course covers the structure and life cycle of stars, the classification and structure of galaxies, cosmology, and the early development of the universe. The student will be taught to work simple physics problems related to astronomy using basic algebra. Lab will cover an introduction to the concepts and methods of observational astronomy through the use of planetarium simulation software. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: MAT 095 or placement.

## Biology

#### BIO 103 Medical Terminology (2qh)

This course is a study of the meanings and origins of medical and scientific terminology to include relevant medical and biological abbreviations and symbols. This course includes basic vocabulary to facilitate understanding and use of terminology in courses required for pre-professional degrees such as Pre-nursing and for other medically related fields.

#### BIO 105 Environmental Studies (5qh)

This is a survey of basic principles of ecology and sources of environmental degradation, with emphasis on the impact of humans on the biosphere and potential solutions to environmental problems. **Not open to students who have college credit in environmental science, or have completed BIO 141.**

#### BIO 106 Animal Behavior (5qh)

This is an introductory course that includes history, genetics, evolution, mechanisms, behavior, learning and motivation, communication, aggression, mating, and the evolution of behavior patterns and social systems.

#### BIO 111 Introduction to Pharmacology (5qh)

This course presents the basic principles of pharmacology and the essential characteristics of commonly prescribed drug classes, including action mechanisms, therapeutic uses, side effects and warnings. This course provides a conceptual framework of anatomy, physiology and pathology within which drug actions and interactions are taught. This course includes basic vocabulary and most-used drugs to facilitate understanding and use of these in nursing and other medically related fields.

#### BIO 115 Introduction to Marine Biology (5qh)

This course is a basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there.

#### BIO 123 General Biology I (6qh)

This course is an introduction to life processes including principles of cell and molecular biology; the perpetuation of life, heredity and life's origin. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** RDG 099 or placement. Students must take BIO 211 to satisfy the requirements of the AA/AS Biology degree. Students cannot receive credit for BIO 123 and BIO 211.

### BIO 124 General Biology II (6qh)

This course is a continuation of BIO 123, including evolution, organismal diversity, reproductive strategies, ecological relationships, and physiology. Students will apply biological concepts to the ethical choices they make throughout life and explain how those choices affect the environment. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123. Students must take BIO 212 to satisfy the requirements of the AA/AS Biology degree. Students cannot receive credit for BIO 124 and BIO 212.

### BIO 140 Forensic Biotechnology (6qh)

This course is an overview of the study and application of science to the processes of criminal law. This course will focus on collection and preservation, examination, evaluation and interpretation of evidence. Special emphasis is devoted to the significance of physical evidence, chemical, physical and biological principles of the scientific techniques employed, and the capabilities and limitations of the forensic sciences. Lecture 4.5 hours; Laboratory 1.5 hours.

### BIO 141 Environmental Science (6qh)

Basic biological and earth science principles are used to investigate the scientific aspects of the impacts modern society has upon the Earth's natural environmental systems. Emphasis is placed on sustaining resources and making informed choices concerning environmental issues. Potential solutions to environmental problems are also investigated. The laboratory incorporates hands-on procedures to explore environmental concepts and problems as well as the collection and interpretation of data relevant to managing environmental challenges

Lecture 4.5 hours; Laboratory 1.5 hours. **Not open to students who have college credit in environmental studies, or have completed BIO 105.**

### BIO 207 Human Anatomy & Physiology I (6qh)

This course is an integration of anatomical structure with physiological function, systematically examining basic histology and the integumentary, skeletal, muscular, nervous, and sensory systems. Laboratory work includes histology, dissection, and physiological experiments. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or BIO 211.

### BIO 208 Human Anatomy & Physiology II (6qh)

This course a continuation of the study of human systems, with emphasis on the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Laboratory work includes extensive histology, dissection, and physiological experiments appropriate to systems studies. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 207.

### BIO 211 Principles of Biology I (6qh)

This course is a majors course designed to explore basic concepts of biology including science as a process, biochemistry, energy transfer, mitosis and meiosis, cell structure and function, cellular energetic, molecular genetics, molecular basis of evolution, reproduction and development. Students completing Principles of Biology I will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises will include, but not be limited to introductory laboratory techniques and safety, data collection and analysis, microscopy, basic microbiological and biotechnology techniques, genetics and bioenergetics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisites:** MAT 103 or higher, RDG 099, ENG 099 or placement. **Students cannot receive credit for BIO 123 and BIO 211.**

### BIO 212 Principles of Biology II (6qh)

This course is the second in a two-part majors course. Principles of Biology II will focus on organisms

including diversity and phylogeny, the relationship of biological history to geological time, structure and function of living organisms, principles of ecology, and interaction with the environment. Students completing Principles of Biology II will become biologically literate citizens able to apply biological concepts to the ethical choices they must make throughout life. This course is for science majors. Laboratory exercises will include, but not be limited to survey of animal phyla including comparative form and function; survey of plant divisions; basic ecological techniques; data collection, analysis, and presentation. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 211 with a grade of "C" or higher. **Students cannot receive credit for BIO 124 and BIO 212.**

#### BIO 230 General Botany (6qh)

This course is a study of the structure of leaves, stems, roots, growth, and nutritive processes of plants: the relationship of plants to their environments and plant taxonomy. Lecture 4.5 hours; Laboratory 1.5 hours.

#### BIO 240 Laboratory Techniques in Biotechnology (6qh)

This is a major's course designed to explore recent advancements in biotechnology as well as current practices in research and development, manufacturing, quality control/quality assurance, medicine, and safety. Students completing this course will gain skills in the following areas: laboratory safety and documentation, measurement, preparation of media, use of basic laboratory tools such as pipettors, pH meters, scales, centrifuges and autoclaves, spectrophotometry, DNA manipulation and analysis, expression and purification of proteins, antibody assays, and critical thinking. Ethical, legal, economic, and social implications of biotechnology will be addressed. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 211, MAT 103 or higher, RDG 099, ENG 099 or placement.

#### BIO 242 Applied Biotechnology (6qh)

This second course in a two-part majors' sequence covers concepts, procedures and techniques of applied biotechnology. An overview of important features of modern biotechnology from a chemical and biomolecular engineering perspective is provided. Topics include molecular genetics, manipulation of DNA, proteins, enzymes, and other biomolecules (for the advancement of agricultural, environmental and medical industries), bio-separation and bio-transport processes and qualitative and quantitative control techniques. Social and economic impacts of biotechnology on chemical and bioindustries are discussed. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 240

#### BIO 255 Marine Biology (6qh)

This course is a basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there. Lecture 4.5 hours; Laboratory 1.5 hours.

#### BIO 270 General Zoology (6qh)

This course is a general introduction to zoology, a survey of the structure, physiology, adaptations, and life cycles of animals in each major group from protozoans to humans. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or BIO 211.

#### BIO 280 Introduction to Ecology (6qh)

Introduction to individual, population, community, and ecosystem ecology. Topics include adaptations, population structure and dynamics, organization and classification of communities, and nutrient and energy flows in ecosystems. Laboratory and field component introduces students to sampling procedures and data analysis. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or higher.

### BIO 299 Microbiology (6qh)

This course is a study of microbial morphology, growth, colonial morphology, biochemistry, physiology, drug resistance, methods of disinfection, and methods of sterilization. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or BIO 207 or BIO 211.

## Business

### BUS 101 Financial Literacy (2qh)

This course encourages students to critically think through and apply personal financial management concepts with an emphasis on saving and investing. Students will be provided the tools to prepare them to manage their personal financial affairs. Topics covered include budgeting, debt management, investments, insurance, taxes, and real estate.

### BUS 204 Business Communications (5qh)

This course is a study of the theory and practice in the organization, content, and style of business letters; the role of business reports and their types; collecting, organizing, and interpreting data; written presentations; oral presentations; practice in writing business letters and reports; and practice in making oral presentations. **Prerequisite:** ENG 101.

### BUS 206A Legal Environment of Business (5qh)

This course is a discussion of the ethical, political, social, legal, and regulatory issues of a business environment. Topics will focus on the conflicting rights and duties of individuals, organizations, and other factions in a domestic and global society that lead to the development of ethical awareness, social responsibility, and law.

### BUS 210 Marketing (5qh)

This course is a study of marketing channels and institutions; market structure, organization, and behavior; retail, wholesale, and industrial marketing; and governmental regulations.

## Business Management

### BSM 300 Principles of Management and Organization (5qh)

This course is a study of the structure of business firms and the principles of organizations that determine departmentalization and lines of authority and responsibility. Management principles and functions of management together with planning, leading, organizing, and controlling and staffing are studied. Students must complete the course with a grade of "C" or better.

### BSM 302 Healthcare Management (5qh)

This course is an introduction to the concepts and competencies required in the management of health systems organizations. The course presents planning, organizing, staffing, leading, and controlling, decision making and problem-solving aspects of management within healthcare systems. Students must complete the course with a grade of "C" or better.

### BSM 310 Managerial Accounting (Non-Accounting Majors) (5qh)

This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to participate effectively in business activities such as planning, investment, control, and managerial decision. **Prerequisite:** Any Area A2 math with a grade of "C" or better. Students must complete the course with a grade of "C" or better.

### BSM 312 Healthcare Law and Ethics (5qh)

This course provides an overview of law and ethics relating to the healthcare industry. The legal, regulatory, and ethical requirements relating to the rights and responsibilities of patient/client decisions are presented. Students must complete the course with a grade of “C” or better.

### BSM 315 Advanced Business Communications (5qh)

This course addresses the importance of excellent communication skills in the workplace. Emphasis is placed on effective and efficient business report writing and presentations that integrate business decision-making and analytical thinking skills into the content. Students must complete the course with a grade of “C” or better.

### BSM 320 Organizational Behavior (5qh)

This course integrates the study of individual and group behavior in organizations including motivation, conflict, work stress, power, politics and other challenges of leadership. Emphasis is on ethics, leadership, communication, and decision-making. Students must complete the course with a grade of “C” or better.

### BSM 325 Organizational Development (5qh)

This course analyzes the forces that drive organizations to change, examines barriers to change, and presents approaches for managers to consider in order to make organizational change more effective. An understanding of change processes and practical skills for becoming an effective change agent will be covered. Students must complete the course with a grade of “C” or better.

### BSM 330 Human Resources Management (5qh)

This course examines all aspects of human resources including job descriptions, work force planning, training, development policies and procedures, reward systems, and due process relative to personnel management. Employment laws and labor relations will also be covered. Students must complete the course with a grade of “C” or better.

### BSM 340 Operations Management (5qh)

This course describes the scope of operations management and how it pertains to the whole organization. Qualitative principles and techniques to effective planning and utilization of resources in the operations of manufacturing, research and services are emphasized. Topics include operations strategy, change management, product design, process selection, and planning and controlling the supply chain. Students must complete the course with a grade of “C” or better.

### BSM 342 Healthcare Economics (5qh)

This course provides an overview of the economic influences and foundations of the health care delivery system. It presents the importance of economics in health decisions, demand and supply-side factors, and public influences in the economics of healthcare. Students must complete the course with a grade of “C” or better.

