

GEORGIA MILITARY COLLEGE
ACADEMIC CATALOG
2024-2025



**LEADERSHIP.
CHARACTER.
CIVILITY.**

Table of Contents

WELCOME	7
A LETTER FROM THE PRESIDENT	7
MESSAGE FROM THE CHIEF ACADEMIC OFFICER	8
2024-2025 ACADEMIC CALENDAR	9
2025-2026 ACADEMIC CALENDAR	9
CONTACT INFORMATION	10
ABOUT GEORGIA MILITARY COLLEGE	11
OUR HERITAGE	11
ACCREDITATION	12
MEMBERSHIPS	12
OUR VISION	12
OUR MISSION	12
OUR PURPOSE	13
EDUCATIONAL GOALS	13
LEADERSHIP	14
APPLICATION PROCESS	15
ADMISSION CATEGORIES	17
UNCONDITIONAL ADMISSION POLICY	17
CONDITIONAL ADMISSION POLICY	17
PROVISIONAL ADMISSION POLICY	17
MINIMUM REQUIREMENTS FOR REGULAR FRESHMAN ADMISSION	17
PLACEMENT	17
PLACEMENT SCORES AND EVALUATION	18
TRANSFER ADMISSIONS REQUIREMENTS FOR AA, AS, AND AAS PROGRAMS	19
ADMISSIONS REQUIREMENTS FOR A BACHELOR OF APPLIED SCIENCE (BAS) PROGRAM	20
NON-TRADITIONAL ADMISSIONS	20
<i>Auditing a Class</i>	20
<i>Home-Schooled Student Admissions</i>	21
<i>Dual Enrollment</i>	21
NON-DEGREE SEEKING STUDENT ADMISSIONS	23
TRANSIENT STUDENT ADMISSIONS	23
READMISSION OF FORMER GMC STUDENTS	24
READMISSION OF GMC GRADUATES	24
ADMISSION OF STUDENTS ON SUSPENSION	24
<i>Former GMC Students</i>	24
<i>Transfer Students</i>	25
<i>Academic Seminar</i>	25
ADMISSIONS GENERAL INFORMATION	26
NEW STUDENT ORIENTATION	26
ARTICULATION AGREEMENTS	26
RIGHT TO REFUSE ADMISSION	26
TRANSFER OF CREDIT – AA, AS, AAS DEGREE PROGRAMS	26
TRANSFER OF CREDIT – BAS DEGREE PROGRAMS	27
NON-TRADITIONAL CREDIT TRANSFER	28

TECHNICAL COLLEGE CREDIT POLICY.....	33
RESIDENCY REQUIREMENT.....	33
VETERANS.....	33
CORPS OF CADETS	34
BECOMING A CADET.....	34
<i>U.S. Army Reserve Officers' Training Corps (ROTC) Early Commissioning Program (ECP)</i>	35
<i>Qualifications for U.S. ARMY ROTC ECP Program</i>	36
<i>ROTC ECP Scholarship</i>	37
<i>Voluntary Training</i>	37
<i>Academy Prep Scholars Program</i>	37
<i>Non-Sponsored (Self-Prep) Service Academy Prep Scholars Program</i>	38
<i>State Service Scholarship Program</i>	38
<i>Civic Leader Program (no military service obligation)</i>	39
<i>U.S. Coast Guard College Student Pre-Commissioning Initiative (CSPI)</i>	40
<i>U.S. Marine Corps Platoon Leader Class (PLC)</i>	40
<i>U.S. Navy Reserve Officer Training Corps (ROTC) Preparatory Program (NPP)</i>	40
<i>Public Safety Leadership Program</i>	41
CADET CORPS STIPULATIONS	41
<i>Immunizations/Screenings</i>	42
<i>Athletics/Student Activities</i>	42
CADET FINANCIAL INFORMATION EXPENSES.....	43
<i>Room Damages</i>	43
FINANCIAL INFORMATION.....	44
TUITION AND FEES.....	44
<i>Textbooks and Supplemental Material</i>	44
<i>Fees</i>	45
<i>Cadet/Resident Fees</i>	45
<i>ID Cards</i>	45
<i>Student Refunds</i>	45
<i>1098-T</i>	46
FINANCIAL AID	47
STUDENT RIGHTS AND RESPONSIBILITIES FOR FINANCIAL AID ELIGIBILITY	47
APPLICATION PROCESS	48
<i>GMC Federal School Code: 001571</i>	48
<i>Steps for Applying for Aid</i>	48
<i>Determining Eligibility</i>	49
FINANCIAL AID PROCEDURES	50
<i>Important Dates</i>	50
<i>Outside Scholarships</i>	50
TYPES OF AID.....	51
<i>Federal Grants/Scholarships</i>	52
<i>Georgia Scholarships</i>	52
<i>Georgia Grants</i>	53
DUAL ENROLLMENT	53
<i>Application Procedures for Dual Enrollment</i>	54
<i>Dual Enrollment Funding and Award Amounts</i>	54
LOAN PROGRAMS.....	54
<i>Federal Direct Loan Programs</i>	54
<i>Interest Rates for the 2024-2025 Academic Year</i>	55
<i>Federal Direct PLUS (Parent Loan for Undergraduate Students)</i>	55
<i>Glossary of Terms for Financial Aid Offers</i>	56

<i>Federal Student Aid (FSA) Ombudsman Group</i>	56
STUDENT EMPLOYMENT	57
SCHOLARSHIPS	57
<i>Foundation Endowed Scholarships</i>	57
VETERANS BENEFITS	57
FINANCIAL AID POLICIES	58
<i>Academic Year Definitions for Federal Student Aid Purposes</i>	58
<i>Satisfactory Academic Progress (SAP)</i>	58
<i>Monitoring Periods and Warnings</i>	59
<i>Completion Rate Standard</i>	60
<i>Maximum Credit Standard</i>	61
<i>Appeal for Probationary Term</i>	61
<i>Retroactive Federal Student Aid</i>	62
<i>Learning Support Services and Financial Aid</i>	62
<i>Withdrawal/Return of Title IV Funds (R2T4) Policy</i>	63
STUDENT AFFAIRS	65
HONOR SOCIETIES	65
INTERCOLLEGIATE ATHLETICS	65
STUDENT PUBLICATIONS	67
STUDENT ORGANIZATIONS	67
<i>Campus College-Sponsored Clubs with Faculty Advisors</i>	68
STUDENT HANDBOOK	69
<i>Policy Concerning Student Records</i>	69
<i>Submitting and Resolving Student Complaints</i>	70
ACADEMIC SUCCESS CENTER	71
ACADEMIC ALERT AND ACADEMIC SUCCESS COACHES	71
TUTORING	71
STUDENT DISABILITY SERVICES	72
POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES	72
<i>Contact Person</i>	72
<i>Rights and Responsibilities of the Institution</i>	73
<i>Rights and Responsibilities of the Individual</i>	73
VERIFICATION PROCESS	74
<i>Process for Disability Services at GMC</i>	74
<i>Verification Status</i>	75
<i>Procedure for Requesting Accommodations Each Term</i>	76
<i>Procedure to Request a Change of Approved Accommodations</i>	76
ACADEMIC AFFAIRS	77
DIRECTORY: PROGRAM DEANS & DEGREE PROGRAM COORDINATORS	77
COURSE MODALITIES	78
<i>In-Seat</i>	78
<i>Hybrid</i>	78
<i>Remote Learning</i>	78
<i>Online</i>	78
COURSES PARTICIPATING IN THE OFF-CAMPUS STUDY PROGRAM	78
LEARNING SUPPORT SERVICES	79
<i>LSS Definition and Guidelines</i>	79
<i>LSS Procedures</i>	79
<i>Repeating an LSS Course</i>	79
ACADEMIC POLICIES AND PROCEDURES	80

STUDENT ACADEMIC RESPONSIBILITY	80
STUDENT CLASSIFICATION BY QUARTER HOURS	80
ADVISING AND REGISTRATION PROCESS	80
<i>Declaring, Changing, Closing, or Adding a Major</i>	80
<i>Guidance for Students pursuing Admissions to Professional Programs</i>	81
<i>Overload Requests</i>	81
<i>Independent Study Class</i>	81
<i>Transient Course Request Policy</i>	82
<i>Repeating a Non-LSS Course</i>	82
GRADING SYSTEM.....	83
<i>LSS Grading Scale</i>	83
<i>Explanation of Letter Grades</i>	84
DROPPING/ADDING COURSES.....	84
<i>Class Attendance, Withdrawal, and Disenrollment Policy</i>	85
STUDENT ACADEMIC DISHONESTY POLICY	87
ACADEMIC APPEALS PROCESS	88
<i>Academic Petitions Policy and Process Policy Statement</i>	88
<i>Academic Grade Appeal Process</i>	88
<i>Academic Warning, Probation and Suspension</i>	89
GRADUATION	90
<i>Degree Completion</i>	90
<i>Transcripts</i>	91
<i>Academic Honors</i>	91
CORE CURRICULUM AND COMPETENCY REQUIREMENTS	93
CORE CURRICULUM FOR THE ASSOCIATE OF ARTS DEGREE.....	95
CORE CURRICULUM FOR THE ASSOCIATE OF SCIENCE DEGREE	97
CORE CURRICULUM FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE.....	99
CORE CURRICULUM FOR THE BACHELOR OF APPLIED SCIENCE DEGREE	100
CERTIFICATES	101
LEADERSHIP AND CHARACTER DEVELOPMENT CERTIFICATE	101
APPLIED LEADERSHIP AND CHARACTER DEVELOPMENT CERTIFICATE	102
OFFICE SUITE SPECIALIST CERTIFICATE	102
ASSOCIATE DEGREE PROGRAMS.....	103
ALLIED HEALTH SCIENCE, ASSOCIATE OF APPLIED SCIENCE (AAS)	104
ART (STUDIO), ASSOCIATE OF ARTS (AA).....	105
BIOLOGY, ASSOCIATE OF SCIENCE (AS)	106
BUSINESS ADMINISTRATION, ASSOCIATE OF ARTS (AA)	107
BUSINESS ADMINISTRATION, ASSOCIATE OF SCIENCE (AS).....	107
COMMUNICATION, ASSOCIATE OF ARTS (AA)	108
COMMUNICATION, ASSOCIATE OF SCIENCE (AS)	108
COMPUTER SCIENCE, ASSOCIATE OF SCIENCE (AS).....	109
CRIMINAL JUSTICE, ASSOCIATE OF ARTS (AA)	110
CRIMINAL JUSTICE, ASSOCIATE OF SCIENCE (AS).....	110
CRIMINAL JUSTICE, ASSOCIATE OF APPLIED SCIENCE (AAS)	110
CYBERSECURITY, ASSOCIATE OF SCIENCE (AS)	111
EDUCATION: ELEMENTARY, ASSOCIATE OF ARTS (AA)	112
EDUCATION: ELEMENTARY, ASSOCIATE OF SCIENCE (AS)	112
EDUCATION: MIDDLE GRADES, ASSOCIATE OF ARTS (AA)	113
EDUCATION: MIDDLE GRADES, ASSOCIATE OF SCIENCE (AS).....	113
ENGLISH, ASSOCIATE OF ARTS (AA)	114
ENVIRONMENTAL SCIENCE AND WATER RESOURCES, ASSOCIATE OF APPLIED SCIENCE (AAS).....	115

FORENSIC LABORATORY TECHNOLOGY, ASSOCIATE OF APPLIED SCIENCE (AAS)	116
GENERAL STUDIES, ASSOCIATE OF ARTS (AA)	117
GENERAL STUDIES, ASSOCIATE OF SCIENCE (AS)	117
GENERAL STUDIES, ASSOCIATE OF APPLIED SCIENCE (AAS)	117
HISTORY, ASSOCIATE OF ARTS (AA)	118
HOMELAND SECURITY AND EMERGENCY MANAGEMENT, ASSOCIATE OF ARTS (AA)	119
HOMELAND SECURITY AND EMERGENCY MANAGEMENT, ASSOCIATE OF SCIENCE (AS)	119
INFORMATION SYSTEMS AND ANALYTICS, ASSOCIATE OF APPLIED SCIENCE (AAS)	120
INFORMATION TECHNOLOGY, ASSOCIATE OF SCIENCE (AS)	120
KINESIOLOGY, ASSOCIATE OF SCIENCE (AS)	121
LOGISTICS MANAGEMENT, ASSOCIATE OF ARTS (AA)	122
LOGISTICS MANAGEMENT, ASSOCIATE OF SCIENCE (AS)	122
MANAGEMENT INFORMATION SYSTEMS, ASSOCIATE OF APPLIED SCIENCE (AAS)	123
MATHEMATICS, ASSOCIATE OF SCIENCE (AS)	124
OPERATIONS MANAGEMENT, ASSOCIATE OF APPLIED SCIENCE (AAS)	125
PARALEGAL STUDIES, ASSOCIATE OF ARTS (AA)	126
PARALEGAL STUDIES, ASSOCIATE OF SCIENCE (AS)	126
POLITICAL SCIENCE, ASSOCIATE OF ARTS (AA)	127
POLITICAL SCIENCE, ASSOCIATE OF SCIENCE (AS)	127
PRE-ENGINEERING, ASSOCIATE OF SCIENCE (AS)	128
PRE-NURSING, ASSOCIATE OF ARTS (AA)	129
PRE-NURSING, ASSOCIATE OF SCIENCE (AS)	129
PSYCHOLOGY, ASSOCIATE OF ARTS (AA)	130
PSYCHOLOGY, ASSOCIATE OF SCIENCE (AS)	130
SOCIAL WORK, ASSOCIATE OF ARTS (AA)	131
SOCIAL WORK, ASSOCIATE OF SCIENCE (AS)	131
SOCIOLOGY, ASSOCIATE OF ARTS (AA)	132
SOCIOLOGY, ASSOCIATE OF SCIENCE (AS)	132
BACHELOR OF APPLIED SCIENCE DEGREE PROGRAMS	133
BUSINESS MANAGEMENT, BACHELOR OF APPLIED SCIENCE (BAS)	134
CRIMINAL JUSTICE, BACHELOR OF APPLIED SCIENCE (BAS)	135
HEALTHCARE MANAGEMENT, BACHELOR OF APPLIED SCIENCE (BAS)	136
HOMELAND SECURITY AND EMERGENCY MANAGEMENT, BACHELOR OF APPLIED SCIENCE (BAS)	138
HUMAN SERVICES, BACHELOR OF APPLIED SCIENCE (BAS)	140
PUBLIC HEALTH, BACHELOR OF APPLIED SCIENCE (BAS)	141
SUPERVISION AND MANAGEMENT, BACHELOR OF APPLIED SCIENCE (BAS)	143
SUPPLY CHAIN MANAGEMENT AND LOGISTICS, BACHELOR OF APPLIED SCIENCE (BAS)	145
COURSES OFFERED	147
COURSE NUMBERING	147
COURSE DESCRIPTIONS	147
<i>Accounting</i>	147
<i>Aerospace Studies</i>	147
<i>Anthropology</i>	148
<i>Art</i>	148
<i>Astronomy</i>	149
<i>Biology</i>	149
<i>Business</i>	152
<i>Business Management</i>	153
<i>Chemistry</i>	156
<i>Communication</i>	157
<i>Computer Information Systems</i>	157
<i>Criminal Justice</i>	160

