1300 University Academic Regulations

This chapter describes academic regulations for specific policies and procedures.

1302 General Information

1302.10 University Academic Policies

All students at Georgia State University are required by the University and by the college and program, or an exception granted because a student plans a specific requirement by an advisor or other departments.

All students must become especially familiar with requirements and graduation, (3) their college and (5) the enrollment process found by accessing the University’s web site www.gsu.edu, participate in contain more detailed information on the enrollment.

While the provisions of this catalog will inform students listed in this catalog, including but...
provision listed in this catalog, including, but not limited to, individual students. The University will make every effort to keep their responsibility to keep apprised of current

1302.20 Student Computer Access

Each student enrolled at Georgia State University may require computer-based work. Further, the ability to access the Wide Web using a current browser, and spread sheets to establish minimum machine capability and software that one's degree program must own a computer. It is the student's responsibility. Computers are available in the open-access computer laboratories, but these laboratories are heavily used and their capabilities, but these laboratories are heavily used and

1302.25 Georgia State University E-Mail

Every student is assigned an official Georgia State Student E-mail address. Students regularly check this e-mail account. University assigned e-mail as a means of communication, and students will be held responsible for this information. Email from the University will be sent to this address. It will not be sent to any other address. Students should forward their Georgia State account to forward to another.

1302.30 Academic Calendar

Georgia State University is on a semester system. The fall, spring, and summer semesters are approximately 14 weeks each. Later, the course is divided into six-week and seven-week classes beginning in mid-semester. A student who enrolls in a class that begins after the start of the regular course of classes counts as having been enrolled in summer

1310 Academic Advisement

Academic advising is essential
Academic advisement is an essential component committed to providing the individual advice new freshmen (by admission category) are required to attend a Transfer Incept session. All transfer students are required to complete the appropriate student advising during registering for classes.

1310.10 Incept: New Student Orientation

New Student Orientation and Parent Relations
Student Center, Suite 265
http://incept.gsu.edu/

Incept: New Student Orientation is the officially administered by New Student Orientation and at Incept, students will be introduced to numerous aspects of the University community. From Enrollment Services, they will learn information from different departments including registration, financial aid, one-stop-shop, registrar, bookstore, student organizations, student advisement, and more. Georgia State’s unique urban campus in downtown Atlanta will be introduced and made with fellow classmates as well as students during the Incept experience. At the end of the Incept day, students

Incept: New Student Orientation is mandatory. There are several formats for the Incept: New Student Orientation and offers one-day and two-day orientation programs for new transfer students. Incept offers one-day and two-day orientation programs for new transfer students.
1310.20 Placement Testing

Math

A math placement test is recommended for all students who wish to take (or are required to take) a math course higher than that indicated by the course requirements for different majors.

Depending upon your status, new student, current student that applies:

New Student-(first semester at GSU)

All new students who wish to take (or are required) a math course higher than that indicated by the course requirements may be required to take a math placement test.

Currently-(enrolled student that is presently)

Students who have enrolled at Georgia State may take a math placement test for their own record keeping purposes on a walk-in basis.

Returning student-(returning to GSU after a

Testing for returning students is conducted daily. See http://counselingcenter.gsu.edu/testing/ for test times and dates.

Chemistry

A diagnostic chemistry test is required in order to register for CHEM 1151. The test is administered by the Counseling Center. Chemistry scores of 2 or better, SAT subject scores of 400 or better, or grades of C or better in appropriate courses may be exempt from taking the test. See http://counselingcenter.gsu.edu/testing/.
Foreign Languages

Placement exams in French, German, and Spanish are used to test students' abilities in French, German, or Spanish. All students are encouraged to take the placement exam before the deadline. (See Section 9000, Course Descriptions). Students may satisfy a prerequisite either by taking the WebCAPE placement exam and earning a satisfactory score, or by providing access and a browser. (Go to www.gsu.edu/languages). The WebCAPE user name is “gsu user” and the password is “panther.” Students are given their score and class level immediately. It is paramount that students take this test without any outside assistance. They should be prepared to receive an email regarding their scores to keep for future reference. Scores between 400 and 399 points will be cleared automatically with a score of 400 or higher. Only the first WebCAPE score will be considered. Students will receive an email from the Office of Incept: New Student Orientation, so new students can register for a French, German, or Spanish course for academic purposes only; if a student scores above 400 they can obtain up to 6 credit hours for language classes in French, Spanish and French and for further information, visit www.gsu.edu/languages or e-mail languages directly.

1310.30 University Advisement Center

25 Park Place
Suites 1300 and 1400

advisement.gsu.edu

All freshman, sophomore and junior students...
89 semester hours of credit. Upon completion of the program students will receive an Associate of Arts degree.

Assistance in the college of their majors for future academic courses.

Advisors in the Center can assist students in the following ways:

- Evaluate transfer work and apply it to General Education Requirements
- Explain catalog regulations
- Provide academic counseling
- Explain academic standing policies
- Discuss goals
- Assist with degree and major choices for future academic courses
- Help students who are experiencing academic difficulties
- Provide direction to campus resources for additional assistance

Students may schedule advisement appointments for 10-minute consultations and brief questions.

**1310.40 Undergraduate Studies**

Office of Undergraduate Studies
224 Sparks Hall
success.students.gsu.edu

The Office of Undergraduate Studies provides opportunities to improve the academic skills and engagement of Georgia State University’s students. The Office of Undergraduate Studies include: Atlanta-Based Learning Communities (FLC), Latino Services and Outreach Program, Virtual Interactive Peer mentoring, college-wide offerings for the Perspectives course.

**Atlanta-Based Learning (ABL).** Atlanta-Based Learning is a collaborative course within the greater Atlanta community. As an Atlanta-based learning course, it offers an opportunity for students to understand the city of Atlanta. The course allows “Atlanta” students experience the advantages of living and working in the city.
First-Year Book Program. The First-Year Book Program is designed to foster a common intellectual experience to stimulate curiosity and create a sense of community among first-year students, faculty, and the campus community. The program includes a reading selection during the Summer Incept orientation program, which introduces students to reading assignments for the first semester at Georgia State. Throughout the fall semester, the focus of the program is on the comprehensive reading and discussion of material that will be covered in ENG 1101, English Composition I.

Freshmen Learning Communities (FLC). The FLC is a distinctive program of university initiatives to provide quality undergraduate learning experiences. The FLC model of learning communities provide first-year college students access to focused learning experiences that capitalize on their strengths and perspectives as well as the knowledge and skills that faculty and students bring to the learning environment. FLCs are designed around five linked freshmen-level courses that encourage students to enroll in a learning community for one semester and participate in a small, friendly community within the large residence hall setting. The FLC advisor, who serves as a resource to them as they transition to college, helps students ensure that they remain together for one course in addition to their FLC courses.

GSU 1010 New Student Orientation Course. As part of the academic advising plan that is the teaching of GSU 1010, the Georgia State new student orientation, academic advisors assign new students and assists new students in their academic and personal development through a series of workshops and sessions. The workshop is conducted during the first week of school and is designed to provide new students with an opportunity to experience the academic and social aspects of the university environment. The workshop includes an overview of the university's academic programs, student services, and resources available to students. The workshop is also an opportunity for new students to meet with their academic advisor, who will be available to meet with students to help them identify their academic goals and explore potential majors that are appropriate choice consistent with their interests and goals. In addition, the workshop provides an opportunity for students to help ensure students who are nearing graduation have the necessary information and resources they need to succeed.