### BSM 345 Purchasing and Global Sourcing (5qh)

This course examines the role and activities of strategic sourcing and operational purchasing. It addresses purchasing operations and structures, strategic sourcing processes and the critical supply chain elements of managing supply chain inventory, information systems, and supplier performance. It will cover inventory control, purchase orders, the importance of documentation, plus purchasing procedures. Students must complete the course with a grade of “C” or better.



### BSM 350 Leadership and Management Practices (5qh)

This course presents concepts, principles, and techniques of business leadership. Emphasis will be on developing a solid leadership foundation while centering on the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate a basic leadership skill development as it relates to the core aspects of the management practice. Students must complete the course with a grade of “C” or better.

### BSM 355 Organizational Leadership (5qh)

This course will present the development of leadership theories from trait, skill, style, situational, and contingency constructs and their utilization by managers and leaders. The content will emphasize the importance the role of both leaders and followers and their interaction with organizational culture and effective performance. Students must complete the course with a grade of “C” or better.

### BSM 400 Management Information Systems (5qh)

This course covers essential business aspects of information systems such as networks, databases, the internet, management reporting, and information ethics. Students will examine the use of management information systems, which will include fundamentals of computer-based technology and the use of business-based software for support of managerial decisions. Students must complete the course with a grade of “C” or better.

### BSM 402 Healthcare Information Systems (5qh)

This course provides a broad understanding of the critical role information technologies and systems provide in healthcare organizations. Topics include an introduction to health informatics, E-health, planning and project management, and the future of technology in healthcare management. Students must complete the course with a grade of “C” or better.

### BSM 410 Financial Management (For Non-Finance Majors) (5qh)

This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning, time, value of money with analysis and computation tools, cash flow analysis, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods. **Prerequisite:** ACC 202 or BSM 310. Students must complete the course with a grade of “C” or better.

### BSM 412 Healthcare Financing and Insurance (5qh)

This course examines factors affecting the financing of health care. Topics include budgetary concepts, financial management, cost accounting, paying for health services, and managing materials related to healthcare organizations. Students must complete the course with a grade of “C” or better.

### BSM 420 Quality Management Systems (5qh)

This course will examine the continuous quality management and improvement philosophy. Topics will include quality assessment, lean manufacturing, six-sigma, quality processes, techniques for charting attribute and variable data, statistical process control, and total quality management. **Prerequisite:** MAT 200 with a grade of “C” or higher. Students must complete the course with a grade of “C” or better.

### BSM 425 Introduction to Lean/Six Sigma (5qh)

This course provides an introduction to the first five phases of the Six Sigma process which are define, measure, analyze, improve, and control. The material will emphasize the importance of developing a clear definition of the scope of any Six Sigma process and use the SIPOC in determining that scope, as well as the use of certain tools in that process. The course will also illustrate the use of selected tools in the measure phase of the Six Sigma process and the statistical models used in these tools. It will



provide the necessary tools to develop data analysis techniques designed to enable the student to sustain and maintain process improvement solutions. This course is only applicable to the BAS programs. **Prerequisite:** MAT 200 with a grade of “C” or higher. Students must complete the course with a grade of “C” or better.

#### BSM 430 Principles of Supply Chain Management (5qh)

This course provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for efficient, cost-effective delivery of goods and services to customers. Technology, tools, and practices of modern integrated materials management and logistics are examined. Topics include, master scheduling, materials requirements planning, scheduling, enterprise resource planning, purchasing, distribution requirements planning, just-in-time, and inventory management. **Prerequisite:** BSM 340 with a grade of “C” or higher. Students must complete the course with a grade of “C” or better.

#### BSM 435 Principles of Logistics Management (5qh)

This course is an analysis of the logistics function as a total system including inventory, transportation, order processing, warehousing, material handling, location of facilities, customer service, and packaging. Trade-offs and the interaction of various system components are explored. Students must complete the course with a grade of “C” or better.

#### BSM 437 Warehousing and Distribution Management (5qh)

This course will examine the various concepts and theories involved in the effective management of an organization's warehousing and distribution systems. Topics will include warehouse layout and design, storage and handling techniques, distribution strategies, distribution requirements planning (DRP), distribution ERP systems (WMS), performance metrics, customer service considerations, and safety concerns across various types of distribution facilities. **Prerequisite:** BSM 430. Students must complete the course with a grade of “C” or better.

#### BSM 440 International Business (5qh)

This course is designed as an overview of the principle aspects of conducting international business. Domestic and international business political and legal environments are studied. Topics include, international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy, and human resource management in the global marketplace. Students must complete the course with a grade of “C” or better.

#### BSM 450 Team Management (5qh)

This course will examine team building, two-way communication and feedback, participative management techniques, motivation, small group processes, group decision support, employee empowerment, employee involvement, group dynamics, and change management. The course also covers skills in employee evaluations, recognition, rewards, and people management strategies. Students must complete the course with a grade of “C” or better.

#### BSM 460 Marketing for Managers (5qh)

This course helps develop the marketing knowledge and skills necessary for the successful management of an organization. Students will research and discuss marketing concepts, including the development and execution of marketing strategies. The course will focus on formulating a marketing strategy for a variety of enterprises including business-to-business, business-to-government, and public service organizations. Students must complete the course with a grade of “C” or better.

#### BSM 470 Project Management (5qh)

This course is a general introductory class in project management designed to give students an exposure

in general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge. Concepts will include Gantt charts, PERT charts, Critical Path and Critical Chain methods, and understanding how to develop a project budget. Students must complete the course with a grade of “C” or better.

#### BSM 480 Strategic Management (5qh)

This course covers the strategic planning process from identifying and engaging internal and external stakeholders to the development of a mission statement and identification of goals, objectives, and activities. Topics include, environmental analysis, organizational direction, strategy formulation and implementation, and strategic management theory. **Prerequisite:** Senior level status required. Students must complete the course with a grade of “C” or better.

#### BSM 492 Capstone: Healthcare Management (5qh)

This course serves as the capstone for the Healthcare Management Program. The course will provide an opportunity for students to apply academic concepts learned in the program core courses to real-world cases. Students are expected to conduct research on a topic involving contemporary and/or emerging issues that will affect healthcare management and the delivery of health services. Case study oriented. Project must be approved by the instructor. This course should be taken in final quarter. **Prerequisites:** BSM 312, BSM 402 and BSM 412. Students must complete the course with a grade of “C” or better.

#### BSM 497 Capstone: Supply Chain Management and Logistics Project (5qh)

This course serves as the capstone for the Supply Chain Management and Logistics major. The course will provide an opportunity for students to apply academic concepts learned in the program core courses to real-world cases. Students will identify the business problem(s) within a case study and provide valid solutions centered around supply chain management concepts. Students will be required to write a formal written report and presentation that provides their solutions. Case study oriented. This course should be taken in the final quarter. **Prerequisite:** BSM 470. Students must complete the course with a grade of “C” or better.

#### BSM 498 SAM Capstone Project (5qh)

This course serves as the capstone for the Supervision and Management major. The course will provide an opportunity for students to apply academic concepts learned in the program core courses to real-world cases. Students are expected to complete and present a performance management plan or a business proposal. Case study oriented. Project must be approved by the instructor. This course is taken in the student’s final quarter. **Prerequisites:** BSM 310 and BSM 420. Students must complete the course with a grade of “C” or better.

#### BSM 499 BM Capstone Project (5qh)

This course serves as the capstone for the Business Management program major. The course will provide an opportunity for students to apply the academic concepts learned in the program core courses to assess an organization. Three major components will be addressed: 1) the strategic analysis of an organization, 2) the development of a forward-looking strategy with competitive, ethical, and global considerations, and 3) the development of an implementation plan. Project must be approved by the instructor. This course is taken in the student’s final quarter. **Prerequisites:** BSM 315, BSM 410, and BSM 470. Students must complete the course with a grade of “C” or better.

## Chemistry

#### CHE 105 Descriptive Chemistry I (6qh)

This course is an introduction to general chemistry. It is a systematic look at the fundamental concepts

of the structure and properties of matter. Topics include formulas, chemical structures and equations, solution chemistry, stoichiometric calculations, and equilibrium including acid/base equilibria. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** MAT 095 or placement.

#### CHE 106 Descriptive Chemistry II (6qh)

This course is an overview of the chemistry of organic molecules and an introduction to biochemical concepts. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** CHE 105.

#### CHE 121 Principles of Chemistry I (6qh)

This course is the first course in a sequence intended for science majors. This course is a study of the systematic treatment of atomic structure, stoichiometry, aqueous reactions, the gas laws, thermochemistry, periodicity, molecular geometry, and chemical bonding. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisites:** MAT 109 or MAT 112 (grade of C or better); RDG 099 or placement.

#### CHE 122 Principles of Chemistry II (6qh)

A continuation of CHE 121, intended for science majors. Topics include solutions, colligative properties, kinetics, equilibrium, thermodynamics, electrochemistry and descriptive chemistry. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisites:** CHE 121 (grade of C or better).

#### CHE 200 Introductory Biochemistry (5qh)

This course is an introduction to the structure and function of biological molecules, their enzymology, metabolism, and energy relationships, DNA and RNA structure, transcription and molecular biology. Lecture 5 hours. **Prerequisite:** CHE 121 and 122 or permission.

#### CHE 250 Organic Chemistry I (6qh)

This course is an introduction to organic chemistry. It is a systematic study of the chemistry of alkanes, alkenes, alkyl halides, dienes, alkynes, cyclic hydrocarbons, and aromatic hydrocarbons, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory, 1.5 hours. **Prerequisite:** CHE 121 and 122.

#### CHE 251 Organic Chemistry II (6qh)

This is a continuation of CHE 250 focusing on the chemistry of alcohols, ethers, epoxides, aldehydes, ketones, carboxylic acids, and amines, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; laboratory, 1.5 hours. **Prerequisite:** CHE 250.

## Communications

#### COM 201 Public Speaking (5qh)

This course is designed to provide extensive practice in preparing and presenting effective public speeches. Special emphasis is devoted to organization, outlining, audience analysis, analytical reasoning, and delivery skills.

#### COM 210 Introduction to Mass Communication (5qh)

This course is a basic study of the structure and dynamics of the contemporary mass media and its producer-to-audience relationship. The history, ethics, and social importance of media will be explored in the context of our own diverse society. Students will investigate the elements of media, discern between the press and other forms of media, and develop a basic understanding of how and why messages are created and communicated and the effects of these messages. **Prerequisites:** RDG 099 or placement in ENG 101.

### COM 220 Interpersonal Communication (5qh)

This course provides students the skills necessary to become better communicators. This course is a study in the theories and practices of communication in two person or small group settings. Primary emphasis is placed on understanding verbal and non-verbal communication and the cultural context in which this communication occurs. **Prerequisites:** RDG 099 or placement in ENG 101.

### COM 230 Introduction to Communication Theory (5qh)

This course provides an overview of the four disciplines within the communication field (interpersonal, small group, public speaking and mass communication,) and how to apply the various theories within these disciplines. **Prerequisites:** RDG 099 or placement in ENG 101.

### COM 240 Basic News Writing and Reporting (5qh)

This course is a study of the basic skills required for writing in a professional journalistic atmosphere. Students will learn about reporting and “news gathering” practices while practicing the writing techniques of journalism, such as writing leads, organizing stories, and referencing sources. Students will evaluate and practice producing news writings for newspapers, television, and online sources. **Prerequisites:** ENG 101 and COM 210.