<i>Economics</i>	164
<i>Education</i>	164
<i>English</i>	165
<i>Environmental Science</i>	166
<i>French</i>	166
<i>Geography</i>	167
<i>Geological Science</i>	167
<i>German</i>	167
<i>Health & Physical Education</i>	167
<i>Healthcare Management</i>	168
<i>History</i>	169
<i>Homeland Security</i>	170
<i>Human Services</i>	172
<i>Interdisciplinary Science</i>	174
<i>Kinesiology</i>	175
<i>Leadership</i>	175
<i>Management</i>	176
<i>Mathematics</i>	176
<i>Military Science</i>	179
<i>Music</i>	182
<i>Paralegal</i>	183
<i>Physical Education</i>	183
<i>Physical Science</i>	185
<i>Physics</i>	185
<i>Political Science</i>	185
<i>Psychology</i>	186
<i>Public Health</i>	187
<i>Reading</i>	188
<i>Social Work</i>	189
<i>Sociology</i>	189
<i>Spanish</i>	190
<i>Theater</i>	190
<i>Wellness</i>	190

WELCOME

A Letter from the President

To Our Students:

Welcome to the pages of opportunity, discovery, and success! As the President of Georgia Military College (GMC) I am thrilled to present to you this year's Academic Catalog—a guide not just for selecting your classes, but for creating your unique journey toward a brighter future!

Here at GMC, we believe that every student is on a path of personal growth and achievement. This catalog is more than a list of courses; it's a roadmap to your dreams and ambitions. Each course, each program, and each opportunity listed here is designed with you in mind—to ignite your passion, challenge your thinking, and empower you to make a real difference in your life and in the world.

Imagine the possibilities as you explore these pages. You're not just choosing your classes; you're designing your future filled with promise and purpose. Whether you're aiming to transfer to a four-year institution, launch a rewarding career, or enrich your knowledge, our dedicated faculty and staff are here to support and guide you every step of the way. Your Graduation Coach and our faculty subscribe to our *culture of care* here at GMC, and those words mean something to us!

Ask questions and you will get answers! We won't tell you; we will show you how to reach the finish line!

I encourage you to dive into this catalog with excitement and anticipation. Your journey at GMC is the start of something extraordinary. Embrace it fully, explore your options, and set your sights on the remarkable future you are capable of creating.

Welcome to the community that believes in the power of education to transform lives. Your adventure begins now—let's make it an incredible one together! **START HERE... GO ANYWHERE!!!**

Warmest regards,

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 with a culture of care. 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 wanting a liberal arts degree, GMC offers Associate of Art and Associate of Science degrees. Students wanting to enter the workforce can with an Associate of Applied Science degree or continue at GMC with a Bachelor of Applied Science (BAS) degree at the Global Online Leadership College. AAS and BAS degrees contain fewer liberal arts courses with more of a focus on the major and skills needed in the workplace. GMC has over 40 Transfer Agreements for our graduates to transition into Bachelor’s or Master’s programs within the University System of Georgia or to some private institutions. Your Graduation Coach can assist with specific information about these agreements.

GMC strives to provide “Education Your Way.” We realize that you may need a format that fits the demands of your life. GMC provides 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 location. 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
Georgia Military College
sisaac@gmc.edu



2024-2025 ACADEMIC CALENDAR

	Quarter 1 2024	Quarter 2 2024	Quarter 3 2025	Quarter 4 2025	Summer 2025
Registration Begins	Jan 19 2024	Mar 24 2024	Jun 9 2024	Aug 18 2024	Oct 24 2024
Registration Ends	Aug 11	Oct 15	Jan 7	Mar 16	Jun 1
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	Sep 25	Nov 29	Feb 21	May 6	Jul 16
Classes End	Oct 9	Dec 13	Mar 7	May 20	Jul 30
Exams End	Oct 9	Dec 13	Mar 7	May 20	Jul 30
Grades Due	Oct 11	Dec 16	Mar 10	May 22	Aug 1

2025-2026 ACADEMIC CALENDAR

	Quarter 1 2025	Quarter 2 2025	Quarter 3 2026	Quarter 4 2026	Summer 2026
Registration Begins	Jan 16 2025	Mar 23 2025	Jun 8 2025	Aug 17 2025	Oct 20 2025
Registration Ends	Aug 10	Oct 13	Jan 6	Mar 15	May 31
Classes Begin	Aug 11	Oct 14	Jan 7	Mar 16	Jun 1
Drop/Add Begins	Aug 11	Oct 14	Jan 7	Mar 16	Jun 1
Drop/Add Ends	Aug 14	Oct 17	Jan 12	Mar 19	Jun 4
Midterm	Sep 10	Nov 12	Feb 6	Apr 21	Jun 30
Last date to withdraw without academic penalty	Sep 23	Nov 27	Feb 19	May 4	Jul 13
Classes End	Oct 7	Dec 11	Mar 5	May 18	Jul 27
Exams End	Oct 7	Dec 11	Mar 5	May 18	Jul 27
Grades Due	Oct 9	Dec 15	Mar 9	May 20	Jul 29

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.
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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 federally recognized with a consistently high population of students stemming from historically underserved socioeconomic demographics. 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 K-12), and the GMC residential U.S. Army Senior Reserve Officers' 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 as reserve officers in the Army in the grade of Second Lieutenant upon graduating from GMC at the end of two years.

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 the 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 Association for Practical and Professional Ethics (APPE); The Georgia Association of Collegiate Registrars and Admissions Officers (GACRAO); Georgia Association of Veteran Certifying Officials (GAVCO); National Association of Veteran's program Administrators (NAVAPA); Council of College and Military Educators (CCME); 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 by the Georgia Department of Veterans Service State Approving Agency and U.S. Department of Veterans Affairs for certifying Veterans Educational Assistance Programs. GMC is approved by the DoD Office of the Under Secretary of Defense for Personnel and Readiness to participate in the DoD Tuition Assistance (TA) Program.

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

Georgia Military College's Mission Statement is:

Georgia Military College builds 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 preparing 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 degree GMC includes a military training and education component for selected college students who enroll in the Reserve Officers' 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 the 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 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, SAT or ACT scores from an official score report or official high school transcript, or an official transient letter from the institution in which the student is currently enrolled. Applicants who have earned a high school credential other than a high school diploma (Certificate of Attendance, Certificate of Performance, State-Defined Alternate Diploma, etc.) will not be considered as high school graduates and therefore will not be granted admission.

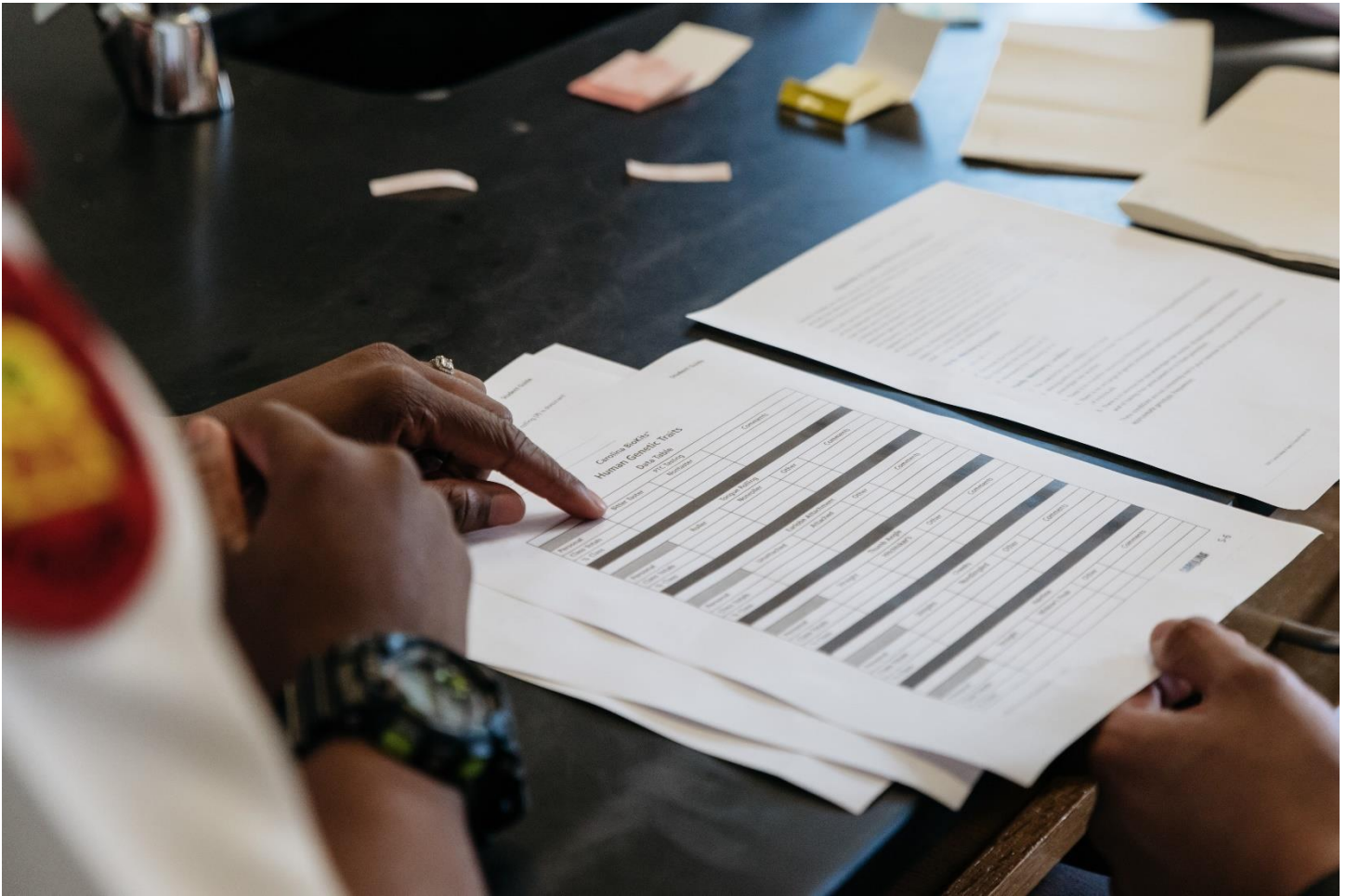
Active military members and veterans from the Army, Navy, Marines or Coast Guard must submit an official Joint Services Transcript ([JST](#)). Active military members and veterans from the Air Force or Space Forces must submit an official Community College of the Air Force transcript which can be ordered 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 term 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 11th grade and should then provide an additional transcript upon completion of the 12th 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 from another institution GMC for up to two years from the test date. Students who are placed 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 Reading and Writing test score of 480 or greater.
- ACT English or ACT Reading score of 17 or greater.
- Score of 237 or greater on the Next-Generation Accuplacer Reading Comprehension test.
- Lexile score of 1295 or greater.
- 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 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 Reading and Writing test score of 480 or greater.
- ACT English score of 17 or greater.
- Score of 4 or greater on the Accuplacer WritePlacer Essay Test or WritePlacer ESL Test.
- 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.

Students who don't meet one of these requirements will be placed in LSS ENG 097 or ENG 099:

- Students with a grade below “C” in the last full year of English taken, having reached the level of World, American, or British Literature / Composition, or with a GED scaled score of 100-144, will be placed in ENG 097.

- Students with a grade of “C” in the last full year of English taken, having reached the level of World, American, or British Literature / Composition, or with a GED scaled score of 145-164, will be placed in ENG 099.

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

- Grade of “B” or better in Advanced Algebra.
- Grade of “C” or better in Advanced Algebra with a cumulative high school GPA of 3.4 or better.
- GED score of 165 or greater out of 200 on Mathematical Reasoning College Ready Test.
- SAT mathematics score of 440 or greater within five years from date of application.
- ACT mathematics score of 17 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.
- An unsuccessful attempt (any grade below a “C”) of a college-level mathematics course that 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 mathematics without retesting or further evaluation.

Note: A grade of “C” or better in Advanced Algebra or a GED score of 145 or greater could place a student in MAT 103. Placement scores (without any course attempts) may be used for up to two years from test date.

Transfer Admissions Requirements for AA, AS, and AAS Programs

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 the 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 ENG 101 and MAT 103/MAT 109 or better with a grade of “C” or better 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 ENG 101, MAT 103 or MAT 109. See [Placement Scores and Evaluations](#) 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.

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.

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

Admissions Requirements for a Bachelor 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 the 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. The [GMC Standards of Satisfactory Status](#) will evaluate student's academic progress at the prior institution and may result in an academic warning, academic probation, or academic suspension status at the time of admission and impact access to available financial aid.