Graduation Counselors and Transition Advisors. The Georgia State Office of Undergraduate Studies to assist students in choosing their academic and career focus is available to meet with students to help them identify their academic and career goals. The services they offer are not intended to substitute for the work of the academic advisors. The services they offer include career exploration, job search strategies, and interview preparation. The services are designed to help students identify their strengths and interests and to provide them with the information they need to make informed decisions about their academic and career goals.

Latino Services and Outreach. The Latino Services and Outreach program is designed to provide a welcoming and inclusive environment for Latino students and their families. The program includes a range of services and resources to support the academic, personal, and professional development of Latino students. The services offered by the program include academic support, career services, and cultural events. The program also provides a welcoming and inclusive environment for Latino students and their families, which is designed to support their academic success and foster a sense of community. The program is committed to ensuring that Latino students have access to the resources and support they need to succeed in college and beyond.
regarding financial aid, scholarships, internships. The program is to provide a comprehensive support to be a central resource for Latinos on campus and graduation from Georgia State. Perspectives Courses are designed to provide the study of different cultures and points of view on the environment, public health, and technology.

**Student Success Workshops.** The Office of Undergraduate Studies offers workshops designed to enhance students' test-taking, increasing memory and concentration toward helping students develop the tools needed to succeed.

**Supplemental Instruction (SI).** Supplemental Instruction is offered by the Office of Undergraduate Studies and specific departments in Missouri-Kansas City. It offers free, out-of-class support to students who have successfully completed the class along with the students and are available. The selection of SI supported courses varies each semester.

**Academic Coaching.** Academic Coaching allows students to develop individualized action plans for how they can overcome obstacles to their academic success.

**iCare:Early Alert Program.** The iCare:Early Alert Program is professors as doing unsatisfactory work before students who are having difficulties early in the year to assist them with their courses. Students who are considered at risk for retention. A hold will be placed on their account.
considered at risk for retention. A hold will be placed on the student’s account and they will not be able to register until they meet with an academic advisor. The Office of Undergraduate Studies will remove the student from the hold when appropriate academic and/or personal challenges has been conducted.

**Virtual Interactive Peer Mentoring.** The Virtual Interactive Peer Mentoring program is a component of the 1st year experience and is designed to help students develop academic skills through an academically-based online interaction with an experienced peer. Students will gain face-to-face, one-on-one connections. This program serves as a valuable support system for students.

**Scholarship Resource Center.** The Scholarship Resource Center provides information on scholarships while enrolled at Georgia State University. The program also assists students in finding external scholarships from organizations and agencies, as well as hundreds of internal scholarships to help deserving students cover their education expenses. The Resource Center guides students search for these scholarships and provides assistance throughout the entire application process.

### 1310.50 Learning Support Program (LSP)

The Learning Support Program (LSP) is for undergraduates who need additional assistance in the areas of math, reading, and/or writing.

#### Entering LSP

Students are placed into the LSP if they meet one or more of the following criteria:

- An SAT-Verbal score below 430 or an ACT-English score below 18
- An SAT-Mathematics score below 400 or an ACT-Mathematics score below 18
- Failure to meet the College Preparatory Curriculum eligibility requirements

However, students who have exited an area of support and have completed the required number of credits, are not required to re-enter that area upon transferring to another institution.

#### While in LSP

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It is very important that LSP students meet each requirement on time. For this reason, an advisement hold is placed on each student until the student has seen an advisor. Here are the LSP courses and requirements:

- Academic Reading EdRd 0071 COMPASS
- Academic Writing Engl 0081 COMPASS
- Elementary Algebra Math 0098 COMPASS
- Intermediate Algebra Math 0099 COMPASS

LSP courses do not count towards degree requirements and are not used to calculate a GPA for HOPE, Pell and other university funding. LSP courses are graded on a Pass/No Pass basis.

Students must register for required LSP courses. If the requirement is satisfied, students may not take credit courses in the same subject area.

Students who have not completed their LSP requirement in Area D, students may only take Math and Compass Review.

Students who have not completed their LSP requirement in Area B, students may only take Astronomy, Biology, Chemistry.

Students who have accumulated 30 semester hours and have successfully completed required Learning Support courses may take credit courses.

Students with LSP requirements who are enrolled in the required LSP courses unless they also drop credits in other subject areas and/or considering dropping or withdrawing from required courses. If there is a student of the program’s drop and withdrawal situation exists.

Students usually change programs of interest after completing the required LSP courses. Students should meet with an advisor to discuss possible changes.
Students are allowed a maximum of two attempts in mathematics. Students must pass all required attempts. If a student does not complete the required attempts, the student will be suspended from BOR policy, no appeals for attempts will be granted.

Exiting LSP

Students exit an LSP area by earning a grade of C- or better, earning a passing score on the COMPASS test:

- Reading, 74
- Writing, 60
- Math, 37 (on the COMPASS Algebra test)

Students who fail the exit test but have earned an LSP course can request a waiver.

Students who have passed an LSP course but have not earned an LSP course can request a waiver.

Requests for waivers to any of the above requirements should be directed to the Advisement Center.

1310.55 College Preparatory Curriculum

The Board of Regents of the University System of Georgia requires the completion of science, social science, and language classes (science, social science, or language) of the college preparatory curriculum. The Advisement Center will advise students about the courses earned in courses taken to meet CPC requirements. Each student must earn 30 hours and in the order required, and grades earned in these courses before they earn 30 hours and in their classes until all requirements are met.
Some transfer students are admitted with CPC credit; in such case, transfer courses used to satisfy CPC requirements;

**1310.70 University Career Services**

260 University Center
career.gsu.edu

The central office for University Career Services offers programs, services, information, and counseling to support the implementation of successful job and graduate school search. Both undergraduate and graduate students from the day of acceptance through graduation. Alumni beyond a year of graduation are welcome to visit the career office (Note: an Alumni Career Services fee is required to access resources from all class levels, and from all colleges, are represented).

Career Development services are available by appointment to help students and alumni connect their academic and professional goals. Services include career development counseling, provide career assessments, which aid students in defining career goals.

Workshops, information and career counseling sessions are available to assess their individual talents, skills, and interests. Services include interview preparation, employer information sessions, and career fairs. Students are encouraged to register and to interview potential employers.

Through the Employer Relations team, University Career Services connects students, alumni, and employers for internship and career opportunities both in-state and out-of-state school. Regular workshops, employer events and workshops, and one-on-one appointments ensure students prepare résumés, and develop interview skills.

The Graduate and Professional School Planning team is available both here at Georgia State University or at another location. They are here to assist students in researching programs as well as with the Graduate and Professional School Fair which is held each fall and spring. Students are encouraged to participate in interviews and to register for the fair when available.
Graduate and Professional School Fair, which is sponsored by the Career Resource Center (CRC) for GSU students.

The Career Resource Center (CRC) is the central location for online career guidance, job postings, graduate school resources, and also houses career-oriented books and multimedia resources.

Résumania is the walk-in résumé and c.v. review service as needed. Résumania takes place in the CRC, Room 260.

All Georgia State University students have an account with Handshake, which is utilized by students, employers and the career services staff to manage the account (completing a profile and uploading résumés) and access to many of the Career Resource Center services, including job search and career events and employers. Activation required.

University Career Services at Georgia State University, along with the Center of Student Affairs, offering to all GSU students, faculty, and staff development opportunities in areas of Career Readiness, Engagement, Leadership Development, Employee Development, and the Georgia Career Information System.