## Computer Information Systems

### CIS 105A Introduction to Word Processing and Presentation Graphics (2qh)

This course is an introduction to basic word processing concepts and to the basic concepts of a presentation graphics program. A student who has successfully completed CIS 110 with a grade of “C” or better may not take this course. **Credit cannot be awarded for both CIS 105A, CIS 106, CIS 107, and CIS 110 toward degree requirements (elective or otherwise) for any degree.**

### CIS 106 Introduction to Spreadsheets (2qh)

This course is an introduction to computer spreadsheets as used in a business environment. Basic spreadsheet operations are presented within a popular personal computer (PC) program. A student who has successfully completed CIS 110 with a grade of “C” or better may not take this course. **Credit cannot be awarded for both CIS 105A, CIS 106, CIS 107, and CIS 110 toward degree requirements (elective or otherwise) for any degree.**

### CIS 107 Introduction to PC Database Management (2qh)

This course is an introduction to database management as used in a business environment. Basic database operations are presented within a popular PC program. A student who has successfully completed CIS 110 with a grade of “C” or better may not take this course. **Credit cannot be awarded for both CIS 105A, CIS 106, CIS 107, and CIS 110 toward degree requirements (elective or otherwise) for any degree.**

### CIS 110 Introduction to Computer Concepts and Applications (5qh)

A multi-faceted course including an overview of computer architecture, an overview of digital security, ethical issues in computing, application software (including word processing, electronic spreadsheet, presentation, and database software) to facilitate business productivity. In addition, the student will use a hands-on approach to develop algorithms and multimedia computer programs using an object-oriented, graphically-driven, programming language using common programming data structures and event driven tasks. This course will have an emphasis on the development of algorithmic and critical thinking skills. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 095 with a grade of “C” or better. **Credit cannot be awarded for both CIS 105A, CIS 106, CIS 107, and CIS 110 toward degree requirements (elective or otherwise) for any degree.**

### CIS 120 Introduction to Computer Science (5qh)

This course is an introduction to computer science that focuses on the foundational role of algorithms in computing. Each of the following layers of the abstract computing stack are explored: algorithmic foundations, hardware, system software, networks, information security, higher-level programming languages, types of application software, and social/ethical issues in computing. Students will study basic algorithms using pseudo code and compare them to a corresponding programming language implementation. **Prerequisite:** A grade of “C” or better in MAT 109, 112, or 201.

### CIS 203 Advanced Word Processing Applications (5qh)

This is an advanced study of word processing that uses a popular word processing program in a hands-on environment. Emphasis is on table creation and manipulation, form letters and interfacing with other popular spreadsheet and database programs, creating newsletters, working with indexes and table of contents, and creating forms. **Prerequisite:** CIS 105A or CIS 110 with a grade of “C” or higher or by permission.

### CIS 204 Advanced Spreadsheet Applications (5qh)

This course is an advanced study of spreadsheet applications using a popular spreadsheet program in a hands-on environment. Emphasis is on absolute addressing, what if analysis, advanced graphs, financial functions, database worksheet integration, templates, auditing, and working with multiple worksheets. **Prerequisite:** CIS 106 or CIS 110 with a grade of “C” or higher by permission.

### CIS 205 Advanced Database Applications (5qh)

This is an advanced study of database applications using a popular database program in a hands-on environment. Emphasis is on updating a database, creation and manipulation of reports, using forms, sub forms, and combo boxes, incorporation OLE (pictures, etc.) and hyperlinks, creating macros and advanced report design. **Prerequisite:** CIS 107 or CIS 110 with a grade of “C” or higher or by permission.

### CIS 210 Principles of Computer Programming I (5qh)

The study of computer programming with emphasis on problem solving utilizing well-structured code. Additional topics include data types, flow of control structures, single-dimensional arrays, classes, objects, and methods. Course includes programming assignments using the Java programming language. **Prerequisite:** CIS 120 with a grade of “C” or better.

### CIS 211 Principles of Computer Programming II (5qh)

A continuation of the study of computer programming with emphasis on problem solving utilizing well-structured code. Additional topics include multi-dimensional arrays, inheritance, graphical user interfaces, exception handling, sequential file IO, and class library data structures. Course includes programming assignments using the Java programming language. **Prerequisite:** CIS 210 with a grade of “C” or better.

### CIS 212 Web Page Development (5qh)

This course will cover the theory and design of web pages and web sites. Topics covered include, Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript, graphical design considerations, search engine ranking strategies, and the use of software in the creation and design of web pages and web sites. **Prerequisite:** CIS 210 with a grade of “C” or better.

### CIS 213 Networking (5qh)

This course is an introduction to computer networks that provides broad coverage of local area networks, internetworks, and wide area networks. Topics include, network hardware, network



topologies, network technologies, network media and access methods, network layers and protocols, TCP/IP, network reference models (OSI), network standards (IEEE 802), client and server operating systems, server management and administration, network security, virtualization, and cloud computing. The network security topic overviews security policies, physical security, authentication, authorization, encryption, firewalls, and VPN. **Prerequisite:** CIS 120 with a grade of "C" or better.

#### CIS 214 Data Structures (5qh)

This course is an introduction to data structures. Topics include, the design and implementation of data structures as abstract data types, algorithm analysis, indexed (array-based) and linked (node-based) structures, bags, stacks, queues, priority queues, lists, trees, sets, dictionaries, hashing techniques, graphs, and searching and sorting techniques. Assignments using the Python programming language allow students to gain experience using data structures. **Prerequisite:** CIS 211 with a grade of "C" or better.

#### CIS 217 Cyber Information Security (5qh)

This course is an overview of information security. Topics include, security tenets (confidentiality, integrity, availability), security domains (user, workstation, LAN, LAN-to-WAN, WAN, remote access, system/application), security policy frameworks, business assets and their associated risks, threats, and vulnerabilities, risk management, access controls (physical/logical), layered defense, business continuity, data backup and disaster recovery, configuration baselines and change management, attack types, phases, and tools, malware, attack prevention tools and techniques, security auditing and monitoring, incident handling, principles of symmetric and asymmetric key cryptography, security standards, U.S. compliance laws, social engineering attacks, and professional ethics. Course includes hands-on, web-based, virtual security lab activities where security tools and techniques are practiced. **Prerequisite:** CIS 211 and CIS 213 with a grade of "C" or better.

#### CIS 220 Data Systems Analysis & Design (5qh)

This course is an introduction to problems from business and science using logical and mathematical techniques particularly suited to characteristics of the digital computer. Problems involve qualification of descriptive data, manipulation of these data, and expression of analysis in descriptive terms. It includes documentation and flowcharting methods.

#### CIS 230 Fundamentals of Management Information Systems (5qh)

This course integrates EDP methodology, human behavior and organizational structures. Management information needs, decision support systems, expert systems and integrated database technology are stressed.

## Criminal Justice

#### CRJ 100 Introduction to Criminal Justice (5qh)

This course is a general overview of the American criminal justice system. Each of the major components (police, courts, and corrections) will be examined.

#### CRJ 102 Corrections (5qh)

This course reviews judicial decisions that have had significant implications for the operation of prisons/jails. Explains how the correctional professional can incorporate mandated changes into the operation of prisons/jails.

#### CRJ 103 Criminal Procedures (5qh)

This course is a study of the nature and function of the law with relation to the criminal process, policies and procedures in the administration of criminal justice.

CRJ 104 Juvenile Delinquency and Procedure (5qh)

This course is a detailed examination of juvenile delinquency in the United States. Course topics will include social causes, apprehension and processing, court procedures, and rehabilitation.

CRJ 109A Probation and Parole (5qh)

The course examines the theory, practices and processes of probation and parole.

CRJ 200 Introduction to Criminology (5qh)

This course is an examination of crime theories and causation. The relationship between crime, the criminal, and society is presented. The nature of criminal behavior, moral law, and criminal law are discussed.

CRJ 201 Criminal Investigations I (5qh)

This course introduces the student to the techniques of criminal investigation to include, crime scene, search and recording, collection and preservation of evidence, scientific aids, modus operandi, sources of information, and interviewing witnesses.

CRJ 202 Introduction to Criminalistics (5qh)

This course is about the study of the scientific aspects of criminal investigation to include, collection, preservation, and examination of physical evidence, chemical and other scientific methods used in a modern crime investigation laboratory.

CRJ 203 Police Community Relations I (5qh)

This course examines the historical development of criminal justice agencies with emphasis on community relationships, police and community perceptions, attitudes and values.

CRJ 204 Ethics in Criminal Justice (5qh)

This course is an introduction to concepts of ethics and the examination of contemporary ethical issues in criminal justice.

CRJ 205 Introduction to Mental Health Recognition for Law Enforcement (5qh)

This course will familiarize students with mental health disorders and show students how to effectively engage a person with a mental illness. Students will learn communication skills and active de-escalation strategies needed to avoid conflict.

CRJ 206 Introduction to Policing (5qh)

This course focuses on the police role in society, police operations, discretion, corruption, and current and emerging issues.

CRJ 208 Criminal Law (5qh)

This course examines substantive criminal law and its procedures for implementation. Emphasis will be given to historical developments, contemporary forms of criminal definitions and Supreme Court decisions that govern criminal procedures.

CRJ 210 Evolution of Law Enforcement (5qh)

This course focuses on the historical development of law enforcement, organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practice.

CRJ 303 Correctional Institutions (5qh)

An introduction to correctional procedures, punishment, deterrence, incarceration, and rehabilitation. Explains the historical development of corrections from the Middle Ages onward and identifies the



purposes of punishment. The course will create an understanding of the issues regarding the incarceration of women and identifies the major challenges of incarcerating individuals with mental health issues. **Prerequisite:** CRJ 100

#### CRJ 305 Legal Aspects of Prisons and Jails (5qh)

This course reviews judicial decisions that have had significant implications for the operation of prisons/jails and explains how the correctional professional can incorporate mandated changes into the operation of prisons/jails. **Prerequisite:** CRJ 100

#### CRJ 306 Judicial Process (5qh)

This course provides students with an overview of the American court system and its processes. It examines the courtroom work group, the trial process, and challenges to the process. It also provides an overview of the difference between adult and juvenile court systems. **Prerequisite:** CRJ 100

#### CRJ 307 Victimology (5qh)

This course includes an examination of trends and patterns of victimization throughout history. Students will explore victim's rights, fair treatment, empowerment, and compensation. Focus will be given to society's response to victim issues. **Prerequisite:** CRJ 100

#### CRJ 315 Professional Writing in Criminal Justice (5qh)

This course is an applied writing class that emphasizes the development of communication skills and techniques necessary to succeed in the law enforcement and criminal justice fields. Students will learn how to write police and criminal justice reports in a style and format that best communicates the actions and behaviors of others and allows the reader to determine the facts of a specific criminal case.