Non-Traditional Admissions

Auditing a Class

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

1. Meet the prerequisites for any course requested.
2. Pay all fees and one-half of tuition.

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. The Declaration of Intent verifying that the parent, legal guardian, or home school administrator complied with the requirements of home study programs as referenced in O.C.G.A § 20-2-690 or proof that shows the home-school curriculum meets the expectations of the state's home-school law.

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 is 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 PSAT, 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.
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 PSAT, 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 dual enrollment students are seen as college students; therefore, all college policies apply to include students entering with disabilities.

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), 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 [Student Disability Services](#) catalog section 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. Have a cumulative GPA of 2.5 or higher.
4. 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) and the transcript is evaluated course-by-course.

5. 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 academic score of 7.5 in all areas is required for admissions.

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

6. 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.
7. A copy of the student's passport, 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.

Minor High School Graduate Admissions

Students who have graduated from high school and are under the age of 18 are granted admission to Georgia Military College after meeting the Regular Freshman admission requirements. Students and parents or legal guardian must read and sign the Parental Consent for Underage High School Graduates.

Non-Degree Seeking Student Admissions

Non-degree seeking students will be required to apply for admission, and pay a \$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 Vice President of Academic Policy, Programs, & Development. 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 location 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 who have not attended GMC for over two years or for those students who attended another institution after leaving GMC.

Students returning under this policy will come under the catalog in effect 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 enrolled on continued probation, the student must continue to earn a 2.00 quarterly GPA, or better, until returning to good standing (a term and cumulative GPA of 2.00 or higher). If the student does not maintain a 2.00 GPA, the student will again be suspended for one term. 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 transfer students 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 has elapsed 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 academic performance must provide adequate documentation explaining the circumstances of the suspension. The Lead Enrollment Coach at the GMC location reviews the student petition for admission, which 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 returning to good standing (a term and cumulative GPA of 2.00 or higher) to remain enrolled. If the student enters on probation and does not maintain a 2.00 GPA, the student will be suspended for one term. 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 who are returning or transferring to GMC after a period of academic suspension must complete the Academic Seminar provided by the Academic Success Center. 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.

For more information, refer to the catalog section 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](#), for additional information.

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 Vice President of Academic Policy, Programs, & Development 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 Vice President of Academic Policy, Programs, & Development.

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 Vice President of Academic Policy, Programs, & Development 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 x 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 Degree Program Director and/or 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 Vice President of Academic Policy, Programs & Development 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 Policy, Programs, & Development.

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 will include a GMC adjunct faculty member from a technical college as necessary. Completion of this review will result in a determination of the course's applicability toward 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 x 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 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 are evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide or CCAF and recommendation of the appropriate Degree Program Coordinator and/or 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 the equivalent credits 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 & BIO 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 or ENG 222
Analyzing and Interpreting Literature	LIT-TR
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 & SPA 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 ¹	BIO 123 & BIO 124
Biology	Score of 5 ¹	BIO 211 & BIO 212
Calculus AB	4 or Higher	MAT 201
Calculus BC	4 or Higher	MAT 201 & MAT 202
Capstone	3 or Higher	LDR 201
Chemistry	Score of 4	CHE 121 only
Chemistry	Score of 5	CHE 121 & CHE 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
Precalculus	3 or Higher	MAT 112

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 or HIS 122 <i>Note: Meets the requirements for U.S. History but not Georgia.</i>
World History	3 or Higher	HIS 111 or HIS 113

¹With 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 Early Childhood Education Career Pathway:** Five (5) quarter hours of college credit will be awarded in lieu of EDN 226 for a student from any Georgia public high school who has successfully completed an Early Childhood Care and Education Pathway and submitted the required documentation from their high school.

Specifically, to be granted credit for EDN 226 a student must have the following documentation transferred from their high school to our institution:

1. Transcript showing satisfactory completion of the three (3) Early Childhood Education Pathway courses* with a grade of "C" or better:
 1. 20.52810 – Early Childhood Education I
 2. 20.42400 – Early Childhood Education II
 3. 20.42500 – Early Childhood Education III or 20.42600 – Early Childhood Education Practicum
2. A formal typed letter composed on school system letterhead and signed by a designated certifying official at that school system to verify (1) completion of all coursework and portfolio requirements, and (2) a passing score on the approved statewide "End of Pathway" assessment.

*Note: Course numbers indicated above may vary slightly, but they will begin with the 20 prefix and bear the names as noted.

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 & 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	GEO 219, World Geography
Global Politics	HL-4 or Higher	PLS 200, Introduction to International Politics
History, America	HL-4 or Higher	HIS 121, American History I or HIS 122, American History II (GA History Exam Required)
History, European	HL-4 or Higher	HIS 113, World Civilization II (Fulfills Global Literacy)
Mathematics	HL-4 or Higher	MAT 201, Calculus I
Music	HL-4 or Higher	MUS 194, Music Appreciation
Philosophy	HL-4 or Higher	Humanities Elective
Physics	HL-4 or Higher	PHY 111, Introductory Physics I & 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	HIS 220, World Religions
HL = Higher Level Test		

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 will 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 coursework 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 at least 25 percent of the quarter hours required for the degree 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 at GMC. The residency requirements apply 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 parallels that of the college, and from its ranks, it 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 Officers' 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 members of the Georgia Army or Air Force National Guard.

Public Safety Leadership Program Cadet: For those Cadets who are seeking to become a peace officer in the State of Georgia.

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 a 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 Officers' 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.

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 tests (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

GMC is extremely proud to serve as a certified Prep School for the United States Military Academy (USMA), the 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, including 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, and Computer Science.

LEADERSHIP DEVELOPMENT

Character Development: We live by the code of Duty, Honor, and love of 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 for making 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. Cadets at GMC conduct physical fitness training five days per week (Monday-Friday)

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.
- Have a medical physical on file (physical is good for one year).
- Be willing to participate in physical fitness training daily (Monday-Friday).

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 Officers' 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 Associate 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 through the Naval Reserves Officers' Training Corps (NROTC) by participating in an NROTC Preparatory Program (NPP). This bridge initiative is a one-year program for those individuals interested in an 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.

Public Safety Leadership Program

Public Safety Cadets will learn in-depth career-relevant topics from certified law enforcement professionals, preparing them to excel at Basic Mandate and in their future career as a peace officer. In addition to earning their associate of applied science degree in Criminal Justice, these Cadets will receive extensive training in leadership, character, values, fitness, investigations, emergency vehicle operations, firearms, defensive tactics, and officer resiliency.

Through the Public Safety Leadership Program, Cadets will train in preparation for completing for Basic Mandate. Upon completion of Basic Mandate, Cadets will be certified as a peace officer in the State of Georgia through the Peace Officer Standards and Training Council, which is the governing body for all law enforcement throughout Georgia. Cadets who complete Basic Mandate and earn their AAS degree in Criminal Justice will be job-ready and leaders for agencies throughout the State.

Public Safety Leadership Program Admissions Requirements:

- 2.0 High School Grade Point Average or GED equivalent, or be in good academic standing at the college from which you may transfer.
- Be capable of participating fully in the structured Cadet physical fitness and activities program, including passing the Physical Ability Test before going to Basic Mandate.
- Must possess good moral character.
- Minimum of 18 years old, and no more than 23 years old.
- Pass a criminal background investigation.

P.O.S.T. REQUIREMENTS FOR BASIC MANDATE

- No felony convictions, or sufficient misdemeanors showing pattern of disregard for the law.
- Must meet all P.O.S.T. Entrance Exam requirements.
- Pass medical and psychological examination.
- Proof of High School/GED graduation.

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.

GLEE CLUB

The GMC Cadet Glee Club is open to any member of the Corps of Cadets who pass the audition. The Club's mission is the pursuit of excellence in the art of singing and the establishment of close friendships within the Glee Club enhances this excellence. Through dedication and hard work, the Glee Club Cadets will present the high standards of choral performance in two annual concerts that are open to the public. With a commitment to the Glee Club's mission, each cadet will develop their character, insight, musicality, cultural awareness, respect, and love for music.

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.

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).



FINANCIAL AID

The purpose of the Financial Aid Office is to assist students in meeting their educational goals by providing appropriate financial resources. The Financial Aid Office staff is aware of students' concerns 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 financial aid programs, GMC makes every effort to ensure that no qualified student will be denied the opportunity to attend school because of a 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, view the website at [GMC Financial Aid](#), or email at 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 Student Aid Index 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 [Federal Student Aid](#).
- 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. Complete Exit Loan Counseling [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 your Graduation Coach 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. Students who have previously applied for aid and have supplied the Department of Education with an email address will receive 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 an [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 is 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 an 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 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 *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.
- all [FAFSA contributors](#) must consent to have tax information provided to the FAFSA by the IRS.
- 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 incomplete 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, 2025, and all verification processes must be completed before August 1, 2025, for the student to receive consideration for the academic year 2024 - 2025 or Summer 2025. 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 Student Aid Index (SAI) as calculated by the Department of Education from the student’s Cost of Attendance (COA), as follows:

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

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 SAI. 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.

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

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 Student Aid Index
- 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 SAIs -- 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 the 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](#).

REACH Scholarship

REACH Georgia is a need-based mentoring and scholarship program providing promising students the support to graduate from high school and achieve postsecondary success. Qualifying REACH Scholars will be awarded the scholarship upon graduating from high school. REACH Scholarship Program 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 to pay for 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](https://GAFutures.org). Select the application based on the year you plan to participate:

The 2024-2025 school year includes Summer 2024, Quarter 1 2024, Quarter 2, 2024, Quarter 3 2025 and Quarter 4 2025.

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.
- Parents/guardians may visit GAFutures.org to sign the agreement electronically.
- 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 available through the GMC verification [portal](#).

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](#).

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. 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 2024-2025 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 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](#). 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](#).

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 [website](#)
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. For students who use Military Benefits in conjunction 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 that 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 the financial aid staff approves a student's appeal, 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 lacking adequate documentation are typically denied. The Committee will review the appeal, and its 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 [FAFSA Submission Summary](#) reflecting a Pell eligible [Student Aid Index \(SAI\)](#) **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 Student Aid Index (SAI), 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 (officially or unofficially by not attending classes), 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. Students who discontinue attendance without officially withdrawing will have their repayment amount determined based on the last day of attendance (or at the midpoint of the term if the dates of attendance cannot be determined).

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 a 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 before 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

The student enrolls for Quarter 2, which begins on October 10 and ends on December 6 (57 days). The 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 various co-curricular and extra-curricular activities 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 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 the 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 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 Intercollegiate Athletics is part of the Georgia College Athletic Association Conference (GCAA) and the National Junior College Athletic Association (NJCAA). The GMC Bulldogs field nine athletic programs: Football, Softball, Men's Soccer, Women's Soccer, Men's Golf, Women's Golf, Men's Cross Country, Women's Cross Country, and Rifle. GMC JC Athletics is Georgia's premier NJCAA program with a Georgia-centric focus on recruiting. More than 95% of the athletes on the Bulldogs' rosters hail from Georgia. There are no military requirements in order to be a student athlete at GMC. For information on these programs, contact the Athletic Department on the Main Campus, 478-387-4704.

Football

The GMC JC Football program has consistently placed itself among the nation's elite NJCAA Division I Junior College programs in the country. Since 1991, the program has produced over 650 student-athletes that have gone on to continue their education and football careers at all levels of NCAA Football. There have been 56 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 89 NJCAA All-Americans, the 2001, 2002, and 2013 National Coach of the Year, the 2001 National Defensive Player of the Year, and the 2013 National Offensive Player of the Year.

Cross Country

The Men's and Women's Cross Country programs have been consistent performers nationally on a yearly basis. They compete at the NJCAA Division III level. The Running Bulldogs have made a total of 14 NJCAA National Championship Tournament appearances. They have also been NJCAA Region winners four times and runner-up six times.

Women's Softball

The Women's Softball program has had tremendous success on a state and national level. They compete at the NJCAA Division I level. The program has won four GCAA Conference tournaments and been runner-up twice. They have also appeared in four NJCAA National Championship tournaments.

Men's Golf

The Men's Golf Team has enjoyed tremendous success while competing at the NJCAA Division III level. The team has won three National Championship in 2004, 2017 and 2019 and were runner-up in 2021, 2022, 2023, and 2024. They have produced numerous NJCAA All-Americans throughout their history. The top GMC golfer from each year is presented with the coveted Mason Cup, which is named in honor of Mr. Harold and Mrs. Brenda Mason. Mr. Mason is GMC Golf's biggest supporter who helped supply the team with the Mason Golf Performance Lab. The Performance Lab houses a state-of-the-art golf simulator for our golf players to train throughout the year.

Women's Golf

The Women's Golf program is relatively new and competes at the NJCAA Division I level. They have made three NJCAA National tournament appearances during their short history. The Women's Golf program also benefits from the Mason Golf Performance Lab in order to develop their play throughout the year.

Rifle Team

The Rifle Team is a co-ed team that competes in air and small-bore rifle competitions. The Rifle Team boasts the only indoor, state-of-the-art rifle range in the state for two-year colleges. The Bulldogs have won three NRA National Championships in the ROTC Division. Bulldog Rifle currently competes in the Western Intercollegiate Rifle Conference which contains several four year universities throughout the country.

Women's Soccer

The GMC Women's Soccer Program has seen its share of success throughout its history. They compete at the NJCAA Division I level. They have won two GCAA championships and were runner-up four times. GMC is one of only a few two-year colleges throughout the state that offers young women the opportunity to continue their soccer careers.

Men's Soccer

The GMC Men's Soccer Program are continually the top program in the GCAA and one of the best in the Southeast. The Bulldogs compete at the NJCAA Division II level. They have won eight GCAA Conference championships and been runner-up three times. They have appeared in three NJCAA National tournaments. 10 individuals have earned NJCAA All-American status. GMC Men's Soccer are one of the few two-year colleges in the state that provides an opportunity for young men in the state to continue their soccer careers.

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.