For more information on career counseling, career planning, internship and career opportunities, please visit us in 260 University Center or call 404/413-1822.

1310.80 International Student and Scholar Services

252 Sparks Hall
issss.gsu.edu

International Student & Scholar Services (ISSS) promotes the well-being of international student, faculty, and researchers at Georgia State University and assists residents of the United States who may need assistance with international travel procedures and regulations.
student and scholar insurance support, student and scholar counseling services, and university community. The office staff serves as a liaison to the world of international agencies and publishes a newsletter and other information. Student Services also offers assistance to academic departments. Information concerning programs and services is available online at isss.gsu.edu.

Students on nonimmigrant visas who are in temporary status may be eligible for possible assistance including: application processing, renewal of status, permit renewal, regulatory expenses (through the Eva Whetstone International Student Health Insurance), and delays in tuition is delayed for legitimate international students.

**International Student Orientation** - Prior to matriculation, assistance to new students on nonimmigrant visas to understand their immigration status, the academic system in the United States, and the mandatory health and accident insurance.

**International Student Associations** - Georgia State supports a number of student organizations that focus on celebrating the multicultural aspects of the campus. Information about the various Student Association Council, is available in the International Student Services.

**International Student Health Insurance** - Health insurance for international students in F or M status enrolled at Georgia State, and is optional. The mandatory health and accident insurance policy is made available to international students enrolled in F or M status. Fees are typically collected along with tuition during the registration period. Students are required to request a waiver with the insurance provider, or complete the application online at www.studentinsurance.com or through International Student Services.

**1320 Course Credit**

This section describes the various ways students can earn 1320 course credit.
taking those courses at Georgia State.

1320.10 Transfer Credit Policy

When an applicant is accepted for undergraduate studies at the University of Georgia, credit for university-level courses completed at an accredited college or university will be accepted for transfer credit if the courses are part of an accredited program of study.

Courses completed at a two-year college will only be accepted for credit in those courses required in a four-year degree program.

The total number of hours that may be earned by transfer credit is limited to 60 semester hours.

In general, transfer credit will not be awarded for remedial courses or for courses graded C or lower (including attempts which resulted in a withdrawal).

Because the university has a minimum academic standard, the acceptance of credits for a degree program may be limited. (See Section 1320.32 for a discussion of academic policies and this may also limit the amount of transfer credit that may be earned.) For further information, consult this Catalog in the following sections:

- 2020.10 Andrew Young School of Policy Studies
- 3020 College of Arts and Sciences
- 4050 College of Education
- 5020 College of Health and Human Sciences
- 7020.10 Robson College of Business

Georgia State University is accredited by the http://www.aacsb.edu/.
Georgia State maintains a web site, http://advisement.gsu.edu/transfer/index.html, courses at other institutions that will be accepted for credit. It is possible that a course at another institution is not on this list.

The D Credit Grade Restriction applies to both the last attempted course at another institution during the semester the course is taken.

A student who takes a course at another institution during the semester following the semester in which the course is attempted at another institution during the semester the course is taken.

**Transfer Credit for Core Courses**

1. Students will be granted credit for all of Area A.
   a. a baccalaureate degree from U.S. institution above
   b. for those who have graduated from a foreign institution of higher education accredited by a Georgia State-approved agency such as
   c. an associate’s degree designed to transfer to a U.S. institution

2. However, there are two exceptions to the above.
   a. Students seeking a baccalaureate degree in science education, or math education, will be granted credit for all of Areas B, C, and E.
   b. Students seeking a baccalaureate degree in all of Areas A, B, C, and E. They will be granted credit for Areas A and B.

3. Students who hold any other associate’s degree will need to have associate’s degree not designed to transfer on a course-by-course basis.

**1320.20 Credit Transfer for Transient Students**

Transient students are Georgia State students who have enrolled in another institution with the intention of returning to Georgia State.
institution with the intention of returning to Georgia State University, other than transient (such as visiting student, study abroad, etc.).

These regulations do not apply to credit earned at another institution.

A degree-seeking undergraduate student wishing to seek transient status must visit the Office of the Registrar. A transient letter is a formal statement of academic standing and is an official recommendation of the institution for a visiting term. Students requesting certification by completing a transient form are expected to provide evidence of good standing.

A student may not take courses for degree credit without the approval of Georgia State University. It is vital that students considering transient status review academic residency (Section 1440) or college policies on the number of course attempts. If found, the transient that will transfer to Georgia State and the corresponding academic requirements. Students are encouraged to check the course. See www.gsu.edu/success/equivalency

It is the student’s responsibility to comply with any regulations or policies the institution may have regarding establishing status as a transient student.

After completing the course, it is the student’s responsibility to present a transcript from the other institution to: Georgia State University Admissions Office, 2732 State University Drive, Atlanta, GA 30302-4009. Questions about transfer credits and academic policies may be directed to your academic advisor or the Office of the Registrar.

1320.30 Credit for Correspondence courses

Students may apply no more than 30 semester hours of credit taken at another institution toward the requirements for a degree at Georgia State University. Students should consult with their academic advisor for additional college regulations. Students should obtain permission of the dean of their college. Any exceptions granted are subject to the approval of the Office of the Registrar.
permission of the dean of their college, or the credit may be applied toward the completion of the degree.

1320.40 Credit by Examination

Georgia State University recognizes that learning can occur outside the college classroom. Knowledge gained through experience can also be gained through examination. The Advanced Placement, International Baccalaureate Program (IB) are among examinations administered nationally each year. For information, contact the Office, http://counselingcenter.gsu.edu/testing.

Other standardized exams or special departmental exams may be used. Contact the appropriate college.

Georgia State University serves as a DANTES test site.

For information on approved examinations, contact the Office of Undergraduate Admissions.

1320.50 College Board Advanced Placement

Official test scores should be mailed directly to the Office of Undergraduate Admissions for review. Questions should be directed to Undergraduate Admissions at admissions.gsu.edu.

Exam: (Score for Georgia State Course Credit)

- History of Art: (3, 4, 5) = AH 1700
- Studio Art: Drawing/General Portfolio: (3, 4, 5) = ART 1020
- Art 2D Design: (3, 4, 5) = ART 1030
- Art 3D Design: (3, 4, 5) = ART 1070
- General Biology: (3) = BIOL 1103K (4,5) = BIOL 1103
and are not recommended for Biology majors.
- General Chemistry: (3) = CHEM1211K; (4, 5) = CHEM 1211K, 1212K
  ACS exit exam; (5) = CHEM 1211K, 1212K
- Computer Science A or Computer Science A Seminar: (3, 4, 5) = CS 1110
- Economics, Macro: (3, 4, 5) = ECON 2105
- Economics, Micro: (3, 4, 5) = ECON 2106
- English Language and Composition/English Language and Composition: (3, 4, 5) = ENGL 1101
- Environmental Science: (4, 5) = BIOL 1104
- French Language: (3) = FREN 2001; (4) = determined after consultation with department
- French Literature: (3) = FREN 2001; (4) = determined after consultation with department
- Human Geography: (3, 4, 5) = GEOG 1101
- German Language: (3) = GRMN 2001; (4) = determined after consultation with department
- American History: (3, 4, 5) = HIST 2110
- European History: (3, 4, 5) = HIST 1112
- World History: (3, 4, 5) = HIST 1112
- Latin: Vergil: (3, 4) = LATN 2001, 2002; (5) = consultation with department
- Latin: Catullus/Horace: (4, 5) = 3000-level
- Latin Literature: (3, 4) = LATN 2001, 2002; (5) = consultation with department
- Statistics: (3, 4, 5) = MATH 1070
- Calculus AB: (3) = MATH 1113; (4, 5) = MATH 2113
- Calculus BC: (3) = MATH 2211; (4, 5) = MATH 2212
- Music Listening and Literature: (3, 4, 5) = MUS 1205
- Music Theory: (3, 4, 5) = MUS1099
- Physics B: (3) = PHYS 1111K; (4, 5) = PHYS 1111
- Physics C, Mechanics: (3, 4, 5) = PHYS 2211
- Physics C, Electricity and Magnetism: (3, 4, 5) = PHYS 2212
- Government and Politics, American: (3, 4, 5) = GOVT 1101
• Psychology: (3, 4, 5) = PSYC 1101
• Spanish Language: (3) = SPAN 2001; (4) = determined after consultation with department
• Spanish Literature: (3) = SPAN 2001; (4) = determined after consultation with department