**Prerequisite:** CRJ 100

#### CRJ 370 White-Collar Crime (5qh)

This course allows students to explore the nature and extent of white-collar crime and the deviance committed by corporations and government organizations. Other topics will include crimes by people in a position of trust, fraud, perjury, obstruction, embezzlement, tax evasion, and those that fall under the Racketeer Influenced and Corrupt Organizations Act. **Prerequisite:** CRJ 100

#### CRJ 380 Police Community Relations II (5qh)

Students will engage in case studies concerning Police/Community issues throughout American history. Communities that have had issues with law enforcement, such as Ferguson, MO., will be evaluated. Students will analyze the case studies and attribute the outcomes to the knowledge gained in CRJ 203 (Police Community Relations I). **Prerequisites:** CRJ 100 and CRJ 203

#### CRJ 385 Probation and Parole (5qh)

The course examines the theory, practices and processes of probation and parole. Students will also integrate the attributes necessary for leadership within the probation/parole system. **Prerequisite:** CRJ 100

#### CRJ 390 Criminal Investigations II (5qh)

This course will reinforce the skills and knowledge gained in CRJ 201 (Criminal Investigations I). Students will apply such knowledge to case studies that will include search and seizures, blood spatter, gunshot residue, drug investigations, and other investigative necessities. Students will also integrate the attributes necessary for leadership within criminal investigations. **Prerequisites:** CRJ 100 and CRJ 201

#### CRJ 399 Mental Health Recognition for Law Enforcement (5qh)

This course emphasizes the dynamics behind the correlation of crime and mental illness and how law

enforcement handles such cases. With the growing population of those with mental illness within the criminal justice system, this course is crucial to law enforcement and their ability to maintain order within this demographic. Students will explore myths and realities, as well as learn about specific disorders seen within the field and possible de-escalation techniques. **Prerequisite:** CRJ 100

#### CRJ 405 Diversity and Ethics in Criminal Justice (5qh)

This course provides insight into the importance of diversity and ethical behavior on background information, current social situations, and future trends. The roles of practitioners regarding controversial opinions, types of diversity, etc. are explored. Students will focus their classroom experience on scenarios and situations in the criminal justice field, in order to gain insight into the potential ethical and sociological issues they may face as a law enforcement officer. **Prerequisite:** CRJ 100

#### CRJ 409 Police Supervision and Management (5qh)

An examination of public administration as it applies to criminal justice organizations. Emphasis will be given to organizational theory, leadership, decision-making, and human resource management. **Prerequisite:** CRJ 100

#### CRJ 450 Capstone in Criminal Justice (5qh)

Serves as the comprehensive experience in criminal justice utilizing the student's knowledge and academic skills, including pursuing journal keeping, note-taking, and report writing to address a topic or issue of contemporary interest in criminal justice or one of its subfields. The course will be taught at the senior level and will focus on criminal justice issues at the national and international levels. In addition to the course requirements, students will complete a major research paper that results in an end-of-term presentation to the class. This course serves as a capstone course for criminal justice majors. This course will be the last course taken in the degree program. **Prerequisite:** CRJ 100

## Economics

#### ECO 180 Survey of Economics (5qh)

This course is designed to create student interest and enhance general understanding of the basic tenets of economics. Basic microeconomic and macroeconomic theories are offered and explored relative to real world issues that students face every day. Students will become better prepared to evaluate critically the world around them. This course can be used as an elective in area E of the core.

#### ECO 201 Macroeconomics (5qh)

An introduction to the theory of macroeconomics through an examination of the nature and operation of the American economic system. The study will include the economic components of the American and international economy, supply and demand, the circular flow diagram and gross domestic product, fiscal policy, monetary system, and monetary theory and policy. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 or higher with a grade of "C" or better.

#### ECO 202 Microeconomics (5qh)

An introduction to the theory of microeconomics through examination of the principles involved in the production and distribution of goods within a market economy under conditions of pure competition, imperfect competition, and monopoly. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 or higher with a grade of "C" or better.

## Education

#### EDN 216 Exploring Socio-Cultural Perspective on Diversity in Educational Settings (5qh)

This course is designed to equip future teachers with the fundamental knowledge of understanding

culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course has a required ten-hour field experience component. The field experience, in a public school, must be successfully completed in order to receive a passing grade in the course.

#### EDN 226 Investigating Critical and Contemporary Issues in Education (5qh)

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course has a required ten-hour field experience component. The field experience, in a public school, must be successfully completed in order to receive a passing grade in the course.

#### EDN 236 Teaching and Learning (5qh)

This course allows students to explore key aspects of learning and teaching. The students will examine their own learning processes and those of others, with the goal of applying this knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course has a required ten-hour field experience component. The field experience, in a public school, must be successfully completed in order to receive a passing grade in the course.

#### EDN 246 Exceptional Children (5qh)

This course provides for the development of knowledge and skills that enable students to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on students examining the programs and community resources that serve families' children with special needs.

## English

#### ENG 097 LSS English I (5qh): Institutional credit only

This course is primarily a comprehensive review of grammar and mechanics to prepare students for success in college-level English courses. Paragraph writing is also included. Prerequisite: Placement by examination and/or recommendation of the Program Dean of Humanities or the Senior Department Chair.

#### ENG 099 LSS English II (5qh): Institutional credit only

This course, an extension of ENG 097, emphasizes paragraph structure and the writing of short expository essays, with special attention to organization, logic, usage, tone, and style. The course is designed to prepare students for college-level writing in English 101 and in other disciplines. Prerequisite: ENG 097 or placement by examination and/or recommendation of the Program Dean of Humanities or the Senior Department Chair.

#### ENG 101 Composition I (5qh)

This course is an introduction to writing and reading expository prose. It focuses on unity, coherence, emphasis, organization, correctness of grammar and punctuation, editing, and proofreading.

**Prerequisite:** Placement by exam or completion of ENG 099 and RDG 099 with a "C" or better. A student who takes this course must receive a "C" or better in order to graduate.

### ENG 102 Composition II (5qh)

ENG 102 is a continuation of ENG 101, as well as an introduction to literature and the research paper. In order to graduate, a student must receive a “C” or better in ENG 102. **Prerequisite:** ENG 101 with a “C” or better or a satisfactory score on an ENG 101 CLEP test.

### ENG 201 World Literature I (5qh)

This course is an introduction to the masterpieces of the World, from the ancient Greeks through the Renaissance. **Prerequisite:** ENG 102 with a “C” or better.

### ENG 202 World Literature II (5qh)

This course is an introduction to the masterpieces of the World from the mid-seventeenth century to the present. **Prerequisite:** ENG 102 with a “C” or better.

### ENG 210 Creative Writing (5qh)

This course offers instruction in how to write creatively in a variety of forms, including poetry, short stories, drama, and nonfictional essays, and in how to critique and edit others’ works. Main Campus students will also assist in editing and formatting the college’s literary magazine. **Prerequisite:** ENG 102 with a “C” or better.

### ENG 221 American Literature I (5qh)

This course is a survey of American literature from the Colonial period through the mid-nineteenth century. **Prerequisite:** ENG 102 with a “C” or better.

### ENG 222 American Literature II (5qh)

This course is a survey of American literature from the mid-nineteenth century to the present. **Prerequisite:** ENG 102 with a “C” or better.

### ENG 231 British Literature I (5qh)

ENG 231, British Literature I, is a chronological survey, which helps students gain a broad background in medieval, renaissance, and eighteenth-century literature through a close reading of various texts, as well as considering historical and literary contexts. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. **Prerequisite:** ENG 102 with a “C” or better.

### ENG 232 British Literature II (5qh)

English 232, British Literature II, is a chronological survey of British Literature from the Romantic age to the modern period. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. **Prerequisite:** ENG 102 with a “C” or better.

## Environmental Science

### ESC 101 Introduction to Water Treatment Processes (6qh)

An introductory study of the water treatment process. Students will learn about managing and monitoring water treatment processes, as well as mechanical knowledge, safety, maintenance, governmental regulations, chemical handling, sample testing, first aid, and more. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: None (BIO 141 preferred)

### ESC 102 Introduction to Wastewater Treatment Processes (6qh)

This course is an introductory study of the wastewater treatment process. Students will learn about managing and monitoring wastewater treatment processes, as well as mechanical knowledge, safety, maintenance, governmental regulations, chemical handling, sample testing, and first aid. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. Prerequisite: None (BIO 141 preferred).

### ESC 103 Water Distribution and Backflow (5qh)

An introductory study of water distribution and backflow. Students will learn about managing and monitoring water distribution, water storage and distribution facilities, and system operation.

## French

### FRE 101 Elementary French I (5qh)

This course is for beginners, covering the elements of French grammar, pronunciation, composition, translation, and reading.

### FRE 102 Elementary French II (5qh)

This course is a continuation of the study of French grammar, pronunciation, composition, translation, and reading begun in FRE 101. **Prerequisite:** FRE 101.

### FRE 201 Intermediate French I (5qh)

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 102. **Prerequisite:** FRE 102.

### FRE 202 Intermediate French II (5qh)

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 201. **Prerequisite:** FRE 201.

## Geography

### GEO 219 World Geography (5qh)

This course is an introduction to geographical place names, land masses, oceans and seas, climate and cultures and their interrelationship.

## Geological Science

### GSC 121 Introduction to Physical Geology (6qh)

An introductory study of Earth materials (minerals and rocks) and geologic processes (earthquakes, volcanism, mountain building events, and plate tectonics). Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** RDG 099 or placement.

## German

### GER 101 Elementary German I (5qh)

This course is for beginners covering the elements of German grammar, pronunciation, composition, translation, and reading.

### GER 102 Elementary German II (5qh)

This course is a continuation of the study of German grammar, pronunciation, composition, translation, and reading begun in GER 101. **Prerequisite:** GER 101.

### GER 201 Intermediate German I (5qh)

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 102. **Prerequisite:** GER 102.

### GER 202 Intermediate German II (5qh)

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 201. **Prerequisite:** GER 201.

## Health & Physical Education

### HPE 200 Introduction to Health & Physical Education (5qh)

This course is an overview of the history, philosophy, theory and application of the professions of Health and Physical Education, Exercise Science, and Sport Studies.

### HPE 202 First Aid and Emergency Care (3qh)

This course provides instruction in basic First Aid and Emergency Care. This course will also offer certification in Community First Aid/CPR (adult, child, infant) through the American Heart Association or the American Red Cross.

### HPE 204 Cardio Respiratory Fitness I (2qh)

This course is a highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off- season.

**Prerequisite:** Enrollment in Intercollegiate Athletics.

### HPE 205 Cardio Respiratory Fitness II (2qh)

This course is a highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off- season.

**Prerequisite:** Enrollment in Intercollegiate Athletics.

### HPE 250 Strength Training & Conditioning (5qh)

A course designed to teach the theoretical basis and principals involved in design, implementation and development of individual and sport specific testing and strength and conditioning programs.

### HPE 255 Essentials of Athletic Healthcare (5qh)

This course is designed to provide information on basic injury prevention, identification, rehabilitation and overall healthcare for recreational and competitive athletes.

### HPE 260 Personal Health (5qh)

This course is an introduction to methods of promoting health in the individual.

## History

### HIS 111 World Civilization I (5qh)

World Civilization I is a survey of the history of the world from prehistoric times through the 17th century.



### HIS 113 World Civilization II (5qh)

World Civilization II is a survey of the history of the world from the mid-16th century to the Modern Age.