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
- ✓ Creative Thinking
- ✓ Fine Arts Club
- ✓ Math Club
- ✓ Phi Theta Kappa (PTK)
- ✓ Pre-Nursing Club
- ✓ Student Government Association (SGA)

The Campus Director can provide more information on these and other clubs. Students who have a common interest in an educational, social, or sports activity and wish to be recognized as a club by the college should contact the Campus Director.



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 and GMC's policy on the use of AI.

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 a student's educational record to any outside agency without the student's prior written consent.
- D. Maintain a record of disclosure to outside agencies of personally identifiable information from a student's educational records.

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. For online and remote learning courses, academic grievances are routed through the Vice President of Online Academics. For fully on-ground courses, academic grievances are routed through the Vice President of Junior College Academics.

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.



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 Alert and Academic Success Coaches

The Academic Alert program serves GMC students in an effort to identify opportunities to provide students support in a proactive way. Students who receive an alert from the Starfish Retention Solutions software may be contacted by a success coach to discuss ways to optimize the student's probability of success and to facilitate the development of essential academic skills and habits needed to be successful in the post-secondary environment.

Tutoring

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

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



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.
- Support 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 is 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 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.

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 adjustments to the structure, location, or mode of access to the educational environment. They must be reasonable, not alter academic standards or expectations, and not place undue financial or administrative hardship on an institution.

Contact Person

The Manager of Student Disability Services is located in the Academic Center of Excellence on the corner of Baldwin and S. Jefferson Street in Milledgeville, just south of the Main Campus, 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:

- GMC 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.
- GMC has the right to select among equally effective accommodations for individuals with a disability.
- GMC has the right to refuse unreasonable accommodations or ones that impose an undue hardship on the institution.
- GMC is responsible for ensuring that its recruitment information and activities are available and accessible.
- GMC is responsible for evaluating 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.
- GMC is responsible for ensuring that all of its academic programs are accessible and usable.
- GMC has the responsibility to adjust, substitute, or waive any academic requirements that unfairly discriminate against students with disabilities and that are not essential to the integrity of the students' academic programs.
- GMC is responsible for making reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course.
- GMC is responsible for informing 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, GMC is responsible for informing 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 GMC 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 that are comparable to those provided to any other student when reviewed in their entirety.
- 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 and procedures for making requests for either.
- Individuals with disabilities have the right to be informed of procedures for initiating an appeal of an institution's decision regarding auxiliary aids or accommodations.
- Individuals with disabilities have the right to be informed of procedures for initiating a further appeal of an institutional decision through external channels. Typically, this would be done through filing a complaint with the Office of Civil Rights or 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 are responsible for advocating for their own individual needs and seeking 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 are responsible for following published procedures for making such requests and doing 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

- Students requesting accommodations for a disability must complete the online request on our website. Students may email any documentation they may have (e.g., Psychological, Neurological, or Orthopedic Evaluation) to the Manager of Student Disability Services at 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 plan to review it.
- Should the institution be unable to support the accommodation request or have offered a reasonable and equally effective accommodation, the student will receive a written letter explaining the denial and/or the alternative accommodation. Students 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 the 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 a 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 appeal 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 request Instructor Notification Letters each quarter in Starfish and will receive a copy 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 ongoing 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 students who have a diagnosed disorder or condition whose 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 approve 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. As resources allow, a temporary verification status may also be given 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 the treating physician recommends.

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

1. Submitted documentation that 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 has not been 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. **The student is responsible for meeting 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, the students are encouraged to 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. Additional time may be necessary when the accommodation is particularly burdensome or cumbersome. 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 interviews 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	Degree Programs	Program Coordinator	Coordinator Email
Business & Management	Dr. Matthew Maestas	Business Administration	Dr. Matthew Maestas	mmaestas@gmc.edu
		Business Management (BAS)	Christine Epps	cepps@gmc.edu
		Logistics Management	Dr. Matthew Maestas	mmaestas@gmc.edu
		Management Information Systems	Dr. Matthew Maestas	mmaestas@gmc.edu
		Operations Management	Dr. Matthew Maestas	mmaestas@gmc.edu
		Supervision and Management (BAS)	Christine Epps	cepps@gmc.edu
		Supply Chain Management and Logistics (BAS)	Dr. Russell Spears	rspears@gmc.edu
General Education & Leadership	B. Scott Dickson	General Studies	B. Scott Dickson	sdickson@gmc.edu
Health & Natural Sciences	Taylor Upole	Allied Health Science	Randy Elvidge	relvidge@gmc.edu
		Biology	Mark Fairbrass	mfairbra@gmc.edu
		Environmental Science & Water Resources Technology	Taylor Upole	tupole@gmc.edu
		Forensic Laboratory Technology	Debra Murray	dmurray@gmc.edu
		Healthcare Management (BAS)	Dr. Russell Spears	rspears@gmc.edu
		Kinesiology	Dr. Gary Easter	geaster@gmc.edu
		Pre-Nursing	Sergio Patitucci	spatitucci@gmc.edu
		Public Health (BAS)	Dr. Gary Easter	geaster@gmc.edu
Humanities	Dr. Jennifer Van Vliet	Studio Art	Jennifer Johnson	jenjohnson@gmc.edu
		Communication	Tia Jones	tmjones@gmc.edu
		English	Dr. Jennifer Van Vliet	jvanvliet@gmc.edu
Mathematics & Technology	Keri Spetzer	Computer Science	Prashil Soni	
		Cybersecurity	Prashil Soni	
		Information Systems and Analytics	Prashil Soni	
		Information Technology	Prashil Soni	
		Mathematics	Nathan Sweigart	nsweigart@gmc.edu
Public Safety & Administration	Dr. Christy Musgrove	Criminal Justice	Jonathan Love	jmlove@gmc.edu
		Homeland Security & Emergency Management (AA/AS)	Roy Ward	rward@gmc.edu
		Homeland Security & Emergency Management (BAS)	Dr. Christy Musgrove	cjames@gmc.edu
		Paralegal Studies	Dr. Christy Musgrove	cjames@gmc.edu
		Social Work	Dr. Melissa Willis	mwillis@gmc.edu
Social Sciences & Education	Ben Cairns	Elementary Education	TBD	
		History	Cara Doran	cdoran@gmc.edu
		Human Services (BAS)	Dr. Melissa Willis	mwillis@gmc.edu
		Middle Grades Education	TBD	
		Political Science	Ben Cairns	bscairns@gmc.edu
		Psychology	Kayla Brownlow	kbrownlow@gmc.edu
		Sociology	Unna Yared	uyared@gmc.edu

Course Modalities

Georgia Military College recognizes that students learn in various manners and contexts. As such, classes at Georgia Military College may be delivered via any of the following modalities:

In-Seat

This course meets exclusively in person with a professor at a physical location for a traditional experience with full local support.

Hybrid

This blended course contains a combination of in-seat learning at a scheduled time and asynchronous online or virtual learning components to compensate for reduced in-seat hours.

Remote Learning

This synchronously-delivered course is a live interactive class held 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 location.

Online

This course delivery provides students with a fully online and more flexible virtual 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.

NOTE: Students who plan to eventually transfer to another college or university should always consult them about their transfer policies before selecting courses at GMC. Students majoring in the natural sciences or health sciences may be required to complete in-person rather than virtual labs for specific programs where hands-on training is critical to the field of study. Although GMC's courses are designed for transfer, the follow-on college makes the final decision regarding which courses will transfer into their programs. GMC cannot guarantee that every course taken at GMC will transfer into every program or to every college or university. The student is responsible for researching which GMC courses will transfer into the intended program of study at the follow-on college.

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.

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 & Technology Division oversees the LSS mathematics courses.

These courses:

1. Do not apply toward 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 that has an 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 within the first sixty (60) quarter hours attempted at GMC, excluding MSD, PED, and LDR 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 Vice President of Online Academics (for online courses) or the Vice President of Junior College Academics (for on-ground courses).

Repeating an LSS Course

A student in LSS coursework 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 Vice President of Online Academics (for online courses) or the Vice President of Junior College Academics (for on-ground courses).

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

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

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.

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 [Student Refunds](#).

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 the 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.

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.).

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. An extra course is required in the last three quarters prior to graduation.

The AVP of Junior College Academics on the Main Campus may grant permission to enroll in twenty (20) or twenty-one (21) quarter hours for Cadets needing to overload with a Military Science course. Students wishing to take an overload should contact their Graduation Coach to start the petition process. The normal time for completing an associate degree is two to three 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, the Department Chair for the discipline of the course, and either the AVP of Junior College Academics at Main Campus or the Senior Department Chair at the 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. 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 term that the 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” or “F” was previously earned or from which the student withdrew with a “W” grade. 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
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
XF	Honor Violation	0

***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 per course that are then added to get the 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

Grade	Description	Credit Points Per Hour
A	90–100 LSS course average	N/A
B	80-89 LSS course average	N/A
C	70-79 LSS course average	N/A
IP	LSS course average below 70	N/A

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.

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

Georgia Military College does not have a compulsory attendance policy. However, students must attend class beyond the end of the drop/add period to be eligible for certain types of financial aid. For record-keeping purposes, faculty members may take and record attendance in GMC's current Learning Management System (e.g., Moodle or Canvas) for all physical class meetings for in-seat and hybrid courses. For online courses through the Global Online Leadership College and for any online component of a hybrid course, just logging into the system is not considered to be attending or participating in class; students must submit assignments to be considered in attendance. For online and hybrid courses, students take a Participation and Academic Honesty Verification (PAHV) quiz at the beginning of the term. Although this quiz does not affect the student's grade, any attempt at this quiz establishes attendance in the course. Once a student attends beyond the drop/add period, they are expected to continue attending and participating. Prematurely withdrawing (either officially or unofficially) may negatively impact a student's financial aid and/or result in a balance due by the student.

Absenteeism from class may negatively impact the student academically. Make-up and late work policies vary by instructor, course, delivery location, modality, and term. It is the student's responsibility to carefully read and understand the make-up and late work policies for each of their courses. These policies are typically found in the course syllabus and/or in the announcements that are provided to the class via the course learning management system.

When students miss class sessions, they are held accountable to the professor's course-specific make-up and late work policy. Exceptions may be made according to the following policy regarding documented excused absences. An "Excused" absence occurs when students are required to miss class due to their participation in court-mandated appearances, such as jury duty or to serve as a witness; military duty (deployments, Permanent Change of Duty Station, TDY, etc.); approved GMC events, such as athletic events, Cadet activities, cultural performance events, course trips, or other activities where students are representing the college; or medical appointments. Students must make their best effort to provide official notification or documentation to the faculty member in advance of the scheduled event and being absent from class.

Dual-enrollment students also fall under this classification when they must miss class due to a mandatory event that is planned by their high school, so long as this is communicated in writing by a high school official to the Senior Department Chair, who then relays it to the student's professor. In all cases, students are responsible for advising their professors of any approved excused absence before the event occurs. Assignments that are available online may not need to be altered if a particular physical class absence does not negatively impact the student's ability to meet previously stated assignment deadlines. Within one day of returning to class due to a documented excused absence, the student must consult with the professor to reschedule or make arrangements to make up any missed work due to their approved absence. If these conditions are met, faculty members will allow rescheduled or make-up work. The time, place, and manner of any make-up work are arranged at the discretion of the professor in consultation with the student. NOTE: Cadet Pass and Leave forms do not fall under this classification. These are bookkeeping forms for Cadet accountability to their leadership when Cadets need to be off-campus for personal business and these should not be interpreted as an excuse for Cadets to miss class or an assignment deadline. Any Cadet activity that is to be considered an excused absence will be communicated to the faculty through the Main Campus AVP of Junior College Academics.

If a significant portion of a course has been missed, it may be difficult for students to succeed. Every effort should be made to remain in class, so students are encouraged to be proactive and discuss their situations with their professors. Note that some instances of excessive absenteeism may be nonacademic and beyond the student's control. In such cases, a request for an incomplete may be warranted, if eligible. For more information, see the "Incomplete" policy.

Student-Initiated Withdrawals

Students who remain enrolled in a course beyond the drop/add period (i.e., they did not drop the course during that period) should attend and fully participate in the course for the remainder of the term. Failure to successfully complete such courses may result in negative consequences for the student both academically and financially. However, at times, it may be in the best interest of a student to withdraw from a course during the term to avoid a failing grade. Typically, international students, Cadets, and student athletes must remain enrolled in a minimum of 12 quarter hours per term. For any student, a reduction in schedule below 12 quarter hours will result in the student not being considered as full-time, and the timing of a potential withdrawal may be critical. Before making the decision to withdraw from a course, students should consult with their Graduation Coach, Success Coach, and their professor. Dual-enrollment students should discuss their intent to withdraw from a course with their high school counselor prior to submitting their request to their instructor as they will not receive funding for retaking the course and will become ineligible to continue to receive dual-enrollment funding after their second course withdrawal. High school students who are not eligible for dual-enrollment funding may take college courses at their own expense as a joint-enrollment student.

Note that withdrawing from a course (or from all courses) may change the amount of financial aid awarded for the term and may result in a balance owed by the student. The student is responsible for all tuition and fees associated with the course(s). Withdrawals can also impact a student's Satisfactory Academic Progress (SAP), which may affect financial aid eligibility. The student should always check with their Graduation Coach to understand the financial impact before withdrawing from a course. For more information, refer to the following sections: "[Satisfactory Academic Progress](#)," and "[Financial Information](#)", and "[Financial Aid](#)".

For courses that were not dropped during the drop/add period, students may withdraw from a course by the Last Day to Withdraw without Academic Penalty as published on the Academic Calendar in the GMC Catalog. Students must provide official notification of their decision to withdraw by emailing their professor from their official GMC email account by the published deadline, requesting to withdraw from the course. Students who still appear on their course roster one week after requesting to withdraw should follow up with their Graduation Coach for assistance. Upon processing, the grade of "W" will be posted to the student's transcript for the course from which the student withdrew.