1320.60 College-Level Examination

Georgia State University awards credit for some AP test scores. AP tests should not be scheduled during the last semester before graduation. The early registration deadline allows for course validation and the awarding of credit. Higher scores may result in higher regardless of the ACE recommendation.

Exam = Georgia State Course Credit

• American Government = Pols 1101
• American Literature (w/ essay) = Engl 2130
• Analyzing and Interpreting Literature (w/ essay) = Engl 2131
• Biology = Biol 1103K
• Calculus = Math 2211
• Chemistry = Chem 1099 (elective credit only)
• College Algebra = Math 1111
• College Composition with Essay = Engl 1101
• College Mathematics = Math 1101
• English Literature (w/ essay) = Engl 2120
• French levels 1 & 2 = Fren 2001, 2002 (separate placements required)
• German levels 1 & 2 = Grmn 2001, 2002 (separate placements required)
• History of the United States I and History of the United States II
• Introductory Psychology = Psyc 1101
• Introductory Sociology = Soci 1101
• Precalculus = Math 1113
• Principles of Macroeconomics = Econ 2103
• Principles of Microeconomics = Econ 2103
• Spanish-levels 1 & 2 = Span 2001, 2002 (see below)
• Western Civilization I: Ancient Near East & Greece = Hist 1001
• Western Civilization II: 1648 to the Present = Hist 1002

Additional CLEP information:

• The essay portion of all English exams is not an option for all readers, and the student must receive a grade of 60 or above.
• Foreign language credit awards are as follows:
  1. Spanish scores of 50-53 earn 3 semester hours of credit for Spanish 1001.
  2. German scores of 50-62 earn 3 semester hours of credit for German 1001.
  3. French scores of 50-51 earn 3 semester hours of credit for French 1001.
• If a student scores 50 or higher for American government, credit is given for HIST 2110.
• Exams may be scheduled by contacting General Testing Center (301) 405-4380.

1320.70 International Baccalaureate

The amount of credit that may be granted for IB exams is limited and is granted to students who hold the IB diploma. Credit is granted for higher-level exams. Within these limits, departments may grant credit for International Baccalaureate examinations.

The following is the list of credit for IB exams:

SL = Standard Level
HL = Higher Level

Although
Anthropology:

- SL 5 = ANTH 1102
- SL 6-7 = ANTH 1102, 2020
- HL 4 = ANTH 1102
- HL 5 = ANTH 1102, 2020
- HL 6-7 = ANTH 1102, 2020, and a 3000-level course

Art:

- SL 5 = ART 1010
- SL 6-7 = ART 1010, 1020
- HL 4 = ART 1010
- HL 5 = ART 1010, 1020
- HL 6-7 = ART 1010, 1020, and a 3000-level course

Arabic:

- SL 5 = ARBC 2001
- SL 6-7 = ARBC 2001, 2002
- HL 4 = ARBC 2001
- HL 5 = ARBC 2001, 2002
- HL 6-7 = ARBC 2001, 2002, and a 3000-level course

Biology:

- SL 5 = BIOL 1103K
- SL 6-7 = BIOL 1103K, 1104K
- HL 4 = BIOL 1103K
- HL 5 = BIOL 1103K, 1104K
- HL 6-7 = BIOL 1103K, 1104K, and a 3000-level course

Chemistry:

- SL 5 = CHEM 1211K
- SL 6-7 = CHEM 1211K, 1212K
- HL 4 = CHEM 1211K
- HL 5 = CHEM 1211K, 1212K
- HL 6-7 = CHEM 1211K, 1212K, and a 3000-level course

**Chinese:**

- SL 5 = CHIN 2001
- SL 6-7 = CHIN 2001, 2002
- HL 4 = CHIN 2001
- HL 5 = CHIN 2001, CHIN 2002
- HL 6-7 = CHIN 2001, 2002, and a 3000-level course

**Computer Science:**

- SL 5 = CSC 1310
- SL 6-7 = CSC1310, 2010
- HL 4 = CSC 1310
- HL 5 = CSC 1310, 2010
- HL 6-7 = CSC 1310, 2010, and a 3000-level course

**Economics:**

- SL 5 = ECON 2100
- SL 6-7 = ECON 2105, Econ 2106
- HL 4 = ECON 2100
- HL 5 = ECON 2105, 2106
- HL 6-7 = ECON2105, 2106, and a 3000-level course

**English:**

- SL 5 = ENGL1101
- SL 6-7 = ENGL 1101, 1102
- HL 4 = ENGL 1101
French:
- SL 5 = FREN 2001
- SL 6-7 = FREN 2001, 2002
- HL 4 = FREN 2001
- HL 5 = FREN 2001, 2002
- HL 6-7 = FREN 2001, 2002, and a 3000-level course

Geography:
- SL 5 = GEOG 1101
- SL 6-7 = GEOG 1101, 1113
- HL 4 = GEOG 1101
- HL 5 = GEOG 1101, 1113
- HL 6-7 = GEOG 1101, 1113 and a 3000-level course

German:
- SL 5 = GRMN 2001
- SL 6-7 = GRMN 2001, 2002
- HL 4 = GRMN 2001
- HL 5 = GRMN 2001, GRMN 2002
- HL 6-7 = GRMN 2001, 2002, and a 3000-level course

U.S. History:
- SL 5 = HIST 2110
- SL 6-7 = HIST 2110, 3200
- HL 4 = HIST 2110
- HL 5 = HIST 2110, 3200
- HL 6-7 = HIST 2110, 3200 and a 3000-level course
European History:

- SL 5 = HIST 1111
- SL 6-7 = HIST 1111, 1112
- HL 4 = HIST 1111
- HL 5 = HIST 1111, 1112
- HL 6-7 = HIST 1111, 1112, and a 3000-level course

Mathematics:

- SL 5 = MATH 1111
- SL 6-7 = MATH 1111, 1113
- HL 4 = MATH 1220
- HL 5 = MATH 1220, 2211
- HL 6-7 = MATH 1220, 2211, and a 3000-level course

Music:

- SL 5 = MUA 1500
- SL 6-7 = MUA 1500, 1900
- HL 4 = MUA 1500
- HL 5 = MUA 1500, 1900
- HL 6-7 = MUA 1500, 1900, and a 3000-level course

Philosophy:

- SL 5 = PHIL 2010
- SL 6-7 = PHIL 2010, 2050
- HL 4 = PHIL 2010
- HL 5 = PHIL 2010, 2050
- HL 6-7 = PHIL 2010, 2050, and a 3000-level course

Physics:

- SL 5 = PHYS 2211K
- SL 5 = PHYS 2211K
- SL 6-7 = PHYS 2211K, 2212K
- HL 4 = PHYS 2211K
- HL 5 = PHYS 2211K, 2212K
- HL 6-7 = PHYS 2211K, 2212K, and a 3000-level course

Psychology:

- SL 5 = PSYC 1101
- SL 6-7 = PSYC 1101, 2101
- HL 4 = PSYC 1101
- HL 5 = PSYC 1101, 2101
- HL 6-7 = PSYC 1100, 2101 and a 3000-level course

Spanish:

- SL 5 = SPAN 2001
- SL 6-7 = SPAN 2001, 2002
- HL 4 = SPAN 2001
- HL 5 = SPAN 2001, 2002
- HL 6-7 = SPAN 2001, 2002, and a 3000-level course

Credit for other languages will be granted following the above guidelines.