### HIS 121 American History I (5qh)

American History I is a survey of the social, cultural, economic, and political aspects of the development of this nation from the voyages of discovery through the Civil War. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

### HIS 122 American History II (5qh)

American History II is a survey of the social, cultural, economic, and political aspects of the development of this nation since 1865. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

### HIS 200 Military History (5qh)

This course is a general study of military activities in war and peace including policy, administration and the role of armed services in history from 1650 to the present. It is required of advanced Cadet Corps members.

### HIS 201 Georgia History/Constitution (5qh)

This course is a survey of the social, cultural, economic, and political history of Georgia from the pre-Columbian Era to the present. This course satisfies the Georgia legislative requirements in Georgia's history and constitution.

### HIS 202 African-American History (5qh)

This course is a survey of the African American experience from the colonial period to the present.

### HIS 220 World Religions (5qh)

This course is a study of the origins, beliefs, development, and cultural significance of major world religions.

### HIS 225 Religion in America (5qh)

This course is a survey of major religion patterns and developments in the United States from colonial period to present. It has an emphasis on development of Western and non-Western religious bodies.

### HIS 290 Historical Research Methods (5qh)

This course will build the basic skills and methods needed for the study of history. Topics will include, library and archival research, historical writing, historiography and interpretation, use of the computer and quantitative analysis in history, and the professional opportunities for the history major. Students will complete a supervised research project. This course is directed at the History major. **Prerequisites:** RDG 099, ENG 102, and any 100- level History course with a grade of "C" or better.

## Homeland Security

### HSE 101 Introduction to Homeland Security and Emergency Management (5qh)

This course is a broad overview of the expanding Homeland Security and Emergency Management field. This history of homeland security as it evolved from the fields of civil defense, emergency preparedness and the traditional intelligence community will be discussed.

### HSE 299 Terrorism and International Crime (5qh)

This course examines the modern problem of terrorism, including its political roots. The history of



terrorism both domestically and internationally as well as the structure of operations of terrorist organizations will be discussed.

#### HSE 300 Emergency Management Response (5qh)

This course introduces best practices for emergency services. Students will understand the history of how we have handled emergencies, and what we have learned from those situations to better prepare for future crises. It provides an overview of the various agencies and their strategies of mitigation, planning, response, and recovery. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 301 Basic Incident Command System for Initial Response (2qh)

This course describes the history, features, principles, and organizational structure of the Incident Command Center. This course will introduce students to the skills needed to respond efficiently and effectively during a crisis within the Incident Command System. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 302 Emergency Operations Center (2qh)

Students will learn the purpose of an Emergency Operation Center and the necessity of emergency preparedness when activated. Emphasis will be placed on the 5 major functions of an effective EOC: 1. command, 2. planning, 3. operations, 4. logistics, and 5. finance. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 303 Disaster and Response Recovery (2qh)

The purpose of this course is to enable students to understand and think critically about disaster and response recovery. Students will apply critical thinking by analyzing disaster events and applying the theories, principles and practice of response and recovery in a high-pressure environment. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 304 Developing and Managing Volunteer Resources (2qh)

This course will focus on how to effectively organize resources in a community of volunteers and private- sector groups. Students will understand the importance of defining volunteer roles, creating a course of action, recruiting, and training volunteers. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 305 Terrorism and Emergency Response (5qh)

This course will provide students with knowledge regarding terrorism, terroristic behavior, and how to respond appropriately. Students will understand policy within the Department of Homeland Security and FEMA, and how these policies relate to proper attack response, avoiding, and preventing attacks. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 310 Ethics in Homeland Security (2qh)

This course will examine ethical issues that develop in Homeland Security and an overview of various statutes, regulations, constitutional law and common law associated with Homeland Security. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 350 Technology and Cybersecurity in Homeland Security (5qh)

This course examines cybersecurity, including federal networks, critical infrastructure, cybersecurity governance, the importance of cybersecurity against Homeland Security threats, and how these threats relate to Homeland Security. Students will learn technologies employed in cybersecurity. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 400 Legal Issues in Homeland Security (5qh)

This course provides an overview in public policy and law related to public service and the Homeland Security Emergency Management field. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 410 Cyber Crime Investigation (5qh)

This course examines legal precedent involving cybercrime. Students will understand the basic steps necessary to identify cyber threats against the homeland, and how to properly investigate cyber-attacks. 5 hours. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 420 Biodefense (5qh)

This course will examine proactive approaches in defending the homeland against bioterrorism. The course will also examine ways to respond to bioterrorism, including the identification of the major biological agents, their prevention, control, and treatment. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 430 Intelligence and Analysis (5qh)

This course examines the intelligence system, and the intelligence process. Students will be taught problem-solving skills in the intelligence community. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 450 Radicalization, and Homeland Security (5qh)

This course investigates the process of radicalization, and the role it plays in violent extremism and homeland security. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 460 Politics of Europe and Homeland Security (5qh)

This course examines the geopolitical environment in Europe, which include NATO and the European Union in the post-Soviet era, and how the political situation relates to United States policy and Homeland Security. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 470 Politics of Africa and Homeland Security (5qh)

This course will examine the geopolitical environment in Africa and how the political situation relates to Homeland Security. Emphasis will be placed on the African Horn, and the most dangerous terror organizations within Africa. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 480 Politics of the Middle East and Homeland Security (5qh)

This course will examine the geopolitical environment of the Middle East, and how the political situation relates to United States policy and Homeland Security. **Prerequisite:** HSE 101. Students must complete the course with a grade of “C” or better.

#### HSE 490 Homeland Security and Emergency Management Capstone Project (5qh)

Students will apply theories, techniques, and skills learned in the B.A.S. Homeland Security degree. Students will be given a set of facts that will be analyzed and applied based on the content within the degree. This course will be the last course taken in the degree program. Students must complete the course with a grade of “C” or better.

## Interdisciplinary Science

### ISC 201 Life and Earth Sciences (5qh)

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the life and earth sciences. This course will utilize research-based techniques necessary to teach these concepts in order to meet the diverse needs of learners across P-5 grade environments. Topics will include the characteristics of life, biodiversity, heredity, energy flow, interdependence of life, cellular structure and function, earth systems, astronomy, and the biosphere (\*This course will not serve as a science lab course or as a science elective.) **Prerequisite:** RDG 099 or Placement.

### ISC 202 Physical Science and Astronomy (5qh)

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the physical sciences and astronomy. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.) **Prerequisite:** RDG 099 or Placement.

## Kinesiology

### KIN 200 Introduction to Kinesiology (5qh)

This course is an introduction to the field of kinesiology. Including the history, importance, and philosophy of physical activity. Areas of study will include motor behavior, sport and exercise psychology and sociology of physical activity, biomechanics, physiology, and careers and professions in kinesiology, exercise science, and physical activity.

### KIN 210 Structural Kinesiology (5qh)

This course is a study of the anatomical structures, biological systems, and physical principles of kinesiology as they relate to human movement during physical activities. **Pre-requisite:** BIO 207 with a grade of "C" or better.

### KIN 220 Exercise Biochemistry (5qh)

This course is an introduction to human metabolism and bioenergetics with an emphasis on adaptations brought on by exercise and nutrition. **Prerequisite:** CHE 121 with a grade of "C" or better.

### KIN 250 Strength and Conditioning (5qh)

This course is designed to teach the scientific principles involved in design, implementation, and of individual and sport specific testing in strength and conditioning programs. **Prerequisite:** KIN 210 with a grade of "C" or better.

### KIN 255 Essentials of Athletic Healthcare (5qh)

This course is designed to provide information on basic injury prevention, identification, and rehabilitation and overall healthcare for recreational and competitive athletes. **Prerequisite:** KIN 210 with a grade of "C" or better.

## Leadership

### LDR 101 Introduction to Leadership and College Success (3qh)

This course introduces students to components of personal leadership development as well as the foundations of liberal arts education to prepare a new generation of effective leaders. Additionally, students will be introduced to the GMC core values of duty, honor, and country, GMC campus resources and

opportunities and effective study strategies. Students will engage in self-reflective learning experiences that connect leadership theory and real-world applications to facilitate rewarding college, career and life experiences.

This course is required for all degree-seeking students. Students who have credit for PER 101 may not receive credit for LDR 101. This course will satisfy any requirement previously satisfied by PER 101 in earlier catalogs.

### LDR 201 Critical Thinking and Character Development in Leadership (3qh)

This 3-hour Leadership capstone course emphasizes the GMC mission to produce educated, contributing community leaders through the development of critical thinking and reasoning skills as well as through the elevation of the character of the individual student. Prerequisites: ENG 102 and PER 101 or LDR 101

LDR 201, the capstone course for the Leadership program, is required for graduation. Students who have credit for PER 102 or PER 201 may not receive credit for LDR 201.

## Management

### MGT 210 Introduction to Management and Organization (5qh)

This course is a study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Management principles and functions of management together with planning, organizing, and controlling are studied.

### MGT 232A Introduction to Human Resources Management (5qh)

This course is an introduction to human resources; major human resources problems and issues; policies and practices in the human resources field; application of theory in selecting, developing, rewarding and utilizing human resources.

### MGT 240 Introduction to Materials Management (5qh)

This course is an introduction to the basic concepts of materials management. The course will include concepts applied in, purchasing, inventory management, demand management, master scheduling, MRP, capacity management, production planning and control, purchasing, logistics, continuous improvement, and TQM. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 or higher with a grade of "C" or better.

### MGT 252 Small Business Management (5qh)

This course explores the place of the small business enterprise in the national economic scene, the method of establishing such a venture, the operation of the small business, and problems confronting the entrepreneur in small business.

## Mathematics

### MAT 009 Support for College Algebra (3qh): Institutional credit only

This course is to be taken **concurrently with MAT 109S (College Algebra with Support)** on the same campus. Background topics which are necessary for a student to successfully complete College Algebra will be covered. **Prerequisite:** Completion of MAT 094 with a grade of "C" or better or placement in MAT 095 and/or recommendation of the Program Dean of Mathematics & Technology or Senior Department Chair.

### MAT 094 College Prep I (5qh): Institutional credit only

Review of basic algebra skills including operations on integers, rational numbers, real numbers and

complex numbers; simplifying and operating with terms/polynomials, and solving single and multi-variable linear equations, and graphing linear equations. Successful completion or exemption of the MAT 094/MAT 095 sequence fully prepares the student for college level math. **Prerequisite:** Placement by examination and/or recommendation of the Program Dean of Mathematics & Technology or the Senior Department Chair.

MAT 095 College Prep II (5qh): Institutional credit only

Review of basic algebra skills including factoring, graphing quadratic polynomials, solving quadratic equations, simplifying rational expressions, solving rational equations, simplifying radical expressions, and solving radical equations. Successful completion or exemption of the MAT 094/MAT 095 sequence fully prepares the student for college level math. **Prerequisite:** Placement by examination and/or recommendation of the Program Dean of Mathematics & Technology or the Senior Department Chair, or completion of MAT 094 with a grade of “C” or better.

MAT 103 Quantitative Reasoning (5qh)

This course places quantitative reasoning skills in the context students are likely to encounter. It emphasizes processing information in context from a variety of representations. Topics include logic, basic probability, data analysis, and modeling from data. This course is not intended to supply sufficient algebraic background for students who intend to take precalculus or the calculus sequence. **This course may not be taken by math or middle grades education majors for the Area A2 core curriculum requirement.** **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 with a grade of “C” or better.