In general, the drop/add period occurs during the first four business days of the term. Student-initiated withdrawals are allowed beginning the day after drop/add ends. No withdrawals are allowed during the final fourteen (14) calendar days of a term. It is the responsibility of the student to complete the registration, drop/add, and withdrawal processes in a timely manner and according to published deadlines as they appear on the official Academic Calendar in the GMC Catalog.

Disenrollment

Non-Academic Disenrollment

A student may be administratively disenrolled from the college for severe medical or military circumstances (deployments, Permanent Change of Duty Station, TDY, etc.) as determined by their location Director (or relative administrator in the GOLC). The student must provide documentation that the circumstances prevented the student from continuing to attend their 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 their location Director (or relative administrator in the GOLC), 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 their 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.

Student Academic Dishonesty Policy

GMC acknowledges the need to preserve an orderly process in teaching, learning, research, and public service and 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 include revising the assignment, receiving an oral or written reprimand, and receiving 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 the Vice President of Junior College Academics (or to the Vice President of Online Academics 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 the Vice President of Junior College Academics (or to the Vice President of Online Academics 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 Vice President of Junior College Academics (or by the Vice President of Online Academics 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 Vice President of Junior College Academics (or Vice President of Online Academics) 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 Vice President of Vice President of Junior College Academics or Vice President of Online Academics 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

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 no earlier than mid-term of the term prior to the term during 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 term.

Before graduating, students must clear all holds (financial, Commandant, disciplinary, etc.) on their GMC account. Students with outstanding fees owed to GMC or who have been turned over to collections will not have their degrees processed until their debt is satisfied.

Students may receive more than one degree at the associate and baccalaureate levels; however, all earned degrees at the same level must have different majors. Area F (concentration) courses applied to an AAS/AA/AS degree may not be carried over to another associate-level degree. If applicable, Area F (concentration) courses used in an associate degree can be carried over as Area F (technical/occupational) courses for a related BAS degree. Core Area A-E courses will carry over to the respective Area A-E in all degrees that a student pursues, as applicable, and cannot be used to satisfy degree requirements outside of Areas A-E. Each candidate must complete all courses required for the chosen degree, meet the minimum credit hour and residency requirements for the degree, and have a cumulative grade point average of 2.00 or better for all courses attempted at GMC. To satisfy graduation requirements, a grade of "C" or better is required for all courses in Area F (concentration or technical/occupational courses) for all degrees and in Area G (upper-level courses for the major) or those used to satisfy additional requirements (such as for a minor or track) for baccalaureate degrees, or to complete certificate requirements. It is the responsibility of the student to ensure completion of the college's degree requirements and competency requirements.

GMC students who stop attending or transfer prior to submitting their application for a 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. 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. If the period of non-attendance was two or more years, the returning GMC student policy applies.

GMC students who transfer prior to completing all degree requirements at GMC may be eligible to be awarded a Georgia Military College degree through reverse transfer after completing additional coursework at another institution. Students who are interested in reverse transfer must complete an Application for Degree and request that official transcripts from all other institutions attended be sent to the GMC Registrar's Office for evaluation. All degree completion requirements as indicated above must still be met.

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 held by their satellite location or at the Main Campus in Milledgeville.

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 term must be attending GMC on a full-time basis, have achieved a grade point average of 3.70 in the academic courses taken in the term just ended, and must not have received a grade below "C" in any course for the term. 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 term must be attending on a full-time basis, must have achieved a grade point average of 3.20 or higher in the courses for the term just ended, and must not have received a grade below "C" in any course for the term. 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.



Core Curriculum and 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
- 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, leadership and 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 receive equivalent alternative credit or transfer credit from an accredited institution.

Quantitative Competency

Quantitative competency is demonstrated by successful completion of a Quantitative Skills (Area A2) mathematics course with a grade of "C" or better. An equivalent alternative credit or course accepted in transfer satisfies this competency requirement.

Leadership and Critical Thinking Competency

In Area B, students must pass LDR 101 and LDR 201. In lieu of taking both LDR 101 and LDR 201, GMC students who previously received credit for PER courses or students transferring to GMC who have already met the Institutional Options requirement at their original institution may receive equivalent credit for Area B, but would then need to pass a subject-matter test to satisfy the Leadership competency requirement.* In Area C, students 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 a Social Science Elective.

Problem Solving Competency

Students must pass a mathematics, technology, or science course 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) pass specialized subject-matter tests to meet the Georgia requirements that are not satisfied via transfer or alternative credit.*

* Arrangements for taking these subject-matter tests may be made through the VP of Online Academics for the GOLC, the Senior Department Chair at a satellite location, or the AVP of Junior College Academics at Main Campus.

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 a degree program. Students should ask their Graduation Coach about whether a specific degree program is offered at their particular GMC location, 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

Core Curriculum for the Associate of Arts Degree

Course credits are in quarter hours (qh).

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

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

² MAT 112 or MAT 201 is required for Biology majors.

³ HPE 202 is recommended for Education majors

⁴ For students enrolled in Intercollegiate Athletics only

⁵ Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103 in Area B.

⁶ 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.

⁷ 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.

⁸ 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. MAT 200 is recommended as the Area D elective.

⁹ MAT 200 is required for Psychology majors. MAT 200 is recommended for Education, Business, and Logistics majors.

¹⁰ 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.

¹¹ 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

Course credits are in quarter hours (qh).

COMMUNICATION SKILLS (AREA A1)	
ENG 101	5
ENG 102	5
QUANTITATIVE SKILLS (AREA A2)	
One course from: MAT 103 ¹ , MAT 109/109S, MAT 112 ² , or MAT 201 ³	5/6
INSTITUTIONAL OPTIONS (AREA B)	
LDR 101	3
LDR 201	3
One course from: Any PED, MPE, WEL 154, HPE 202 ⁴ , HPE 204/205 ⁵ , BIO 103 ⁶ , BUS 101, CIS 105, CIS 106, or CIS 107 ⁷	2/3
HUMANITIES (AREA C)	
One course from: ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, or ENG 232 ⁸	5
One course from: ART 194; COM ⁹ , ENG, FRE, GER, MUS 194, SPA, or THE 194	5
NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)	
Two laboratory science ^{10,11,12} courses from: AST, BIO, CHE, GSC, PHY, or PSC	12
One course from: AST, BIO (except BIO 103), CHE, CIS (110, 120, or 210 or higher), GSC, MAT (112 or higher, except 208), PHY, or PSC ¹³	5/6
SOCIAL SCIENCES (AREA E)	
One course from: HIS 121 or HIS 122	5
PLS 101	5
One course from: ANT, ECO, GEO, HIS, PLS, PSY, or SOC ^{14,15}	5
Total Quarter Hours	65/68

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

² MAT 112 or MAT 201 is required for Biology majors.

³ MAT 201 is required for Cybersecurity majors.

⁴ HPE 202 is recommended for Education majors.

⁵ For Students enrolled in Intercollegiate Athletics only

⁶ Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103 in Area B.

⁷ CIS 107 is required for Cybersecurity majors.

⁸ 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.

⁹ COM 201 is recommended for Education majors.

¹⁰ 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. MAT 200 is recommended as the Area D elective.

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

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

¹³ 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.

¹⁴ 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.

¹⁵ 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

Course credits are in quarter hours (qh).

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

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

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

³ 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

Course credits are in quarter hours (qh).

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

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

²Students pursuing the BAS Human Services should take PSY 200 to satisfy the elective in Area E.

³Students pursuing the BAS Public Health should take SOC 210 to satisfy the elective in Area E.

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

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.

Courses used to complete certificate requirements can also be used within a degree program to fulfill core, major, or other requirements. All certificate course requirements must be completed with a grade of “C” or better. Federal or state financial aid will not pay for a certificate course unless that course is also necessary to complete a student’s required number of hours for a degree or another degree requirement.



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
REQUIRED COURSES*		
	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
Total Quarter Hours		17

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
REQUIRED COURSES*		
	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
Total Quarter Hours		25

Office Suite Specialist Certificate

The Office Suite Specialist certificate provides students with foundational knowledge in application software (including word processing, electronic spreadsheet, presentation, and database software) to prepare them for an administrative assistant or office management career.

		Quarter Hours
REQUIRED COURSES*		
	*CIS 105, Introduction to Word Processing and Presentation Graphics	2
	*CIS 106, Introduction to Spreadsheets	2
	*CIS 107, Introduction to PC Database Management	2
	CIS 203, Advanced Word Processing Applications	5
	CIS 204, Advanced Spreadsheet Applications	5
	CIS 205, Advanced Database Applications	5
	*Instead of CIS 105/106/107, students may take CIS 110 which carries 5 credits.	
Total Quarter Hours		*20/21

Associate Degree Programs

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 for the major) 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. 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 following pages. In all cases, ROTC contract Cadets must meet additional requirements in the military science area (MSD).

To satisfy graduation requirements, students must complete all concentration courses (Area F) with a grade of “C” or better.



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, or MGT 232A	5
ACC 201	5
BUS 204	5
BUS 206A	5
BIO 207	6
BIO 208	6
SOC 210	5
PSY 203	5
Total for Concentration (Area F)	49
Total for AAS Core	42/43
Total Quarter Hours	91/92

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
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

Biology, Associate of Science (AS)

It is recommended that students complete CHE 121 and CHE 122 as their core lab science sequence 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
Total for Concentration (Area F)	30
Total for AS Core Requirements	65/69
Total Quarter Hours	95/99

Business Administration, Associate of Arts (AA)

Area C --Students must take ENG 201 or ENG 202

Area E-- 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
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

Business Administration, Associate of Science (AS)

Area C -- Students must take ENG 201 or ENG 202

Area E-- 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
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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, BUS 204, ENG 210, MUS 194, PSY 200/203/205, SOC200/205/207, or THE 194	10
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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, BUS 204, ENG 210, MUS 194, PSY 200/203/205, SOC 200/205/207, or THE 194	10
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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; ANT 201; HSE 101, HSE 299; or PLS 205	15
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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; ANT 201; HSE 101; HSE 299; or PLS 205	15
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

Criminal Justice, Associate of Applied Science (AAS)

Criminal Justice (AAS) Concentration	
CRJ 100 or *CRJ 100P	5
CRJ 103 or *CRJ 103P	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; ANT 201; COM 201; HSE 101; HSE 299; or PLS 205	20
Total for Concentration (Area F)	50
Total for AAS Core	41/43
Total Quarter Hours	91/93

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.)

**Cadets in the Georgia Public Safety Leadership Program are required to take CRJ 100P, CRJ 103P, CRJ 111P, CRJ 112P, CRJ 113P, CRJ 211P.*

Cybersecurity, Associate of Science (AS)

Students must take MAT 201, as their Area A2 Quantitative Skills course, and CIS 107, as their elective in Area B Institutional Options. Students must also take MAT 200, 202, or 225 in Area D Natural Sciences, Mathematics, and Technology.

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

Education: Elementary, Associate of Arts (AA)

(Birth to 5th Grade)

Recommended Core Electives:

Area B -- HPE 202

Area D -- MAT 200

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
Total for Concentration (Area F)	30
Total for AA Core	70/73
Total Quarter Hours	100/103

Education: Elementary, Associate of Science (AS)

(Birth to 5th Grade)

Recommended Core Electives:

Area B -- HPE 202

Area D -- MAT 200

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
Total for Concentration (Area F)	30
Total for AS Core	65/69
Total Quarter Hours	95/99

Education: Middle Grades, Associate of Arts (AA)

(Middle Grade Majors 4th-8th Grade)

Recommended Core Electives:

Area B -- HPE 202

Area D -- MAT 200

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
Total for Concentration (Area F)	30/33
Total for AA Core	70/73
Total Quarter Hours	100/106

Education: Middle Grades, Associate of Science (AS)

(Middle Grade Majors 4th-8th Grade)

Recommended Core Electives:

Area B -- HPE 202

Area D -- MAT 200

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, or MAT	15/18
Total for Concentration (Area F)	30/33
Total for AS Core	65/69
Total Quarter Hours	95/102

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
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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

Area D -- Students must take BIO 123 or BIO 211

Environmental Science and Water Resources (AAS) Concentration	
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
Total for Concentration (Area F)	51
Total for AAS Core	42/43
Total Quarter Hours	93/94qh

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 OR CHE 121	6
Choose 10 Quarter Hours from: Any CRJ class not previously taken, or COM 201	10
Total for Concentration (Area F)	52
Total for AAS Core	42/43
Total Quarter Hours	94/95qh

General Studies, Associate of Arts (AA)

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

General Studies, Associate of Science (AS)

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

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
Total for Concentration (Area F)	50
Total for AAS Core	41/43
Total Quarter Hours	91/93

History, Associate of Arts (AA)

History (AA) Concentration	
HIS 290	5
Take two HIS courses not taken in Area E core requirements	10
Choose two courses from: Any ANT, ECO, HIS, PLS, PSY, or SOC	10
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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, or SOC 200	15
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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, or SOC 200	15
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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 ¹	5
CIS 205 ²	5
CIS 220	5
CIS 230	5
BUS 204	5
MAT 200	5
Total for Concentration (Area F)	50
Total for AAS Core	41/43
Total Quarter Hours	91/93

¹ 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.

² 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
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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
Total for Concentration (Area F)	32
Total for AS Core	65/69
Total Quarter Hours	97/101

Logistics Management, Associate of Arts (AA)

Area C -- Students must take ENG 201 or ENG 202

Area E -- 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
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

Logistics Management, Associate of Science (AS)

Area C -- Students must take ENG 201 or ENG 202

Area E -- 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
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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 ¹ or CIS 205 ²	5
CIS 220	5
CIS 230	5
Total for Concentration (Area F)	50
Total for AAS Core	41/43
Total Quarter Hours	91/93

¹CIS 106 or CIS 110 is a prerequisite for CIS 204. CIS 110 should be taken in Area D.

²CIS 107 or CIS 110 is a prerequisite for CIS 205. CIS 110 should be taken in Area D.