**1320.80 Credit for End of High School Examinations**

Georgia State will consider awarding college credit for advanced placement examinations taken at the end of high school. To be eligible for college credit, students must achieve a minimum score in each subject (not merely a total score). Students will receive credit based on examinations taken at the end of the high school year.

Section 1320.90, Credit for Massive Open Online Courses (MOOCs)

At Georgia State University, the granting of college credit for online courses taken through Massive Open Online Courses (MOOCs) requires a detailed review of the course content and delivery method. Students interested in pursuing credit through MOOCs should consult with their academic advisors to determine eligibility and appropriate course substitutions.
transfer credit and credit by examination. If a student takes courses outside the University, decisions about credit for the MOOCs will be evaluated.

In some cases, credit for MOOCs may be earned.

**1330 Registering for Classes**

**1330.05 Office of the Registrar**

2nd Floor Sparks Hall, Enrollment Services Center
http://registrar.gsu.edu/assistance/

**1330.10 Registration Procedures**

Students may not attend a course unless they are registered. For detailed information concerning the registration procedures, visit the University’s web site, www.gsu.edu, under Student Services) at paws.gsu.edu.

Students are urged to become knowledgeable about the eligibility for the term and ensuring paying of registration fees. More information on payment deadlines can be found on www.gsu.edu.

**Where Registration Takes Place**

Registration for courses takes place on PAWS. For most courses, the ticket information, the registration agreement, and payment are also made on PAWS.

**Preparing and Registering for Classes – Enrollment**

Registering students should prepare a registration plan. If the student has a schedule approved by the department chair, a student can register for courses. Some transactions can be completed on PAWS.

Step 1: Run a Program Evaluation to Review the student’s current program.

Step 2: Enter the student’s schedule and contact the department chair to get approval.

Step 3: Complete the registration process online on PAWS.

Step 4: Pay the registration fees.

Step 5: Review the registration and make any necessary adjustments.

Step 6: Confirm the registration by contacting the department chair.
Necessary

Step 2: Register for Classes

Step 3: Check Financial Aid Requirements for your classes

Step 4: View and Pay Charges on Panther Pay

Step 5: Print your Course Schedule

Step 6: Print the Semester Academic Calendar

Any deviation from the prescribed procedures is subject to a 24-hour cancellation period prior to the scheduled start of the class. The Office of the Registrar cannot be held responsible for any deviation from the prescribed registration, schedule adjustments, or other actions taken by students not reported to the Enrollment Services Center within 24 hours of the occurrence.

1330.12 Registration Notifications

All students must notify the Office of Undergraduate Admissions if they have attended another school since last attending Georgia State. The office can then determine whether credits earned at the other institution can be transferred. The student must be eligible to register for classes in order to receive this registration hold on the student’s record.

1330.15 Registration Time-Ticket Assignment

Students who are eligible to register will be granted a time-ticket assigned for the period that registration begins. Students can find their registration time-ticket on the Registrar’s web page.

Students will also receive an email referring them to the website where they can access their time-ticket.

A student’s time-ticket assignment is valid beginning the day it is issued and extends until the end of registration. Time-tickets are assigned with priority to continuing students according to the total number of credits completed or 2000-level courses completed.
1330.18 Late Registration

Registrations are considered late once the semester begins on a first-come, first-served basis. It is important that students register in order to enroll in courses needed for degree completion. If a student attempts to re-register during late registration, a non-refundable late fee will be charged. This is in addition to the $37.50 manual schedule adjustment fee.

If a student appeal to add a class after late registration is approved, the student will be charged a $37.50 manual schedule adjustment fee. More information can be directed to the department that teaches the course. The student must add the course on PAWS, prior to the semester midpoint.

1330.20 Immunizations

Immunization Office
141 Piedmont Avenue, Suite D
http://health.gsu.edu/services/immunization

All new students attending regularly scheduled classes must present a certificate of immunization prior to registering for classes.

The immunizations required are Measles, Mumps, Rubella, Varicella, and Hepatitis B. In addition, the Meningitis Law requires at least one dose of the meningococcal B vaccine. For more information, see the GSU Course Catalog.

Every student attending classes on campus must comply with the state of Georgia. The requirement varies according to the student's age.

- Students 18 years or younger at the beginning of the semester must
  - have the following immunizations:
    - Diphtheria, tetanus, and pertussis (Tdap) within the past 10 years
    - Poliovirus
    - Haemophilus influenzae type b
    - Pneumococcal
    - Measles
    - Mumps
    - Rubella
  - and have one dose of the meningococcal conjugate vaccine
- Students 19 years or older at the beginning of the semester must
  - have the following immunizations:
    - Diphtheria, tetanus, and pertussis (Tdap) within the past 10 years
    - Poliovirus
    - Haemophilus influenzae type b
    - Pneumococcal
    - Measles
    - Mumps
    - Rubella
  - and have two doses of the meningococcal conjugate vaccine
- Tetanus/diphtheria, and Varicella (chickenpox) vaccines are required for all students.
- Students 19 years and older at the beginning of the semester are required to submit a signed statement that they are up to date with all immunizations, but they are not required to show proof of immunization.
- Students born outside the United States on or before 9/1/1995 or 12/31/1980 must provide documentation of up-to-date MMR, Tetanus/diphtheria and Varicella.
- Students born outside the United States on or before 9/1/1995 or 12/31/1980.
- Students born in the United States on or before 9/1/1995 or 12/31/1980 are required to submit proof of immunization.
- Students born 12/31/1980 or later must provide documentation of up-to-date MMR.
- Students born outside the United States on or before 9/1/1995 or 12/31/1980 are required to submit proof of immunization.

The Immunization Office must receive these documents within three business days to enter the data into the system. Students are not permitted to participate in any registration and drop/add until the required information is entered.

Students seeking exemption for religious reasons must fill out the Immunization Exemption Request form to the Immunization Office. Those who choose this option must submit an Immunization Exemption Request form and documentation of the specific reasons for exemption must submit a doctor’s letter indicating the specific reasons for exemption and the date of expiration. When the temporary exemption has expired, the student, in the event of an epidemic or a threatened epidemic of a vaccine-preventable disease, has been declared by appropriate health authorities or the Georgia Board of Regents, the University community. In the event of a declared emergency, students with an exemption on file will not be allowed to participate in class without proof of immunization.

Additional information and copies of the immunization form can be obtained from the Immunization Office located in 141 Piedmont Avenue, Ste. F. [Link](https://www.gsu.edu/services/immunizations-travel/).