MAT 109 College Algebra/MAT 109S College Algebra with Support (5qh)

This course is a symbolically intensive, functional approach to algebra that incorporates the use of appropriate technology and application problems. Topics include the study of linear, quadratic, exponential and logarithmic functions, the real number axioms, equations, inequalities and systems of equations. Students with credit for Precalculus (MAT 112) or higher may not take College Algebra. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 095 with a grade of “C” or better.

MAT 112A Precalculus Algebra (3qh)

This course is equivalent to half of a course in Precalculus and is an in-depth study of topics in algebra which are essential for an understanding of calculus. Topics include the study of polynomial, rational, exponential, and logarithmic functions, and the conic sections. (Credit may only be received for either MAT 112A or MAT 112. The combination of MAT 112A and MAT 112B is equivalent to MAT 112 for degree purposes or to satisfy prerequisite requirements.) **Prerequisite:** “C” or better in MAT 109 or by placement.

MAT 112B Precalculus Trigonometry (3qh)

This course is equivalent to half of a course in Precalculus and is an in-depth study of topics in trigonometry which are essential for an understanding of calculus. Topics include the study of trigonometric functions and their inverses, as well as simplifying expressions and solving equations using trigonometric identities. (Credit may only be received for either MAT 112B or MAT 112. The combination of MAT 112A and MAT 112B is equivalent to MAT 112 for degree purposes or to satisfy prerequisite requirements.) **Prerequisite:** “C” or better in MAT 109 or MAT 112A or by placement.

MAT 112 Precalculus (5qh)

This course is an in-depth study of topics in algebra and trigonometry which are essential for an understanding of calculus. Topics include the study of polynomial, rational, exponential, logarithmic, and trigonometric functions, and the conic sections. (Credit may only be received for either MAT 112 or

MAT 112A/112B. The combination of MAT 112A and MAT 112B is equivalent to MAT 112 for degree purposes or to satisfy prerequisite requirements.) **Prerequisite:** “C” or better in MAT 109 or by placement.

#### MAT 200 Applied General Probability & Statistics (5qh)

This course is an overview of the ideas and concepts that is basic to modern statistics. Topics include descriptive statistics, probability, estimation, hypothesis testing, and linear regression. Students will be exposed to applications from a variety of fields. **Prerequisite:** Completion of Quantitative Skills mathematics with a grade of “C” or higher.

#### MAT 201A Calculus IA (3qh)

This course is the first half of Calculus I and will involve the study of limits, continuity, and the derivative. (Credit may only be received for either MAT 201A or MAT 201. The combination of MAT 201A and MAT 201B is equivalent to MAT 201 for degree purposes or to satisfy prerequisite requirements.) **Prerequisite:** “C” or better in MAT 112 or by permission.

#### MAT 201B Calculus IB (3qh)

This course is the second half of Calculus I and will involve the study of antiderivatives, definite and indefinite integrals, the Fundamental Theorem of Calculus, and applications of the derivative. (Credit may only be received for either MAT 201B or MAT 201. The combination of MAT 201A and MAT 201B is equivalent to MAT 201 for degree purposes or to satisfy prerequisite requirements.) **Prerequisite:** “C” or better in MAT 201A or by permission.

#### MAT 201 Calculus I (6qh)

This course will involve the study of limits, continuity, the derivative, applications of the derivative, definite and indefinite integrals, and the Fundamental Theorem of Calculus. (Credit may only be received for either MAT 201 or MAT 201A/201B. The combination of MAT 201A and MAT 201B is equivalent to MAT 201 for degree purposes or to satisfy prerequisite requirements.) **Prerequisite:** “C” or better in MAT 112 or by permission.

#### MAT 202 Calculus II (6qh)

This course will involve the study of applications of integrals that include the study of area and volume; integration techniques to include exponential, logarithmic, hyperbolic and inverse trigonometric functions; improper integrals; and infinite series and sequences. **Prerequisite:** “C” or better in MAT 201.

#### MAT 203 Multivariable Calculus (Calculus III) (6qh)

This course will involve the study of vectors, partial derivatives, multiple integrals and their applications, Greene’s and Stokes’ Theorems. **Prerequisite:** “C” or better in MAT 202.

#### MAT 208 Foundations of Numbers and Operations (5qh)

This course is an Area F introductory mathematics course for Early Childhood Education majors. This course will emphasize the understanding and use of the major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. This course may only be used to satisfy the Area F requirement for Early Childhood Education or General Studies majors. **Prerequisite:** Completion of Quantitative Skills mathematics with a grade of “C” or higher.

#### MAT 211 Introduction to Linear Algebra (5qh)

This course is an introduction to the computational and theoretical aspects of vectors, systems of linear equations, matrices, determinants, vector spaces, eigenvalues and eigenvectors. **Prerequisite:** “C” or better in MAT 201.



### MAT 213 Ordinary Differential Equations (5qh)

This course is an introduction to first and higher order ordinary differential equations (ODE) and applications, series solutions of ODE, Laplace transforms, systems of first order differential equations and numerical solutions of ODE. **Prerequisite:** “C” or better in MAT 202.

### MAT 225 Discrete Mathematics (5qh)

This course is an introduction to discrete mathematics with an emphasis on topics that are applicable to computer science. Topics include, formal logic, propositional logic, predicate logic, mathematical reasoning, proof techniques, graphs, trees, sets, functions, relations, counting techniques, and algorithms. **Pre-requisite:** “C” or better in MAT 112 or 201.

## Military Science

### MPE 204 Cardio-Respiratory Fitness I (2qh)

A course designed to develop cardio-respiratory fitness by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

### MPE 205 Cardio-Respiratory Fitness II (2qh)

This course continues to improve cardio-respiratory fitness developed in PED 204 by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

### MSD 111 Introduction to the Army (1qh)

This course is an introduction to the Army and basic Soldier skills. It introduces Cadets to the Army and the Profession of Arms. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers’ Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Cadets also learn to perform basic Soldier skills to survive in a field environment to support their development as an Army leader.

### MSD 112 Leadership & Personal Development (1qh)

This course is a continuation of the Army and basic Soldier skills with a focus on leadership and personal development. It introduces Cadets to the Army and the Profession of Arms. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers’ Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Cadets also learn to perform basic Soldier skills to survive in a field environment to support their development as an Army leader.

### MSD 113 Introduction to Tactical Leadership I (1qh)

This course is an introduction to the Army and basic Soldier skills focusing on tactical leadership. It introduces Cadets to the Army and the Profession of Arms. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers’ Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Cadets also learn to perform basic Soldier skills to survive in a field environment to support their development as an Army leader.

### MSD 114 Introduction to Tactical Leadership II (1qh)

This course is a continuation of the Army and basic Soldier skills focusing on tactical leadership. It introduces Cadets to the Army and the Profession of Arms. Students will examine the Army Profession



and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers' Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Cadets also learn to perform basic Soldier skills to survive in a field environment to support their development as an Army leader.

#### MSD 211 Leadership and Ethics I (2qh)

This course is an introduction of leadership and ethics. The course adds depth to the Cadets knowledge of the different leadership styles. Cadets will conduct a leadership analysis of famous leaders and self-assessment of their own leadership style. The Army Profession is also stressed through understanding values, ethics and how to apply both to different situations they may encounter as a leader. Army Values and Ethics and their relationship to the Law of Land Warfare and philosophy of military service are also stressed. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MS III Cadets, supervised by MS IV's and cadre.

#### MSD 212 Leadership and Ethics II (2qh)

This course is a continuation of leadership and ethics. The course adds depth to the Cadets knowledge of the different leadership styles. Cadets will conduct a leadership analysis of famous leaders and self-assessment of their own leadership style. The Army Profession is also stressed through understanding values, ethics and how to apply both to different situations they may encounter as a leader. Army Values and Ethics and their relationship to the Law of Land Warfare and philosophy of military service are also stressed. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MS III Cadets, supervised by MS IV's and cadre.

#### MSD 213 Army Doctrine and Decision Making I (2qh)

This course is an introduction to Army Doctrine and Decision Making. The course begins with analytical techniques, creative thinking skills and the Army problem solving process as related to situations faced by leaders when making decisions. TLPs and OPORD will lead Cadets to an understanding of Army Doctrine and Symbology. Squad tactics will be covered in classes on Unified Land Operations, Offensive Operations and Defensive Operations. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MSL III Cadets and supervised by cadre.

#### MSD 214 Army Doctrine and Decision Making II (2qh)

This course is the continuation of Army Doctrine and Decision Making. The course begins with analytical techniques, creative thinking skills and the Army problem solving process as related to situations faced by leaders when making decisions. TLPs and OPORD will lead Cadets to an understanding of Army Doctrine and Symbology. Squad tactics will be covered in classes on Unified Land Operations, Offensive Operations and Defensive Operations. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MSL III Cadets and supervised by cadre.

#### MSD 299 Leadership and Character Development (3qh)

This course provides cadets with knowledge in the various aspects of leadership to include decision making and ethical reasoning within the military organization. Assigned readings combined with guest lectures, discussion panels, and staff rides will support the development of leaders capable of building effective organizations.

### MSD 311 Training Management and the Warfighting Functions (Phase A) (2qh)

*Training Management and the Warfighting Functions (Phase A)*, is an introductory course where you will analyze, test, and relate the fundamentals of Army Leadership, the Profession, Army Values and Ethics, Personal Development, and small unit tactics at the platoon level. At the conclusion of this course, you will be capable of planning, coordinating, navigating, motivating and leading a squad and platoon in the execution of a mission during a classroom PE, a Leadership Lab, or during a Field Training Exercise (FTX). You will be required to write peer evaluations and receive feedback on your abilities as a leader and how to improve those leader skills that can further develop you in to a successful officer. You will receive systematic and specific feedback on your leader attributes, values, and core leader competencies from your instructor, other ROTC cadre, and MS IV Cadets who will evaluate you using the Cadet Evaluation System (CER). Successful completion of this course will help prepare you for the SROTC Advanced Camp, which you will attend in the summer at Fort Knox, KY.

### MSD 312 Training Management and the Warfighting Functions (Phase B) (2qh)

*Training Management and the Warfighting Functions (Phase B)*, is an academically challenging course where you will continue to analyze, test, and relate the fundamentals of Army Leadership, the Profession, Army Values and Ethics, Personal Development, and small unit tactics at the platoon level. At the conclusion of this course, you will be capable of planning, coordinating, navigating, motivating and leading a squad and platoon in the execution of a mission during a classroom PE, a Leadership Lab, or during a Field Training Exercise (FTX). You will be required to write peer evaluations and receive feedback on your abilities as a leader and how to improve those leader skills that can further develop you in to a successful officer. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, and practical exercises, a mid-term exam, and a final exam. You will receive systematic and specific feedback on your leader attributes, values, and core leader competencies from your instructor, other ROTC cadre, and MS IV Cadets who will evaluate you using the Cadet Evaluation System (CER). Successful completion of this course will help prepare you for the SROTC Advanced Camp, which you will attend in the summer at Fort Knox, KY.