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
Total for Concentration (Area F)	27/34
Total for AS Core	65/69
Total Quarter Hours	92/103

*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
Total for Concentration (Area F)	50
Total for AAS Core	41/43
Total Quarter Hours	91/93

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, or any PLG (not previously taken)	15
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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, or any PLG (not previously taken)	15
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

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 previously taken	15
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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 previously taken	15
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

Pre-Engineering, Associate of Science (AS)

Area A2 -- MAT 201 is required

Area D -- MAT 202 and PHY 211 are required

Pre-Engineering (AS) Concentration	
MAT 203	6
MAT 213	5
Choose three courses from: CHE 122, CIS 210/211, MAT 200/211/225, or PHY 212	15/17
Total for Concentration (Area F)	26/28
Total for AS Core	67/69
Total Quarter Hours	93/97

Pre-Nursing, Associate of Arts (AA)

Area D -- 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.

Area F -- MAT 200 or KIN 232 recommended.

Pre-Nursing (AA) Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 200 (if not used in Area E), PSY 203 or PSY 205	5
Choose one course from: BIO/CHE/MAT/PHY/PSC (excluding BIO 103, BIO 123, BIO 124, MAT 103, MAT 109, and MAT 208) or KIN 232	5/6
Total for Concentration (Area F)	28/29
Total for AA Core	70/73
Total Quarter Hours	98/102

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 -- 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.

Area F -- MAT 200 or KIN 232 recommended

Pre-Nursing (AS) Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 200 (if not used in Area E), PSY 203 or PSY 205	5
Choose one course from: BIO/CHE/MAT/PHY/PSC (excluding BIO 103, BIO123, BIO 124, MAT 103, MAT 109, and MAT 208) or KIN 232	5/6
Total for Concentration (Area F)	28/29
Total for AS Core	65/69
Total Quarter Hours	93/98

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

Psychology, Associate of Science (AS)

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

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
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

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
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

Sociology, Associate of Arts (AA)

Sociology (AA) Concentration	
SOC 200 and SOC 205	10
Any SOC not previously taken	5
Choose two courses from: ANT, ECO, HIS, PLS, PSY, or SOC not previously taken	10
Total for Concentration (Area F)	25
Total for AA Core	70/73
Total Quarter Hours	95/98

Sociology, Associate of Science (AS)

Sociology (AS) Concentration	
SOC 200 and SOC 205	10
Any SOC not previously taken	5
Choose two courses from: ANT, ECO, HIS, PLS, PSY, or SOC not previously taken	10
Total for Concentration (Area F)	25
Total for AS Core	65/69
Total Quarter Hours	90/94

Bachelor of Applied Science 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 should be a related AAS degree or contain the requisite technical/occupational coursework in a related field in order to ease the transition from the associate degree to the baccalaureate degree and minimize a loss of credits.

To satisfy graduation requirements, students must complete all technical/occupational courses (Area F) and all courses listed in the major concentration (Area G) with a grade of “C” or better.



Business Management, Bachelor of Applied Science (BAS)

		Quarter Hours
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
Total for Area F		59
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	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
	Choose two courses from: 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	5
Total for Area G		70
Total Quarter Hours		180/182

*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F, (technical/occupational courses appropriate to the major) 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 the following:

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

↓Student cannot receive credit for any of these courses and CIS 110.

↑Student cannot take CIS 110 if they have credit for CIS 105/106/107.

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)

		Quarter Hours
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	CRJ 100, Introduction to Criminal Justice	5
	CRJ 103, Criminal Procedures	5
	CRJ 104, Juvenile Delinquency and Procedures	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
Total for Area F		60
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	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 Investigations II	5
	CRJ 399, Mental Health Recognition for Law Enforcement	5
	CRJ 405, Diversity and Ethics in Criminal Justice	5
	CRJ 409, Police Supervision and Management	5
	CRJ 490, Capstone: Criminal Justice	5
Total for Area G		70
Total Quarter Hours		181/183

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
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
Total for Area F		59
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	HCM 302, Introduction to Healthcare Management	5
	BSM 310, Managerial Accounting	5
	HCM 312, Healthcare Law and Ethics	5
	BSM 320, Organizational Behavior	5
	BSM 330, Human Resources Management	5
	BSM 340, Operations Management	5
	HCM 342, Healthcare Economics	5
	HCM 402, Healthcare Information Systems	5
	BSM 410, Financial Management	5
	HCM 412, Healthcare Financing and Insurance	5
	BSM 420, Quality Management Systems	5
	BSM 460, Marketing	5
	Choose one course from: 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
	HCM 492, Capstone: Healthcare Management	5
Total for Area G		70
Total Quarter Hours		180/182

*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F (technical/occupational courses appropriate to the major) 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 the following:

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

↓Student cannot receive credit for any of these courses and CIS 110.

↑Student cannot take CIS 110 if they have credit for CIS 105/106/107.

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
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	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
Total for Area F		59
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	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, Capstone: Homeland Security and Emergency Management	5
Total for Area G		70
Total Quarter Hours		180/182

*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F (technical/occupational courses appropriate to the major) 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 the following:

Technical/Occupational GMC Courses*
ANT 201
BUS 206A
CIS 105↓/106↓/107↓/110↑/120/203/204/205/210/211/212/213/214/217/220/230
COM 201
CRJ 100/102/103/104/110/200/201/202/203/204/208/209
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
SOC 200/205/206/207/210

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

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.

Human Services, Bachelor of Applied Science (BAS)

(The expected date to begin offering this program is July 1, 2025, pending SACSCOC approval.)

		Quarter Hours
Total for BAS Core		51/53
(Students should take ENG 201/202 in Area C and PSY 200 in Area E of the BAS core.)		
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to the Major	
	HUS 200, Introduction to Human Services	5
	HUS 201, Diversity and Social Justice	5
	HUS 202, Human Services Law and Ethics	5
	HUS 205, Counseling Skills	5
	HUS 210, Theory in Human Services	5
	HUS 215, Addictive Behavior	5
	HUS 220, Poverty and Culture	5
	PSY 203, Human Growth and Development	5
	PSY 208, Social Psychology	5
	PSY 210, Abnormal Psychology	5
	SOC 200, Introduction to Sociology	5
	SOC 205, Social Problems	5
Total for Area F		60
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	HUS 320, Fundamentals of Nonprofit Organizations	5
	HUS 325, Working with Support Groups	5
	HUS 335, Working with Families	5
	HUS 340, Working with Children and Youth	5
	HUS 345, Crisis Intervention	5
	HUS 350, Aging and the Family	5
	HUS 355, Death, Dying, and Bereavement	5
	HUS 360, Dynamics of Family Violence	5
	HUS 400, Program Development and Evaluation	5
	HUS 410, Governance, Advocacy, and Leadership in Nonprofits	5
	HUS 420, Case Management	5
	HUS 430, Grant Writing and Fundraising	5
	HUS 440, Leadership in Human Services	5
	HUS 490, Capstone: Human Services	5
Total for Area G		70
Total Quarter Hours		181/183

Public Health, Bachelor of Applied Science (BAS)

		Quarter Hours
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
Total for Area F		59
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	PBH 300, Introduction to Biostatistics	5
	PBH 305, Research Methods in Health Sciences	5
	PBH 311, Healthcare Systems	5
	PBH 333, Epidemiology	5
	PBH 334, Community Health	5
	HCM 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
	Choose three courses from: HSE 300, Emergency Management Response; HCM 302, Introduction to Healthcare Management; HCM 342, Healthcare Economics; BSM 480, Strategic Management; HUS 320, Fundamentals of Nonprofit Organizations; HUS 410, Governance, Advocacy, and Leadership in Nonprofits; HUS 430, Grant Writing and Fundraising	15
	PBH 497, Capstone: Public Health	5
Total for Area G		70
Total Quarter Hours		180/182

*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F (technical/occupational courses appropriate to the major) 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 the following:

Technical/Occupational GMC Courses*
ACC 201/202
BIO 103/123/124/207/208/211/212/240/242/299
BUS 101/204/206A/210
CHE 105/106/121/122/200/250/251
CIS 105↓/106↓/107↓/110↑/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 200/210/220/232/250/255
MGT 210/232A/240/252
PLS 205/215
PSY 200/203/205/207/210/230
SOC 205/207/210

↓Student cannot receive credit for any of these courses and CIS 110.

↑Student cannot take CIS 110 if they have credit for CIS 105/106/107.

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)

		Quarter Hours
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	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
Total for Area F		69
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	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
	Choose one course from: 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	5
Total for Area G		60
Total Quarter Hours		180/182

*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F (technical/occupational courses appropriate to the major) 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 the following:

Technical/Occupational GMC Courses*
ACC 201/202
ANT 201
BIO 103/123/124/207/208/211/212/240/242/299
BUS 101/204/206A/210
CHE 105/106/121/122/200/250/251
CIS 105 [↓] /106 [↓] /107 [↓] /110 [↑] /120/203/204/205/210/211/212/213/214/217/220/230
COM 201/210
CRJ 100/102/103/104/110/200/201/202/203/204/208/209
ECO 180/201/202
EDN 216/226/236
HIS 113/200/220/225
HPE 200/202/250/255/260
HSE 101/299
KIN 200/210/220/232/250/255
MAT 225
MGT 210/232A/240/252
PLG 110/120/210/230/240/250
PLS 200/201/205/210/215
PSY 200/203/205/207/210/230
SOC 200/205/206/207/210

[↓]Student cannot receive credit for any of these courses and CIS 110.

[↑]Student cannot take CIS 110 if they have credit for CIS 105/106/107.

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
Total for BAS Core		51/53
Area F	TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major	
	Transfer credit from AAS/AA/AS (if applicable) or approved GMC courses*	59
Total for Area F		59
Area G	UPPER-LEVEL COURSES IN THE MAJOR	
	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
	Choose one course from: 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	5
Total for Area G		70
Total Quarter Hours		180/182

*Students not transferring in a minimum of 59 quarter hours of approved transfer credit for Area F (technical/occupational courses appropriate to the major) 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 the following:

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

[↓]Student cannot receive credit for any of these courses and CIS 110.
[↑]Student cannot take CIS 110 if they have credit for CIS 105/106/107.

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

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, and 4 are generally sequence courses. For example, ENG 101 precedes ENG 102.

Course Descriptions

Courses offered at GMC are listed in this section of the catalog. Not every course is offered every term. Students should check the schedule of classes at each location for the particular term they wish 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:** MAT 095 or higher with a "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.

Aerospace Studies

Note: AFROTC courses are taught at Valdosta State University by the VSU Military Science faculty.

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.

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.

Art

ART 194 Art Appreciation (5qh)

This course focuses on the 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 195 Design (5qh)

This course 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 course 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 course 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 course covering advanced techniques and applications. **Prerequisite:** ART 198.

ART 200 Art and Technology (5qh)

This course instructs students on the use of technology, such as digital cameras, scanners, and printers, to create and enhance art.

ART 205 Three-Dimensional Design (5qh)

This course focuses on the design elements used 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 course 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 to those who 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 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. Students completing General Biology I will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** RDG 099 or placement. Students must take BIO 211 to satisfy the requirements of the AS Biology degree. **Students cannot receive credit for both 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 AS Biology degree. **Students cannot receive credit for both 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 to those who 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, sensory, and nervous systems. Laboratory work includes histology, dissection, and physiological experiments appropriate to systems studied. 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, reproductive systems, and human development. Laboratory work includes extensive histology, dissection, and physiological experiments appropriate to systems studied. 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 and presentation, 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 both 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 "C" or better. **Students cannot receive credit for both 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 first course in a two-part majors sequence provides an introduction to biotechnology and its application in a variety of medical, clinical and science disciplines. Topics include solution chemistry, spectroscopy, chromatography, basic microbiology techniques and DNA and protein purification/separation techniques. This course emphasizes basic laboratory skills essential for beginning level employment in clinical, pharmaceutical and biotechnology laboratories. 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 provides a deep exploration of the basic foundations of modern biotechnology, with emphasis on how biological products are produced and purified. It also includes applications of genetic engineering, recombinant DNA technology and medical immunology. In this advanced course, the student will design and implement an independent study that utilizes biotechnological methods relevant to industry, medicine, or agriculture. 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)

This course is an 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. This course contains a laboratory component which incorporates hands-on activities to explore ecological concepts through collection, interpretation, and dissemination of data. 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 important in medical microbiology. 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 management principles and the functions of management involved in planning, leading, organizing, controlling, and staffing business organizations. Basics of organizational structure that determine departmentalization, lines of authority, and responsibility will be studied.

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 effectively participate in business activities such as planning, investment, control, and managerial decision. **Prerequisite:** Any Area A2 mathematics course with a “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.

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.

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 to make organizational change more effective. An understanding of change processes and practical skills for becoming an effective change agent will be covered.

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.

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.

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.

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.

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.

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.

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.

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 "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 for a particular process. It will suggest specific methodologies for improvement utilizing the information derived from determining process capability and will offer specific techniques designed to enable the student to sustain and maintain process improvement solutions. **Prerequisite:** MAT 200 with a "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 "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.

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.

BSM 440 International Business (5qh)

This course is designed as an overview of the principal 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.

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.

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.

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.

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.

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 during the final term of a student's degree program. **Prerequisite:** BSM 470.

BSM 498 Capstone: Supervision and Management (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 should be taken during the final term of a student's degree program. **Prerequisites:** BSM 310 and BSM 420.

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 should be taken during the final term of a student's degree program. **Prerequisites:** BSM 315, BSM 410, and BSM 470.

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 with a "C" or better; RDG 099 or placement.

CHE 122 Principles of Chemistry II (6qh)

This course is 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. **Prerequisite:** CHE 121 with a "C" or better.

CHE 200 Introductory Biochemistry (6qh)

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 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** CHE 122.

CHE 250 Organic Chemistry I (6qh)

This course is a systematic study of the chemistry of alkanes, alkenes, alkyl halides, dienes, alkynes, cyclic hydrocarbons, and aromatic hydrocarbons. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory, 1.5 hours. **Prerequisites:** CHE 121 and CHE122.