**Meningitis:** Georgia law requires that students be immunized against meningitis disease and vaccination. After reviewing information on meningitis, the student is required to complete the Immunization Exemption Request form.
meningitis vaccine, students 18 years and older, and students younger than 18 years of age must show their parent or guardian a form document that the information was reviewed and consent was elicited. Compliance with the state law is a condition of the contract. Forms and further information are available at gsu.edu.

1330.25 Audit Status

Enrolled students who wish to audit a course may register in the Office of the Registrar, 225 Sparks Hall. Students auditing a class are assessed just as they are for full-time or part-time, and a satisfactory audit grade must be earned before registering to audit a course. Financial aid, scholarships, and audit hours do not apply toward academic status or vice-versa after the last day to register.

1330.30 Course Load

Full-time Course Load: To be certified as full-time, a student must register for a minimum of 12 semester hours during any one term. However, a course load of 30 semester hours is considered full-time over four years.

A student who is enrolled in less than a full-time course load may

- Losing insurance coverage under his or her health care plan;
- Being placed on a loan repayment schedule, if he or she is receiving financial aid; and/or
- Losing a scholarship if the guidelines for maintaining eligibility are not met.

Half-time Course Load: Half-time enrollment is defined as registration for 6 semester hours during any one term.

Increased Course Load: A student may schedule an increased course load with approval of the Office of Academic Assistance of a student's advisor or the department chair.
some previous semester at Georgia State University, either of the following conditions is met:

- The student attained the President’s List, reentering student, has achieved a grade point average of 3.0 or above at Georgia State; or
- The student has earned 60 semester hours during the preceding two semesters of residence.

**International Students:** International students must meet the minimum hours requirement (course load as defined by the Department of Homeland Security for international students). An international student who is enrolled in a minor must meet the minimum hours requirement. International students enrolling for the first time must complete registration in all of their courses, including any required coursework in their respective academic programs.

### 1330.33 Registration Restrictions

Registration in some courses in some majors is restricted to students in specific majors as follows:

<table>
<thead>
<tr>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>All majors in the Robinson College of Business</td>
</tr>
<tr>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Exercise Science</td>
</tr>
<tr>
<td>Film and Video</td>
</tr>
<tr>
<td>Journalism</td>
</tr>
<tr>
<td>NursingTeacher Education</td>
</tr>
<tr>
<td>Social Work</td>
</tr>
</tbody>
</table>

### 1330.35 Taking a Course More Than Once

Colleges may limit the number of times a student can repeat a course to one or two times, depending on the credit value of the course. See the courses section of the catalog for the specific number of times a course can be repeated.
Colleges may limit the number of times a student can ‘repeat’ courses but not others, and different courses may have different limits. Under this policy, a student takes a course for a grade the first time it is offered and the grade is included in the grade point calculation. For example, a student who earns an E, F, I, I, I, or W has not. If a student takes a course multiple times, the final attempt will determine the applicability of the credit. A student cannot take a course more times than authorized by the college.

1330.40 Cross Registration

Georgia State University students may enroll at any public, private, or for Higher Education (ARCH) under a cross registration agreement to meet eligibility requirements under the ARCHE agreement, with credits considered resident credit. Students may learn more about the Cross Registration Application at http://registrar.gsu.edu/registrations/crossregistration.

Cross Registration Application Deadlines

- Fall Semester: July 26
- Spring Semester: December 1
- Summer Semester: May 1

Eligibility Criteria

- Students must be in good standing and have met all the required GPA to enroll in the Georgia State University course.
- Students must be concurrently enrolled in another Georgia State University course.
- Students must meet prerequisites for required courses at the host institution.
- Students must meet the host institution’s minimum residency requirements.
- First-semester freshmen may not cross register (e.g., band, marching band).

Course Restrictions
Students may not cross register for a course if:

- The course is offered at GSU that semester.
- The course has been previously attempted at GSU (with an unsatisfactory grade).
- The course or an appropriate substitute is offered on a specified regular basis, such as every fall)
- The student consults with the advisement office in consultation with the academic advisor.
- The College and/or degree program has restrictions on cross registration.
- The student expects to graduate from GSU.

Students are limited to two cross-registered courses per University and the host institution may not exceed this limit.

**Procedures**

Students who wish to cross register must contact the Registrar, room 225, Sparks Hall. Cross Registration may be found at: [registration/cross-registration/](http://registration/cross-registration/).

Students who wish to take academic courses at another University Advisement Center or the Office of Student Financial Assistance.

Students are not allowed to pre-register in courses offered by another host institution’s Cross Registration Coordinator. The courses will register on a rolling basis after the host institution’s regularly enrollment deadline. The host institution’s Cross Registration Coordinator will notify the student.

Georgia State University’s students will pay GSU tuition rates and may pay host institution fees (lab fees, parking and equipment lease) as outlined by the host institution.

Students must abide by all host institutions’ policies.
dates, absences, and add/drop/withdrawal deadlines. The host institution's withdrawal procedures must be followed. The University and the host institution's Cross Registration Office must be notified so that appropriate procedures may be followed.

Upon completion of the course, the host institution must notify the State University. Students who receive a grade of Incomplete must remove the grade at the host university (see section 1350.30 Changes in Grade). It is the responsibility of the host institution once the grade of Incomplete has been removed to notify Georgia State University of the change.

Students must complete a new ARCHE Cross Registration Form.

Cross registration is available in the summer as well. The participating ARCHE member institution includes Georgia State University, Atlanta University, Clayton State University, Georgia Institute of Technology, Interdenominational Theological Center, Atlanta Campus, Morehouse College, Morehouse School of Medicine, Georgia College, Columbus University, Mercer University, Georgia College, Savannah State University, South Georgia College, Savannah Technical College, Georgia Southern University, and the University of Georgia.

Cross registration credits count as resident credits (see section 1480.)

1330.55 Off-Campus Courses

Many courses are offered to Georgia State University students at other institutions that meet the same academic requirements and degree programs. At the beginning of each semester a list of off-campus courses can be found in the Course Catalog.

1332 Revision of Class Schedules

Students who wish to revise their class schedules must do so during the first week of each semester (see section 1332.10 below). During the first week of classes, students may revise their schedules by accessing PAWS Scheduling Tools.
their schedules by accessing PAWS schedule management. They can also adjust their schedules by dropping and/or adding classes.

To remove a course from a class schedule during the drop/add period, students can classify themselves as "dropping" a course. Dropped courses do not appear on the student’s official record. When students want to add/drop a course, students may “withdraw” the course, and the course will appear as a grade of W if the withdrawal limit has not been reached. If a student withdraws after the midpoint, the student will receive the grade typically associated with “W.”

All schedule adjustments must be completed by the end of the week prior to the start of each semester. The specific dates for these adjustments can be found online in the semester calendars at paws.gsu.edu. Printables of semester calendars are also found online. If a student feels that an institutional error has occurred, and a student believes that the University is not following the correct procedures, the student should contact the department offering the course.

1332.10 Dropping Classes and Voluntary Withdrawal

Students are responsible for formally dropping classes from their schedules by accessing PAWS schedule management. Students should not simply stop attending classes. Students who drop classes without following proper procedures can face consequences of dropping and withdrawing from courses. The university provides information concerning the tuition refund schedule online at www.gsu.edu. (Refer to the website for the most current information regarding tuition and fees.) Students who drop classes without following proper procedures can face consequences of dropping and withdrawing from courses. (Refer to the website for the most current information regarding tuition and fees.)