### MSD 313 Applied Leadership in Small Unit Operations (Phase A) (2qh)

This course is an introduction to applied leadership in small unit operations. It is an academically challenging course where you will study, practice, and apply the fundamentals of direct level leadership and small unit tactics at the platoon level. At the conclusion of this course, you will be capable of planning, coordinating, navigating, motivating and leading a platoon in the execution of a mission. It includes a Lab per week, using peer (MS III) facilitation overseen by MS IVs, supervised by ROTC Cadre. Successful completion of this course will help prepare you for Cadet Summer Training/Advanced Camp, which you will attend in the summer, at Fort Knox, KY.

### MSD 314 Applied Leadership in Small Unit Operations (Phase B) (2qh)

This course is a continuation to applied leadership in small unit operations. It is an academically challenging course where you will study, practice, and apply the fundamentals of direct level leadership and small unit tactics at the platoon level. At the conclusion of this course, you will be capable of planning, coordinating, navigating, motivating and leading a platoon in the execution of a mission. It includes a Lab per week, using peer (MS III) facilitation overseen by MS IVs, supervised by ROTC Cadre. Successful completion of this course will help prepare you for Cadet Summer Training/Advanced Camp, which you will attend in the summer, at Fort Knox, KY.

### MSD 411 The Army Officer I (2qh)

This course is an introduction to the development of the Army Officer. It is an academically challenging course where you will develop knowledge, skills, and abilities to plan, resource, and assess training at

the small unit level. You will also learn about Army programs that support counseling subordinates and evaluating performance, values and ethics, career planning, and legal responsibilities. At the conclusion of this course, you will be familiar with how to plan, prepare, execute, and continuously assess the conduct of training at the company or field grade officer level. Includes a lab per week overseeing MSL III lesson facilitation and supervised by ROTC Cadre.

#### MSD 412 The Army Officer II (2qh)

This course is a continuation of the development of the Army Officer. It is an academically challenging course where you will develop knowledge, skills, and abilities to plan, resource, and assess training at the small unit level. You will also learn about Army programs that support counseling subordinates and evaluating performance, values and ethics, career planning, and legal responsibilities. At the conclusion of this course, you will be familiar with how to plan, prepare, execute, and continuously assess the conduct of training at the company or field grade officer level. Includes a lab per week overseeing MSL III lesson facilitation and supervised by ROTC Cadre.

#### MSD 413 Company Grade Leadership I (2qh)

This course is an introduction to leadership of the Army Officer. It is an academically challenging course where you will develop knowledge, skills, and what's required of junior officers pertaining to the Army in Unified Land Operations and Company Grade Officer roles and responsibilities. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, Staff Ride presentation, a mid-term exam, and a final exam. Successful completion of this course will assist in preparing you for your BOLC B course and is a mandatory requirement for commissioning. Includes a lab per week overseeing MSL III lesson facilitation and supervised by ROTC Cadre.

#### MSD 414 Company Grade Leadership II (2qh)

This course is a continuation of the leadership of the Army Officer. It is an academically challenging course where you will develop knowledge, skills, and what's required of junior officers pertaining to the Army in Unified Land Operations and Company Grade Officer roles and responsibilities. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, Staff Ride presentation, a mid-term exam, and a final exam. Successful completion of this course will assist in preparing you for your BOLC B course and is a mandatory requirement for commissioning. Includes a lab per week overseeing MSL III lesson facilitation and supervised by ROTC Cadre.

## Music

#### MUS 101 Chorus (2qh)

GMC Chorus is open to all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus. This course may be repeated multiple times for credit.

#### MUS 191 Music Appreciation I (2qh)

This course is an historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music.

#### MUS 192 Music Appreciation II (2qh)

This class is a continuation of MUS 191.

### MUS 193 Music Appreciation III (2qh)

This class is a continuation of MUS 192.

### MUS 194 Music Appreciation (5qh)

This course is an historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music. It is designed for general college student, as well as the freshman music major. MUS 191, 192, and 193 are combined and taught as one course.

## Nutrition

### NTR 107 Nutrition I (2qh)

This course is an introduction to the principals of nutrition and health promotion, including the health promotion concept, dietary trends and guidelines, tools and methods, and food safety and labeling.

### NTR 108 Nutrition II (2qh)

This course is a study of energy in nutrition; the role of vitamins, minerals, and water; and weight management.

### NTR 109 Nutrition III (2qh)

This course is a study of nutrition throughout the life cycle, including nutrients of healthy mothers and infants, nutrition in childhood and adolescence, and nutrition and aging.

### NTR 110 Nutrition (5qh)

This course is designed to cover the measurement of diet and the role of nutrients in body function and throughout the life cycle in order to promote changes to increase life expectancy, to decrease cardiovascular disease, and to improve dietary patterns. (NTR 107, NTR 108, and NTR 109 combined, condensed, and taught in one single course).

## Paralegal

### PLG 110 Introduction to Law and Ethics (5qh)

An introduction to the legal system and legal practice and principles. This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques.

### PLG 120 Legal Research and Writing (5qh)

The course includes the regulation of practice and the skills necessary for successful practice. There will be an emphasis on computer skills necessary for the preparation of legal documents, which includes dictation, drafting, motions, complaints, and answers, and researching precedent.

**Prerequisite:** ENG 101.

### PLG 210 Civil Litigation (5qh)

Introduction to the jurisdiction and organization of the state and federal courts, to pleading and practice in civil cases in those courts. Students will be familiar with all phases of civil litigation including discover, trial preparation, rules of evident, and courtroom procedure. **Prerequisite:** PLG 110.

### PLG 230 Family Law (5qh)

This course introduces issues that may arise in family law cases. This course will focus on the role of the paralegal in assisting the attorney in development and presentation of such cases, which include marriage,

annulment, prenuptial agreements, divorce, division of property, adoption, child support, and child custody. Students will also have an understanding of ethical issues that may be relevant to family law. **Prerequisite:** PLG 110.

#### PLG 240 Introduction to Alternative Dispute Resolution (5qh)

This course is designed both to train the Alternative Dispute Resolution professional and to provide paralegals with alternative skills that strengthen their effectiveness as advocates. Negotiation, mediation, and arbitration techniques will be taught during this course. Issues in contracts, family law, and business transactions will be covered. **Prerequisite:** PLG 110.

#### PLG 250 Torts and Remedies (5qh)

This course is an introduction to civil liability resulting from breach duties. Subject matter focuses on intentional, negligence, and strict liability torts and theories of liability and recovery. Other subjects covered may include trespass to land, nuisance, assault, battery, products liability, invasion of privacy, defamation and injuries to business relationships. **Prerequisite:** PLG 110.

## Philosophy

#### PHI 200 Introduction to Philosophy (5qh)

This course is a first study of the major themes and issues of philosophy, as well as some of the world's greatest philosophers.

## Physical Education

#### PED 103 Beginning Badminton (2qh)

A course designed to teach basic skills and rules of badminton.

#### PED 108 Bowling (2qh)

This course is an introduction to the sport of bowling.

#### PED 111 Beginning Basketball (2qh)

A course designed to teach the rules and basic skills in basketball.

#### PED 115 Beginning Golf (2qh)

A course designed to introduce golf skills and fundamentals.

#### PED 118 Beginning Softball (2qh)

A course designed to introduce the skills, strategy, and rules of softball.

#### PED 121 Beginning Tennis (2qh)

A course designed to introduce the skills, strategies, and rules of tennis.

#### PED 124 Beginning Volleyball (2qh)

A course designed to provide knowledge and skills necessary to enjoy recreational volleyball.

#### PED 125 Beginning Walking (2qh)

A course in the theory and practice of walking.

#### PED 137 Jogging (2qh)

A course in the theory and practice of jogging.

### PED 138 Beginning Soccer (2qh)

A course designed to provide the knowledge and skills necessary to play or coach soccer at the entry level, as well as knowledge of the rules and strategies involved in the game.

### PED 141 Beginning Weight Training (2qh)

A course in the theory and practice of weight training.

### PED 147 Fitness Swimming (2qh)

A course designed to introduce basic skills and knowledge for swimming effectively and safely. The course is designed to improve stroke efficiency and endurance for each student.

### PED 155 Beginning Step Aerobics (2qh)

A course in the theory and practice of aerobic exercise.

### PED 166 Yoga (2qh)

A course in the theory and practice of basic yoga posture, breathing practices, stretching and relaxation techniques as a method to improve flexibility, decrease stress and improve physical and mental wellbeing.

### PED 190 Officiating Basketball (2qh)

A course in officiating basketball.

### PED 191 Officiating Soccer (2qh)

A course designed to provide the knowledge and skills necessary to officiate soccer at the entry level. This will involve understanding the Laws of the Game in order to make informed decisions on issues such as substitutions, offside or not offside, direct or indirect kicks, penalty kick or no penalty kick, etc. and how to signal such decisions.

## Physics

### PHY 111 Introductory Physics I (6qh)

Part I of an introductory trigonometry-based physics course. Topics include Mechanics, Waves, and Thermodynamics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** MAT 112 or MAT 112B with a grade of "C" or better.

### PHY 112 Introductory Physics II (6qh)

Part II of an introductory trigonometry-based physics course. Topics include Electromagnetism, Optics, and Modern Physics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** PHY 111.

### PHY 211 Principles of Physics I (6qh)

Part I of an introductory course in calculus-based physics. Topics include mechanics, thermodynamics, and waves. Elementary differential and integral calculus will be used. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** ENG 099 and RDG 099 or placement; MAT 201 with a grade of "C" or better.

### PHY 212 Principles of Physics II (6qh)

Part II of an introductory course in calculus-based physics. Topics include electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** ENG 099 and RDG 099 or placement; MAT 202 with a grade of "C" or better; PHY 211 with a grade of "C" or better.



## Physical Science

### PSC 101 Introduction to Physical Science I (6qh)

This course is an introductory course in the physical science drawing its material from the elements of physics and chemistry. Stress is given to the basic principles and laws of physical science. Not open to students who have college credit in chemistry or physics. Lecture 4.5 hours; Laboratory 1.5 hours.

**Prerequisite:** Successful completion of MAT 095 or placement.

### PSC 102 Introduction to Physical Science II (6qh)

This course is an introduction to physical science, focusing on elements of astronomy, meteorology, oceanography, and geology. Emphasis is placed on examining the interrelationships of the forces acting upon the earth and its structures. Not open to students who have college credit in astronomy or geology. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** Successful completion of MAT 095 or placement.

## Political Science

### PLS 101 Introduction to American Government (5qh)

This course is an introduction to national, state, and local government in the United States that examines the evolution of government from the writing of the U.S. Constitution to the modern-day struggles of American politics. Special attention will be given to political development in the last thirty years. **This course satisfies legislative requirements for U. S. and Georgia Constitutions.**

### PLS 200 Introduction to International Politics (5qh)

This course is an introduction to the contemporary international system. State and non-state actors and instruments used to achieve their objectives. Approaches to peace including arms control, international organizations and international law will be examined.

### PLS 201 Introduction to Political Science (5qh)

This course is an introduction to the field of political science. This course examines the sub fields of political science and introduces to students to a variety of political concepts. This course includes a survey of political theory, comparative politics and foreign policy. Topics covered include political change, the State, political ideologies, institutions and political interactions. **Prerequisite:** PLS 101.