CHE 251 Organic Chemistry II (6qh)

A course is a continuation of CHE 250 focusing on the chemistry of alcohols, ethers, epoxides, aldehydes, ketones, carboxylic acids, and amines. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory, 1.5 hours. **Prerequisite:** CHE 250.

Communication

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. **Prerequisite:** 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. **Prerequisite:** 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. **Prerequisite:** COM 201.

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:** COM 201 and COM 210.

Computer Information Systems

CIS 105 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 110 and any of CIS 105, CIS 106, or CIS 107 toward requirements (elective or otherwise) in a single degree or certificate.**

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 110 and any of CIS 105, CIS 106, or CIS 107 toward requirements (elective or otherwise) in a single degree or certificate.**

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 110 and any of CIS 105, CIS 106, or CIS 107 toward requirements (elective or otherwise) in a single degree or certificate.**

CIS 110 Introduction to Computer Concepts and Applications (5qh)

This is 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:** By placement or MAT 095 with a “C” or better. **Credit cannot be awarded for both CIS 110 and any of CIS 105, CIS 106, or CIS 107 toward requirements (elective or otherwise) in a single degree or certificate.**

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:** MAT 109, MAT 112, or MAT 201 with a “C” or better.

CIS 203 Advanced Word Processing Applications (5qh)

This course 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 105 or CIS 110 with a “C” or better.

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 “C” or better.

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 of OLE (pictures, etc.) and hyperlinks, creating macros, and advanced report design. **Prerequisite:** CIS 107 or CIS 110 with a grade of “C” or better.

CIS 210 Principles of Computer Programming I (5qh)

This course is 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 “C” or better.

CIS 211 Principles of Computer Programming II (5qh)

This course is 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 "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 "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 "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 "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. **Prerequisites:** CIS 211 and CIS 213 with a "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. Students may not receive credit for both CRJ 100 and CRJ 100P.

CRJ 100P Introduction to Criminal Justice (5qh)

A general overview of the American criminal justice system. Each of the major components (police, courts, and corrections) will be examined. Additionally, this course introduces the role of Georgia law enforcement in the United States, as well as examines the ethical issues and areas of liability confronted by law enforcement personnel. This course also discusses juvenile proceedings, crimes against children, and Georgia criminal and motor vehicle law. This course is limited to Cadets enrolled in the Public Safety Leadership Program. Students may not receive credit for both CRJ 100 and CRJ 100P.

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. Students may not receive credit for both CRJ 103 and CRJ 103P.

CRJ 103P Criminal Procedures (5qh)

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. This course additionally provides the student with an introduction to the procedural law of the criminal justice system. The course offers an emphasis on the laws of arrest, search and seizure, the rules of evidence, right to counsel, and the rights and duties of citizens and officers. It also examines the connection between officers and the community they serve. This course is limited to Cadets enrolled in the Public Safety Leadership Program. CRJ 103P is an augmented class that includes Georgia-specific information for Cadets enrolled in the Public Safety Leadership Program. Students may not receive credit for both CRJ 103 and CRJ 103P.

CRJ 104 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.

CRJ 110 Principles of Private Security (5qh)

The course examines the historical development of security as a vocation, types of security, personnel requirements, and legal support constraints placed on security programs.

CRJ 111P Emergency Vehicle Operation (5qh)

This course provides the student with an understanding of appropriate driving actions, vehicle terminology, legal driving responsibility, and safety considerations for vehicle operation. The student will also demonstrate proficiency in the operation of an emergency vehicle. This course is limited to Cadets enrolled in the Public Safety Leadership Program.

CRJ 112P Defensive Tactics (5qh)

This course focuses on the fundamentals of peace officer arrest, restraint, and control techniques. Additionally, this course provides the student with an understanding of human body mechanics, legal requirements for use of non-deadly force, de-escalation techniques for gaining compliance, and proper procedures for specific techniques to arrest, search, control and restrain a person lawfully. This course is limited to Cadets enrolled in the Public Safety Leadership Program.

CRJ 113P: Basic Firearms for Law Enforcement (5qh)

This course provides the student with an understanding of firearm terminology, legal requirements, use of force liability, and safety considerations. It also gives the student an understanding of the fundamentals of marksmanship, simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to Cadets enrolled in the Public Safety Leadership Program.

CRJ 200 Introduction to Criminology (5qh)

This course is an examination of crime theories and causation. The relationship among crime, the criminal, and society is presented. The nature of criminal behavior, moral law, and criminal law is 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 a study of the scientific aspects of criminal investigation to include, the collection, preservation, and examination of physical evidence, and 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 is an introduction to the police profession. Topics include organization of law enforcement agencies, the role of police 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.

Prerequisite: CRJ 100 with a “C” or better.

CRJ 211P Practical Investigations (5qh)

This course provides the student with an understanding of the fundamentals of practical criminal investigations. This includes duties and responsibilities of the investigator both in the field and in the courtroom. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating traffic stops, organized crime, arson, and other felony crimes. This course is limited to Cadets enrolled in the Public Safety Leadership Program. **Prerequisite:** CRJ 100P.

CRJ 303 Correctional Institutions (5qh)

This course is 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. **Prerequisites:** CRJ 100 and CRJ 205.

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 490 Capstone: Criminal Justice (5qh)

This course 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 should be taken during the final term of a student's degree program.

Prerequisite: CRJ 100.

Economics

ECO 180 Survey of Economics (5qh)

This course is designed to enhance general understanding of the basic tenets of economics. Basic microeconomic and macroeconomic theories are offered and explored relative to real world issues that students face every day. Students will become better prepared to critically evaluate the world around them.

ECO 201 Macroeconomics (5qh)

This course is an introduction to the theory of macroeconomics through an examination of the nature and operation of the American economic system. The study will provide a basic background of economics and the theory of supply and demand. After addressing issues of trade and International economics, the course will move on to macro specific issues. We will learn about important macroeconomic measurements and will address how the federal government interacts with the economy through monetary and fiscal policies.

Prerequisite: MAT 094 or by placement.

ECO 202 Microeconomics (5qh)

This course is an introduction to the theory of microeconomics through an examination about how individuals make decisions. In this course we explore the factors related to demand and supply. After an examination of efficient market outcomes, we investigate those cases where efficiency is not attained either through government policies or market failures. We will learn about the production and distribution of goods within a market economy under different market conditions.

Prerequisite: MAT 094 or by placement.

Education

EDN 216 Exploring Socio-Cultural Perspectives 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.

EDN 226 Investigating Critical and Contemporary Issues and Trends 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.

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.

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. Topics include inclusion/least restrictive environment, physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

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 college-level writing in English courses and in other disciplines. Paragraph writing is also included.

Prerequisite: Placement.

ENG 099 LSS English II (5qh): Institutional credit only

This course 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 courses and in other disciplines. **Prerequisite:** ENG 097 or by placement.

ENG 101 Composition I (5qh)

This composition course introduces students to the academic writing process. Students will use a variety of rhetorical modes, apply critical thinking to writing and reading, learn basic research skills, and practice proofreading, editing, and revision. **Prerequisite:** ENG 099 and RDG 099 or by placement.

ENG 102 Composition II (5qh)

This composition course builds on ENG 101 and emphasizes critical reading skills, literary analysis, and more advanced research methods. The course includes an introduction to various genres of literature.

Prerequisite: ENG 101 with a "C" or better.

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. **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)

This course is a survey of British literature from the Medieval period through the eighteenth century. **Prerequisite:** ENG 102 with a “C” or better.

ENG 232 British Literature II (5qh)

This course is a survey of British literature from the Romantic period to the present. **Prerequisite:** ENG 102 with a “C” or better.

Environmental Science

ESC 101 Introduction to Water Treatment Processes (6qh)

This course is 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)

This course is 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 introduction to French covers basic communication skills, including grammar, pronunciation, composition, translation, and reading. Study of the culture of French-speaking regions is included.

FRE 102 Elementary French II (5qh)

This continuation of FRE 101 covers basic communication skills in the French language, including grammar, pronunciation, composition, translation, and reading. Further study of the culture of French-speaking regions is included. **Prerequisite:** FRE 101.

FRE 201 Intermediate French I (5qh)

This course emphasizes communication skills in the French language at the intermediate level. Students will further develop proficiency in listening, speaking, reading, and writing in French. Study of the history and culture of French-speaking regions is included. **Prerequisite:** FRE 102.

FRE 202 Intermediate French II (5qh)

This continuation of FRE 201 emphasizes communication skills in the French language at the intermediate level. Students will further develop proficiency in listening, speaking, reading, and writing in French. Study of the history and culture of French-speaking regions is included. **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)

This course is 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 by placement.

German

GER 101 Elementary German I (5qh)

This introduction to German covers basic communication skills, including grammar, pronunciation, composition, translation, and reading. Study of the culture of German-speaking regions is included.

GER 102 Elementary German II (5qh)

This continuation of GER 101 covers basic communication skills in the German language, including grammar, pronunciation, composition, translation, and reading. Further study of the culture of German-speaking regions is included. **Prerequisite:** GER 101.

GER 201 Intermediate German I (5qh)

This course emphasizes communication skills in the German language at the intermediate level. Students will further develop proficiency in listening, speaking, reading, and writing in German. Study of the history and culture of German-speaking regions is included. **Prerequisite:** GER 102.

GER 202 Intermediate German II (5qh)

This continuation of GER 201 emphasizes communication skills in the German language at the intermediate level. Students will further develop proficiency in listening, speaking, reading, and writing in German. Study of the history and culture of German-speaking regions is included. **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)

This course is designed to teach the theoretical basis and principles involved in the 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.

Healthcare Management

HCM 302 Introduction to 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.

HCM 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.

HCM 342 Healthcare Economics (5qh)

This course provides an overview of the economic influences and foundations of the healthcare delivery system. It presents the importance of economics in health decisions, demand and supply-side factors, and public influences in the economics of healthcare.

HCM 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.

HCM 412 Healthcare Financing and Insurance (5qh)

This course examines factors affecting the financing of healthcare. Topics include budgetary concepts, financial management, cost accounting, paying for health services, and managing materials related to healthcare organizations.

HCM 492 Capstone: Healthcare Management (5qh)

This course serves as the capstone for the Healthcare 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 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 during the final term of a student's degree program. **Prerequisite:** BSM 470.

History

HIS 111 World Civilization I (5qh)

This course is a survey of the history of the world from prehistoric times through the 17th century.

HIS 113 World Civilization II (5qh)

This course is a survey of the history of the world from the 17th century to the Modern Age.

HIS 121 American History I (5qh)

This course is a survey of the social, cultural, economic, and political aspects of the development of this nation from the voyages of discovery through the end of Reconstruction. The course satisfies the Georgia Legislative requirements for United States and Georgia history.

HIS 122 American History II (5qh)

This course is a survey of the social, cultural, economic, and political aspects of the development of this nation since 1865. The 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. The 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. Emphasis will be placed on the 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:** HIS 111 or HIS 113 and HIS 121 or HIS 122 with a “C” or better and ENG 102.

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 “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 with a “C” or better.

HSE 302 Emergency Operations Centers (2qh)

Students will learn the purpose of an Emergency Operations Center and the necessity of emergency preparedness when activated. Emphasis will be placed on the five major functions of an effective EOC. **Prerequisite:** HSE 101 with a “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 with a “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 with a “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 with a “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 with a “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 with a “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 with a “C” or better.

HSE 410 Cyber Crime Investigation (5qh)

This course examines legal precedent involving cyber crime. 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 with a “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 with a “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 with a “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 with a “C” or better.

HSE 460 Politics of Europe and Homeland Security (5qh)

This course examines the geopolitical environment in Europe, which includes 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 with a “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 with a “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 with a “C” or better.

HSE 490 Capstone: Homeland Security and Emergency Management (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 should be taken during the final term of a student’s degree program. **Prerequisite:** HSE 101 with a “C” or better.

Human Services

HUS 200 Introduction to Human Services (5qh)

This course will introduce students to the Human Services field and human service professionals' roles and functions. Roles and functions include counseling services, assistance and delivery models to the range of populations (elderly, youth) and needs that must be served, and the ethical responsibilities of Human Service professionals. Particular emphasis is given to the sociocultural, historical, political, and economic contexts in which the profession and human service delivery systems have evolved.

HUS 201 Diversity and Social Justice (5qh)

This course introduces the historical context of diversity and social justice and their relationship to human services delivery systems. Students will be introduced to individuals who may receive services and care in agency settings. The course will cover socioeconomic class, racial and ethnic inequality, sex, gender, sexual orientation, religious differences, aging, substance abuse, and delinquency/crime.

HUS 202 Human Services Law and Ethics (5qh)

Students will learn the laws and regulations that govern human services practice, including confidentiality, involuntary commitment, mandated reporting, the duty to warn, minor and parental rights, and guardianship. The course will discuss ethical principles that guide human services practice.

HUS 205 Counseling Skills (5qh)

This course provides an overview of basic counseling skills needed for the human service field. Students will gain knowledge of the history of counseling skills in human service with an overview of the helping model and the therapeutic relationship in counseling. Skills learned in this course will include empathy, probing and summarizing, and dealing with reluctant clients. **Prerequisite:** HUS 200.

HUS 210 Theory in Human Services (5qh)

This course provides students with the various theories associated with human service practice. Students will learn to link theory and practice by examining a range of theories appropriate to professional practice and identifying specific human needs and conditions. **Prerequisite:** HUS 200.

HUS 215 Addictive Behavior (5qh)

This course addresses the multiple factors contributing to addiction and the techniques and theories used to combat such addiction. Students will also be given the ethical skills and knowledge to address addiction professionally. Most of the course will address alcohol and drug use and abuse, treatment, and prevention. **Prerequisite:** HUS 200.

HUS 220 Poverty and Culture (5qh)

This course provides an overview of the poverty issue within the United States and globally. Students will study the theories regarding the causes of poverty, examine efforts to alleviate poverty, and understand the intersections between poverty and health. **Prerequisite:** HUS 200.