A. Registration Time Periods

1. Adding/Dropping Time Period: When the semester begins, students may:
   - Add courses on PAWS
   - Drop courses on PAWS to no longer be charged tuition for courses that are dropped.

   (Refer to the tuition refund schedule online for the most current information regarding tuition and fees.)
1. **Schedule Adjustment** - Before the first week of classes:
   - Students may withdraw from a class.
   - Students will receive a grade of W according to the number of credit hours they have not completed before the deadline.
   - Specifically, students will automatically receive a grade of W if they have not exceeded their limit.
   - Note: Grades of W and WF appear on your record for financial aid and other calculation purposes.

2. **Schedule Adjustment - After the first week of classes**:
   - Students may withdraw from a class.
   - Students will receive a grade of W if they have not exceeded their limit.
   - Specifically, students will automatically receive a grade of W if they have. Grades of W and WF appear on your record for financial aid and other calculation purposes.
   - Note: The last day for a student to add or drop a course is the last day of the add/drop period.
   - As of the second week of classes, the last day for a student to withdraw without an administrative academic error will be the last day of the add/drop period.

3. **After the midpoint of the term:** During the second half of the term:
   - Students can no longer voluntarily withdraw from a class.
   - Grades will be posted based on the last day of classes.
   - Students are responsible for completing all work and assignments.
   - Students are responsible for contacting their instructors about any matters as penalties for missing attendance.

**B. Limits on Withdrawals with a Grade of W**

1. Students are allowed to withdraw with a grade of W during the first two weeks of classes.

2. The limit on withdrawals does not apply after the first two weeks.
   - However, students are only allowed to withdraw from a class if they have not exceeded their limit.
   - Students who exceed their limit will automatically receive a grade of WF.

3. It is possible that a student will withdraw at the end of the term with Ws left to use a W in all those classes.
   - If a student initiated the withdrawal from a class with lower credit hours, they can use a W in those classes.
   - If a student initiated the withdrawal from a class with higher credit hours, they cannot use a W in those classes.
   - Students are responsible for contacting their instructors about any matters as penalties for missing attendance.
Georgia State and then withdrew from the course. Grades of WF allowed would be assigned to the course in the other two classes. In these cases, the student’s Office of Academic Advising will assist the student to enroll in the subsequent semester after the student is enrolled in the semester after the spring intersession period. Students may not shift W grades.

4. The following types of withdrawals do not count toward the semester limit:
   - Emergency withdrawals (see Section 1332.25)
   - Grades of WF (withdrawal failing)
   - Grade of WM (withdrawal military)
   - Withdrawals taken in semesters offered by the School of Extended Studies
   - Withdrawals taken at other institutions

5. This policy applies to all degree-seeking students, post-baccalaureate and transient students.

Students formally withdrawing from all classes must contact their College or School office.

In an emergency situation that precludes personal withdrawal, students should contact the Office of the Dean of Students, http://deanofstudents.gsu.edu.

### 1332.20 Withdrawals and Drops from Off-Campus Courses

In general, if a student voluntarily withdraws from an off-campus course, the student will receive a W grade (see section 1332.10). If the off-campus course’s schedule requires withdrawal prior to the end of the period, the course will be the mid-point of the period for purposes of determining the student’s grade in the course.

If a course is cancelled by Georgia State after the course has begun, students have the following options:

- They may have the course dropped from their unofficial transcript (see Student Access Registration), or
They may take a W in the course, or
In coordination with the course instructor, an appropriate plan to complete the course.

1332.30 Involuntary Withdrawal

Students are expected to observe all policies and procedures in the syllabus. When a faculty member determines that a student has missed a required assignment or has excessively neglected course work, the instructor may request that the student be involuntarily withdrawn from the course. Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W. At the official Georgia State University email system and within ten days of this notification, the student may be sent a letter acknowledging the involuntarily withdrawal from all classes.

1332.40 Emergency Withdrawal

Students may request an emergency withdrawal from completing their course work (e.g., severe illness, death in the family, etc.) if an emergency prevents them from voluntarily withdrawing. Students are subject to the following restrictions:

- Students must initiate an application for an emergency withdrawal in which the courses were taken.
- Students may request emergency withdrawals only once per semester.
- Students may not request an emergency withdrawal if they are on academic probation.

Emergency withdrawals normally apply to all courses. However, emergency withdrawals may be granted for some of a student's courses if the applicant provides documented evidence that the emergency prevented them from completing those courses. If a student is granted an emergency withdrawal for some courses, they may be required to complete those courses for a grade in a subsequent term.
If a student is granted an emergency withdrawal, the special procedures for the emergency withdrawal process do not apply.

For further information on emergency withdrawals, visit www.gsu.edu/deanofstudents.

1332.45 Military Withdrawal

A student who is on active duty or is a member of the National Guard or Reserve) may withdraw from the University immediately and without penalty and submit Official Orders to Active Duty to the Office of the Registrar. The institution will immediately provide a military withdrawal in any course in which the student is registered, by removing the student from the course (e.g., final exam or submitting the final paper) and/or by assigning the date on which the student officially withdrew to the student's transcript. The transcript will indicate an "FM" (military withdrawal) for all courses in which the student is registered at the time of withdrawal.

1332.50 Non-Academic Withdrawals

In the judgment of the Dean of Students, a student who is believed to be an imminent threat to himself or herself, or to the person or property of others; or who engages in conduct inconsistent with the exercise of any proper activities or functions of the University, or who is believed to be an imminent threat to the health, safety, or welfare of others at the University, the student shall, upon request, be accorded an appeal of his or her status in the University. In situations involving emergency withdrawals, an appeal shall be permitted as soon as possible after the withdrawal occurs. The institution will assign the grade of "F" or "WF" (depending on whether they have exceeded the semester midpoint and a "W" if they withdraw before the semester midpoint and a "WF" if they withdraw after the semester midpoint)

1334 Class Attendance

The resources of the University are provided for the use of students. The University expects each student to take full responsibility for his or her own academic performance and attendance.
to attend classes in order to gain command of the material. The policy, however, does not mandate the number or percentage of classes attended in determining an excessive level of absence. The instructor, in accordance with the policies of the University, will determine when a student has an excessive number of absences.

All matters related to student absences, including the determination of whether an absence is excused or unexcused, must be discussed with the instructor before the semester begins or on the first day of class. The instructor will make a clear statement in the course syllabus regarding the types of absences that will be excused or unexcused. Students are obligated to adhere to the requirements set forth by the instructor and to provide avenues for students to make up exams and assignments.

Excused absences are recognized in the following categories:

1. University-Sponsored Events

Absences due to activities approved by the Office of Student Affairs, the University will be recognized as excused when activity is approved by the Office of Student Affairs and the student is registered for the activity. If requested, the appropriate University business in advance of the activity. Students in the semester, will be recognized as excused by the instructor and will be excused from all responsibilities in the course.

2. Legal Obligations

Absences due to legal obligations (for example, military service) must be reported to the instructor in writing.

3. Religious Observances

Students wishing to have an excused absence due to religious observances must provide advance written request to each instructor and must provide a valid certificate from their religious leader.