### PLS 205 State and Local Governments (5qh)

This course is an introduction to state and local government that examines the types and forms of governments that exist. The primary focus will be the functions and problems of state and local governments. **Prerequisite:** PLS 101.

### PLS 210 Introduction to Comparative Politics (5qh)

This course is a comparative survey of the politics and structure of government in major nation-states and transnational governmental entities. Students will develop a solid foundation for analyzing politics and government through a comparative perspective by observing how different political institutions and behaviors produce different outcomes. There will be an emphasis on analysis and critical thinking.

**Prerequisite:** PLS 101.

### PLS 215 Introduction to Public Administration (5qh)

A survey of the field of public administration. Students will evaluate and discuss the various theories of public administration, evaluate program and policy effectiveness, analyze the budgeting and managing processes, and discuss the interactions between the bureaucracy and the other institutions of

government. **Prerequisite:** PLS 101.

## Psychology

### PSY 200 Introduction to Psychology (5qh)

The course is an overview of general psychology that includes defining psychology and the scientific methods; examining psychological theories that include personality, human development, biological, sensory and perception, states of consciousness, the principles of learning and memory, cognition and motivation, psychological disorders and interventions, and stress and health.

### PSY 203 Human Growth and Development (5qh)

This course is the study of the various areas of human development from conception to old age and death.

### PSY 205 Psychology of Adjustment (5qh)

This course is a study of the fundamental principles of good mental health. Normal and abnormal reactions to stress and conflict are examined, with an emphasis on healthy techniques of adjustment.

### PSY 207 Educational Psychology (5qh)

This course is a study of the application of behavioral science to issues related to teaching and student learning with a focus on the cognitive and emotional learning of children and adolescents.

### PSY 210 Abnormal Psychology (5qh)

Abnormal Psychology is an overview of the field of clinical psychology including a review of the history of psychological disorders and current identification, etiology, and treatment of a wide range of psychological disorders representing a range of theoretical perspectives.

### PSY 230 Research Methods for the Behavioral Sciences (5qh)

This course is a comprehensive study of the diverse research methodologies used in the behavioral sciences. Students are taught how to design and implement experimental and non- experimental studies. Students will be required to conduct a research project. Research ethics are emphasized at all stages of the research process. Upon completion of the course, students are able to evaluate critically experimental research and non- experimental quantitative and qualitative research with regard to not only the design, implementation, and interpretation of behavioral studies, but also the ethics of research. **Prerequisites:** PSY 200 and MAT 200.

## Public Health

### PBH 300 Introduction to Biostatistics (5qh)

This course covers the essential components for the collection, analysis, and presentation of data in all areas of public health. Biostatistics is fundamental to ensuring that findings and practices in public health and biomedicine are supported by reliable evidence. Key to these skills is assessing the impact of chance and variability on the interpretation of research findings and subsequent recommendations for public health practice and policy. Topics covered include: general principles of study design; hypothesis testing; review of statistics methods for comparison of discrete and continuous data including but not limited to z-tests, Chi-square tests, t-tests, ANOVA and correlation/regression. Students must complete the course with a grade of "C" or better. **Prerequisite:** Completion of Quantitative Skills mathematics with a grade of "C" or better.

### PBH 305 Research Methods in Health Sciences (5qh)

This course provides an overview to the fundamentals of research design, methods, and data collection. This course provides an overview of the common types of approaches used for health science research. Students will learn how to best present research, how to evaluate and critique a research article, and understand how to obtain and decipher evidence-based research. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of SOC 210 “Societal Issues and Trends in Healthcare” with a grade of “C” or better.

### PBH 311 Health Care Systems (5qh)

This course provides an overview of how healthcare and public health are organized and how their services are delivered in the United States. Topics will focus on current issues in health and medical programs, with an emphasis on leadership and management, communication, technology, documentation including e-health, and trends in health promotion and community health. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of SOC 210 “Societal Issues and Trends in Healthcare” with a grade of “C” or better.

### PBH 333 Epidemiology (5qh)

This course introduces the student to epidemiology, which is the comparative study of the distribution and determinants of disease in human populations. Students will consider the meaning, scope, and applications of epidemiology to the practice of public health, through the use of statistics, analytic reasoning, and experimental and observational study designs. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of PBH 300 “Introduction to Biostatistics” with a grade of “C” or better.

### PBH 334 Community Health (5qh)

This course introduces the student to population health in the United States, with an emphasis on community health programs and current trends of population health. This course will explore disease management, chronic care management, and health policy making, and introduces students to the organization and financing of health services. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of PBH 333 “Epidemiology” with a grade of “C” or better.

### PBH 340 Environmental Health (5qh)

This course introduces the student to environmental health, with an emphasis on exposure assessment, toxicology, epidemiology and risk assessment. This course will examine sources, routes, media, and health outcomes associated with biological, chemical and physical agents in the environment. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of PBH 333 “Epidemiology” with a grade of “C” or better.

### PBH 413 Principles of Health Education and Promotion (5qh)

This course introduces the student to the types of programs in the field of health education and health promotion, and techniques utilized in a variety of community settings. This course will explore social behavior in individual health decisions, and the role of the educator to provide promotional tools that lead to healthy lifestyles. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of PBH 305 “Research Methods in Health Sciences” with a grade of “C” or better.

### PBH 425 Program Planning in Public Health (5qh)

This course introduces the student to the concepts of program planning for health education in the community. This course will explore program development, implementation, and evaluation of currently functioning community health education programs. Students must complete the course with a grade of

“C” or better. **Prerequisite:** Completion of PBH 413 “Principles of Health Education and Promotion” with a grade of “C” or better.

#### PBH 435 Global Health (5qh)

This course introduces the student to critical links between global health and social and economic development. This course will explore major health problems of underdeveloped, developed, and emerging nations. Students will conduct in-depth analyses of health problems among various populations from selected countries. Students must complete the course with a grade of “C” or better.

**Prerequisite:** Completion of PBH 334 “Community Health” with a grade of “C” or better.

#### PBH 497 Capstone Project in Public Health (5qh)

This course serves as the capstone for the Public Health major. The course will provide an opportunity for students to integrate, synthesize and apply their public health knowledge through cumulative and experiential activities. Students will be required to write a formal written report and presentation that demonstrates acquisition of the required public health competencies covered within the public health major. Students must complete the course with a grade of “C” or better. **Prerequisite:** Completion of PBH 305, PBH 333, PBH 334, and PBH 425 with a grade of “C” or better.

## Reading

#### RDG 099 LSS Reading (5qh): Institutional credit only

This course is for students needing supplemental preparation in basic reading. **Prerequisite:** Placement by examination and/or recommendation of the Program Dean of Humanities or the Senior Department Chair.

## Religion

#### REL 210 Old Testament (5qh)

This course is a study of the nature, content, and problems of the Old Testament literature with emphasis given to historical data, literary forms and outstanding personalities.

#### REL 213 New Testament (5qh)

This course is a study of the nature, content, and problems of the New Testament literature with emphasis given to historical data, literary forms and outstanding personalities and usage in the early Christian community.

#### REL 220 World Religions (5qh)

This course is a study of the origins, beliefs, development, and cultural significance of major world religions.

#### REL 225 Religion in America (5qh)

This course is a survey of major religion patterns and developments in the United States from colonial period to present. It has an emphasis on development of Western and non-Western religious bodies.

## Social Work

#### SWK 101 Careers in Social Work (5qh)

This course focuses on the various roles and functions that social workers perform and highlights the dynamism and vitality of the social work profession. It offers practical information about social work jobs available in specific service areas; the course will cover the spectrum of social work roles and functions, the nature of the social work practice, and the best career opportunities for the future. Interdisciplinary

relationships, technology, and the unique qualities of social work are all highlighted.

#### SWK 150 Self-Awareness and Professional Development (5qh)

This course is designed to address self-awareness and effective learning that is necessary to become effective and professional social work practitioners. Further, it is to enhance students' development of self and the use of self to empower others in social work practice. The students will examine their identity, interpersonal relationship skills, problem-solving skills, styles of communication and their personal and value system, as well as the NASW Code of Ethics. **Prerequisite:** SWK 101 or it may be taken concurrently.

#### SWK 200 Introduction to Social Work (5qh)

This is the third introductory course to the field of Social Welfare and the Social Work Profession. It provides a foundation for the Social Work Program and helps students decide if they are interested in pursuing further study. This course dives deeper into the social work profession, including the NASW Code of Ethics. This course explores a wide range of human problems, intervention strategies and professional practice choices from a generalist perspective. This course also focuses on the problem solving process for people at risk from a system's perspective. **Pre-requisites:** SWK 101 and SWK 150.

## Sociology

#### SOC 200 Introduction to Sociology (5qh)

This course is the study of human society, the nature of culture and its organizations. Applications of communication, socialization, mobility, and population growth are analyzed. It is a comprehensive study of research methods, theories, and principle findings in the field of Sociology.

#### SOC 205 Social Problems (5qh)

An analysis of a diversified society in relation to social events that occur in contemporary society. Changes in social norms, social goals, and values are a primary concern. An understanding of social disorganization as it applies to family, economics, religion and other social institutions.

#### SOC 206 Juvenile Delinquency and Procedures (5qh)

This course is a detailed examination of juvenile delinquency in the United States. Course topics will include social causes, apprehension and processing, court procedures, and rehabilitation.

#### SOC 207 The Family (5qh)

This course is the study of the family as a basic social institution. Course includes alternative behaviors in contemporary family life, changes in family patterns, and marital adjustments and challenges.

#### SOC 210 Societal Issues and Trends in Healthcare (5qh)

This course is an interdisciplinary course that challenges students' ability to understand and analyze complex societal implications in healthcare. Students will evaluate how culture, technology, the economy, and sociological and psychological processes influence modern healthcare.

## Spanish

#### SPA 101 Elementary Spanish I (5qh)

This is a course for beginners, covering the elements of Spanish grammar, pronunciation, composition, translation, and reading.

#### SPA 102 Elementary Spanish II (5qh)

This course is a continuation of the study of Spanish grammar, pronunciation, composition, translation,

and reading begun in SPA 101. **Prerequisite:** SPA 101.

#### SPA 201 Intermediate Spanish I (5qh)

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is continuation of SPA 102. **Prerequisite:** SPA 102.

#### SPA 202 Intermediate Spanish II (5qh)

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of SPA 201. **Prerequisite:** SPA 201.

## Theater

#### THE 101 Introduction to Acting (5qh)

This course focuses on the Stanislavski technique. Utilizing non-dialog driven scenes, students will study moment- to-moment behavior as well as layer urgency, obstacles, physical endowments, and tactics within that behavior.

#### THE 194 Introduction to Theater (5qh)

In this course, students will investigate the process of theater. Focusing on the roles and skills of theater artists, students will also gain a practical understanding and awareness of theater history, its playwrights, and processes.

## Wellness

#### WEL 154 Wellness (2qh)

This course provides information about the benefits of an active lifestyle, good nutrition, and stress management. It provides techniques for assessing health fitness and gives the student an opportunity to develop and implement safe and effective personal programs; and participate in structured physical activities relevant to effective personal fitness plans.