HUS 320 Fundamentals of Nonprofit Organizations (5qh)

This course will provide students with the knowledge, theories, and skills in the management and administration of nonprofit organizations. Topics will include the nonprofit sector's historical, legal, and social foundations. **Prerequisite:** HUS 200 or PBH 311.

HUS 325 Working with Support Groups (5qh)

The course provides students with knowledge of theories, skills, methods, and values necessary to lead support groups. Students will learn innovative approaches to offer group support services so that the barriers to seeking help are broken down. **Prerequisite:** HUS 200.

HUS 335 Working with Families (5qh)

This course provides students with an overview of the different theories in family intervention. During the course, students will apply family intervention skills through simulations. **Prerequisite:** HUS 200.

HUS 340 Working with Children and Youth (5qh)

This course focuses on theoretical interventions through the life span of childhood and adolescence. Students will gain knowledge of intervention techniques needed for a wide range of problem areas and settings. **Prerequisite:** HUS 200.

HUS 345 Crisis Intervention (5qh)

Students will gain the theoretical and practical knowledge needed to communicate effectively during crises and crisis settings. Students will role-play during the course to practice the skills learned. **Prerequisite:** HUS 200.

HUS 350 Aging and the Family (5qh)

This course teaches students to examine later life development and well-being in family relationships. Students will explore topics such as family caregiving, widowhood, and ageism. **Prerequisite:** HUS 200.

HUS 355 Death, Dying, and Bereavement (5qh)

Students will learn about the issues of death, dying, and bereavement from different cultural views and will learn skills needed for working with dying and bereavement populations. **Prerequisite:** HUS 200.

HUS 360 Dynamics of Family Violence (5qh)

This course focuses on providing students with knowledge regarding theories, research, and community resources related to family violence. Students will be educated about the dynamics and effects of domestic violence. **Prerequisite:** HUS 200.

HUS 400 Program Development and Evaluation (5qh)

This course will give students the skills and knowledge of program evaluation and the techniques needed to create a human services evaluation plan. Students will learn the philosophy, theory, and process of planning and evaluating family, youth, and community programs. **Prerequisite:** HUS 200.

HUS 410 Governance, Advocacy, and Leadership in Nonprofits (5qh)

This course will provide students with the theoretical knowledge and tools to manage nonprofit organizations, including organizational creation, strategic planning, board governance, leadership, and advocacy. **Prerequisite:** HUS 200 or PBH 311.

HUS 420 Case Management (5qh)

This course gives students the fundamental theories and concepts needed to provide professional services to the community, including client engagement, interviewing, group facilitation, and service delivery models. **Prerequisite:** HUS 200.

HUS 430 Grant Writing and Fundraising (5qh)

This course offers a guide to the basics of grant writing. Students will learn and understand the grant process and how grants are used to fund desired endeavors. This course will illustrate the relationship between grant writing and an organization's strategy for fundraising. **Prerequisite:** HUS 200 or PBH 311.

HUS 440 Leadership in Human Services (5qh)

This course gives students the skills and knowledge to be highly effective leaders within the human services field to help maximize the commitment, performance, and retention of other human services professionals and/or employees. Students will also learn to use effective leadership skills to maximize client care. **Prerequisite:** HUS 200.

HUS 490 Capstone: Human Services (5qh)

The Human Services Capstone is an in-depth, student-centered course serving as a comprehensive human services experience. Students will complete a project through which they will apply the skills and techniques they have learned throughout the program as well as their knowledge of agencies and culturally diverse client populations to prepare for employment and encourage leadership in the field. This course should be taken during the final term of a student's degree program. **Prerequisites:** HUS 200 and HUS 210.

Interdisciplinary Science

ISC 201 Life and Earth Sciences (5qh)

This elementary education methods 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 elementary education methods 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 laboratory demonstrations and examples will emphasize lecture materials 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)

An investigation of the anatomical structures, biological systems, and physical principles as they relate to human movement during physical activity. **Prerequisite:** BIO-207 with a “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 “C” or better.

KIN 232 Nutrition (5qh)

This course provides an introduction to the science of nutrition, emphasizing food nutrients, needs throughout the life span, selection of a healthy diet to promote high-level wellness, and factors that influence our food choices.

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 “C” or better.

KIN 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. **Prerequisite:** KIN 210 with a “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 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. This course will satisfy any requirement previously satisfied by PER 102 or PER 201 in earlier catalogs.

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 management; major human resources problems and issues; policies and practices in the human resources field; and 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:** MAT 094 or higher with a “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:** MAT 094 with a “C” or better, or placement in MAT 095.

MAT 094 College Prep Algebra I (5qh): Institutional credit only

This course is a review of basic algebra skills including operations on integers, rational numbers, real numbers, and complex numbers; simplifying and operating with terms/polynomials; 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 mathematics.

Prerequisite: Placement

MAT 095 College Prep Algebra II (5qh): Institutional credit only

This course is a 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 mathematics. **Prerequisite:** MAT 094 or by placement.

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 mathematics or middle grades education majors for the Area A2 core curriculum requirement. Prerequisite:** MAT 094 with a “C” or better, or by placement.

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:** MAT 095 with a “C” or better, or by placement.

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:** MAT 109 with a “C” or better, 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:** MAT 109 or MAT 112A with a “C” or better, 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:** MAT 109 with a “C” or better, 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:** MAT 103, MAT 109, MAT 112, or MAT 201 with a “C” or better.

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:** MAT 112 with a “C” or better, or by placement.

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:** MAT 201A with a “C” or better.

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:** MAT 112 with a “C” or better, or by placement.

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:** MAT 201 with a “C” or better.

MAT 203 Multivariable Calculus (Calculus III) (6qh)

This course will involve the study of vectors, partial derivatives, multiple integrals and their applications, and Greene’s and Stokes’ Theorems. **Prerequisite:** MAT 202 with a “C” or better.

MAT 208 Foundations of Numbers and Operations (5qh)

This course is an Area F introductory mathematics course for Elementary 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 Elementary Education or General Studies majors. **Prerequisite:** MAT 103, MAT 109, MAT 112, or MAT 201 with a “C” or better.

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:** MAT 201 with a “C” or better.

MAT 213 Ordinary Differential Equations (5qh)

This course is an introduction to first and higher order ordinary differential equations and applications, series solutions of differential equations, Laplace transforms, systems of linear first order differential equations, and numerical solutions of ordinary differential equations. **Prerequisite:** MAT 202 with a “C” or better.

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. **Prerequisite:** MAT 112 or MAT 201 with a “C” or better.

Military Science

MPE 204 Cardio-Respiratory Fitness I (2qh)

This course is 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 MPE 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. Cadets 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 Cadet. 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. Cadets 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. Cadets 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 Cadet. 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. Cadets 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 Cadet. 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. Cadets 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. Cadets 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. Cadets 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. Cadets 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)

This is an introductory course where Cadets 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, Cadets 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). Cadets will be required to write peer evaluations and receive feedback on their abilities as a leader and how to improve those leader skills that can further develop them into a successful officer. Cadets will receive systematic and specific feedback on their leader attributes, values, and core leader competencies from their instructor, other ROTC cadre, and MS IV Cadets who will evaluate them using the Cadet Evaluation System (CER). Successful completion of this course will help prepare Cadets for the SROTC Advanced Camp, which they will attend in the summer at Fort Knox, KY.

MSD 312 Training Management and the Warfighting Functions (Phase B) (2qh)

This 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, Cadets 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). Cadets will be required to write peer evaluations and receive feedback on their abilities as a leader and how to improve those leader skills that can further develop them into 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. Cadets will receive systematic and specific feedback on their leader attributes, values, and core leader competencies from their instructor, other ROTC cadre, and MS IV Cadets who will evaluate them using the Cadet Evaluation System (CER). Successful completion of this course will help prepare Cadets for the SROTC Advanced Camp, which they 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 Cadets 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, Cadets 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 Cadets for Cadet Summer Training/ Advanced Camp, which they 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 Cadets 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, Cadets 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 Cadets for Cadet Summer Training/ Advanced Camp, which they 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 Cadets will develop knowledge, skills, and abilities to plan, resource, and assess training at the small unit level. Cadets 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, Cadets 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 Cadets will develop knowledge, skills, and abilities to plan, resource, and assess training at the small unit level. Cadets 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, Cadets 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 Cadets 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 Cadets for their 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 Cadets 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 Cadets for their 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 194 Music Appreciation (5qh)

This course is an introduction to music and includes the study of basic elements of music and a survey of historical types and forms of music. This course emphasizes the development of critical listening skills as a means of increasing students' understanding and appreciation of music.

Paralegal

PLG 110 Introduction to Law and Ethics (5qh)

This course is 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)

This course is an 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)

The goal of this course is to provide the paralegal student with a basic understanding of tort law. This will include understanding intentional torts, negligence and its elements, products liability, malpractice, business torts, and defenses. **Prerequisite:** PLG 110.

Physical Education

PED 103 Beginning Badminton (2qh)

This course is designed to teach basic skills and the rules of badminton.

PED 108 Bowling (2qh)

This course is an introduction to the sport of bowling.

PED 111 Beginning Basketball (2qh)

This course is designed to teach the rules and basic skills of basketball.

PED 115 Beginning Golf (2qh)

This course is designed to introduce golf skills and fundamentals.

PED 118 Beginning Softball (2qh)

This course is designed to introduce the skills, strategy, and rules of softball.

PED 121 Beginning Tennis (2qh)

This course is designed to introduce the skills, strategies, and rules of tennis.

PED 124 Beginning Volleyball (2qh)

This course is designed to provide knowledge and skills necessary to enjoy recreational volleyball.

PED 125 Beginning Walking (2qh)

This course is a study of the theory and practice of walking.

PED 137 Jogging (2qh)

This course is a study of the theory and practice of jogging.

PED 138 Beginning Soccer (2qh)

This course is 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)

This course is a study of the theory and practice of weight training.

PED 147 Fitness Swimming (2qh)

This course is designed to introduce basic skills and knowledge for swimming effectively and safely.

PED 155 Beginning Step Aerobics (2qh)

This course is a study of the theory and practice of aerobic exercise.

PED 166 Fundamentals of Yoga (2qh)

This course is a study of the theory and practice of basic yoga posture, breathing practices, stretching, and relaxation techniques as a method to improve flexibility, decrease stress, and improve physical and mental well-being.

PED 190 Officiating Basketball (2qh)

This course is designed to provide the knowledge and skills necessary to officiate basketball.

PED 191 Officiating Soccer (2qh)

This course is 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.

Physical Science

PSC 101 Introduction to Physical Science I (6qh)

This course is an introductory course in 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: 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:** MAT 095 or placement.

Physics

PHY 111 Introductory Physics I (6qh)

This is 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 “C” or better.

PHY 112 Introductory Physics II (6qh)

This is 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)

This is 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 “C” or better.

PHY 212 Principles of Physics II (6qh)

This is 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 “C” or better.

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 are 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)

This course is 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)

This course is an overview of general psychology that includes defining psychology and the scientific methods; examining theories of personality and human development, biological, sensory, and perceptual perspectives; states of consciousness, principles of learning, memory, cognition and motivation; psychological disorders and interventions; and stress and health.

PSY 203 Human Growth and Development (5qh)

This course is a 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 208 Social Psychology (5qh)

This course will provide students with an insight into how their feelings, thoughts, and actions are affected by others. The issues of prejudice, conformity, interpersonal attraction, and violence will be discussed.

PSY 210 Abnormal Psychology (5qh)

This course 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. **Prerequisite:** Completion of Area A2 mathematics with a “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. **Prerequisite:** SOC 210 with a “C” or better.

PBH 311 Healthcare 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. **Prerequisite:** SOC 210 with a “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. **Prerequisite:** PBH 300 with a “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. **Prerequisite:** PBH 333 with a “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. **Prerequisite:** PBH 333 with a “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. **Prerequisite:** PBH 305 with a “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. **Prerequisite:** PBH 413 with a “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. **Prerequisite:** PBH 334 with a “C” or better.

PBH 497 Capstone: 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. This course should be taken during the final term of a student’s degree program. **Prerequisites:** PBH 305, PBH 333, PBH 334, and PBH 425 with a “C” or better.

Reading

RDG 099 LSS Reading (5qh): Institutional credit only

This course is for students needing supplemental preparation in reading both fictional and nonfictional texts. **Prerequisite:** Placement

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 value system. **Prerequisite:** SWK 101.

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. **Prerequisites:** 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. A comprehensive study of research methods, theories, and principal findings in the field of sociology are included.

SOC 205 Social Problems (5qh)

This course provides 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. Students will gain 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. Cross-listed as CRJ 104.

SOC 207 The Family (5qh)

This course is a study of the family as a basic social institution. Course topics include 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 the student's 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 introduction to Spanish covers basic communication skills, including grammar, pronunciation, composition, translation, and reading. Study of the culture of Spanish-speaking regions is included.

SPA 102 Elementary Spanish II (5qh)

This continuation of SPA 101 covers basic communication skills in the Spanish language, including grammar, pronunciation, composition, translation, and reading. Further study of the culture of Spanish-speaking regions is included. **Prerequisite:** SPA 101.

SPA 201 Intermediate Spanish I (5qh)

This course emphasizes communication skills in the Spanish language at the intermediate level. Students will further develop proficiency in listening, speaking, reading, and writing in Spanish. Study of the history and culture of Spanish-speaking regions is included. **Prerequisite:** SPA 102.

SPA 202 Intermediate Spanish II (5qh)

This continuation of SPA 201 emphasizes communication skills in the Spanish language at the intermediate level. Students will further develop proficiency in listening, speaking, reading, and writing in Spanish. Study of the history and culture of Spanish-speaking regions is included. **Prerequisite:** SPA 201.

Theater

THE 101 Introduction to Acting (5qh)

This course introduces students to the vocabulary and basic fundamentals of acting, placing emphasis on vocal technique, body movement, and textual analysis for the actor.

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 is designed to provide the student with knowledge of the wellness lifestyle, including physical fitness, stress management, and infectious and noninfectious diseases.