Class Attendance by Veterans

The Returning Veteran Act of 1984 requires that all institutions of higher education provide a program of education for returning veterans that includes a minimum of 16 semester hours of credit in the first academic year, with an average of 12 semester hours of credit each subsequent academic year.
The Department of Veterans Affairs requires that the instructor report the student discontinues attendance for any reason to the Dean of Students as soon as it is known that the veteran student has discontinued attendance at the University. The Dean of Students will make this notification within one week of the student’s last attendance and no later than two weeks from the student’s last attendance.

In addition, it is suggested that the faculty give consideration to circumstances such as major illness in student’s immediate family, illness of the instructor, and illness of the students to attend class.

1336 Final Examinations

A student shall not be required to take more than two examinations within one examination period. More than two examinations within one examination period may be prohibitively stressful. A student who discovers an exam scheduling conflict should notify the instructor or the instructor should notify the student as soon as possible.

A student is considered to have an inappropriate clustering of examinations if it occurs more than once every 24 hours (for example, examinations at 8:30 a.m. and 2:30 p.m. on one day, and at 6:00 p.m. on another day), or if the clustering of examinations occurs within one day in the same month or two days in the same month. A student who has three or more clustered examinations must be given an opportunity for the examinations to be rescheduled according to the following procedures:

- If a final examination was rescheduled and was rescheduled at a different time than the original time, the instructor will provide a special administration for the final examination.
- If one or more of the clustered examinations is not rescheduled, the student may request to resolve the conflicts of time. If two or more of the examinations are clustered, then the “multiple examinations” is to be rescheduled.
- If one of the clustered examinations is not rescheduled, but the middle examination(s) will provide a special administration for the examinations.
Students must inform the instructor, in writing, of the possibility of a clustered examination situation exists with respect to a particular final examination as a special administration. At the beginning of the final exam period, the instructor may call for such examination.

Once a student has taken an examination, he/she...

### 1340 Classification of Students

#### 1340.10 Class Standing

Students are classified on the basis of total earned credit hours as follows:

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more</td>
</tr>
</tbody>
</table>

The classification under which a student registers is based on the number of semester hours earned at this University.

#### 1340.20 Change of Catalog Edition

Students must normally satisfy the degree requirements of the catalog edition in effect at the time they entered the University. However, in some circumstances, they may be allowed to satisfy the requirements of a subsequent catalog edition. This will be considered a change of catalog edition. The term “degree requirements” refers to the courses and minimum requirements that must be satisfied by all students, regardless of the catalog edition in effect. Changes may be made in policies affecting all students, regardless of the catalog edition in effect, removing incomplete grades, and appeals procedures.

There are several instances when a student will be allowed to satisfy the degree requirements of the catalog in effect at the time they entered...
• Officially changes colleges within the university;
• Officially changes their degree;
• Officially changes majors within a college;
• Officially changes from post baccalaureate to graduate status;
• Reenters the university after a period of two or more years of non-enrollment and has no academic credit at Georgia State;
• Reenrolls at Georgia State after attending another institution and has or has not transferred credits earned at the other institution to Georgia State. Students who fill out a Transient Request Form. This regulation does not apply to students who do not reenroll at Georgia State and are considered to be transfer students;
• Reenrolls at Georgia State after attending another institution for a specified period of time and during the length of absence from the university; and
• Has not graduated by the time his or her degree is planned.

Students may choose to satisfy the degree requirements of the later catalog. Degree requirements who choose to satisfy requirements of a later catalog must be cleared through the Office of Academic Assistance of their college.

Any requests for exceptions to the “change of degree” policies must be reviewed by the academic regulations and graduation requirements and approval of the Office of Academic Assistance.

1340.30 Declaration of Major

All applicants other than freshman must declare their major at the time of admission or as soon as possible. This is especially true for students for whom majoring is a central factor in their selection of major. Each college and departments may require students to declare a major on enrollment. It is recommended that students contact the University Advisement Center is authorized to declare a major.

1340.35 Change of Degree Major and

...
Students may request to change majors within their college. When the request is approved, students will transfer their completed courses to the new programs. All universities have special requirements for administrative changes. Students should contact the Office of Academic Assistance of the desired college.

To request a change of degree, major, or college, students should contact the Academic Assistance of the college in which the change is desired. Depending on the college, a student will be required to satisfy the degree requirements of both the current and new programs. Students applying to graduate must declare their degree at least one semester prior to their final semester to avoid a possible delay in graduation.

1340.40 Double Major

A double major consists of two separate majors (for example, Accounting and Justice and Psychology), regardless of the college the student attends. The student completes all requirements from both the schools. The first school has a minimum residence requirement of 39 semester hours toward the completion of the first major. If the second major is completed on time after the residence requirement of the first major, this requirement shall be deemed satisfied.

After five years from the date of the awarding of the first degree, the residence requirement cannot be applied toward the completion of the second major. If the student chooses to complete the second major after the five-year limit, they must complete additional courses to meet the requirement of the second major. At least one-half of the courses comprising both majors must be completed in residence.

Whether in one degree or two, a student may not list more than one major on the degree application. The student must choose one major. (For courses that are applicable to both degrees, students can choose which major they would like to apply the credit to. In some cases, courses are applicable only to one major, and would not be permissible.)

Students who wish to earn double majors should contact the Office of Academic Assistance of their current college and, if the requested double major is approved, contact the Office of Academic Assistance of the relevant college for information on changes.
The Dean of the Honors College may, in exceptional cases, allow a student three majors in one or two degrees.

1340.45 Dual Degrees

Dual degrees are earned when a student satisfies the requirements for a B.A. and B.S. within one or more colleges of Georgia State University in courses required by both degree programs. Dual degree is completed concurrently with the first degree shall be deemed to have been satisfied for both degrees. Credit that has been used to satisfy the university’s minimum academic requirements for the first degree is completed, both degrees require the same number of hours toward the university’s minimum academic requirements. If a department offers more than one major, the restriction will appear in that department. This restriction will appear in the bulletin of Academic Assistance of the relevant college.

Students who wish to earn dual degrees should consult their Academic Assistance of their current college and, if the college offers multiple degrees, the bulletin of Academic Assistance of the relevant college.

1340.50 Dual Undergraduate/Graduate Degrees

Georgia State offers a number of dual undergraduate/graduate degree programs, which allow a student to complete both the bachelor’s degree and one or more graduate degrees in the same field. More details regarding admission qualifications can be found at: https://www.gsu.edu/graduate/degree-programs/.

1340.60 Classification of Courses

Courses are numbered as follows:

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<tr>
<th>Student Status</th>
<th>Number Range</th>
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1350 The Grading System

1350.10 Grades

The following grades are used to specify level of performance.

A: Excellent
B: Good
C: Average
   (Minimum grade required for certain courses)
D: Poor
   A grade of D, while earning credit hours, will allow no more
   Georgia State University will allow no more
   Certain programs limit this further. See Section
F: Failure
   This grade indicates failure. No credit will be
WF: Withdrawal while Failing
   This grade indicates failure. No credit will be
   and F are treated the same for GPA calculation.

The grades listed below are approved for use in the student’s cumulative grade point average:
W: Withdrawal
This symbol indicates that a student was permitted to withdraw while failing (see “While Failing” above, and Section 1332).

WM: Military Withdrawal
This symbol indicates that active duty military (Army, Navy, Air Force, Marines, or National Guard) received emergency orders to activate service (see Section 1332.45).

I: Incomplete
The notation of I may be given to a student who has completed some, but not all, of the full requirements of a course. In order to qualify for an incomplete,
- Have completed most of the major assignments.
- Be earning a passing grade in the course according to the instructor.

When a student has a nonacademic reason such as illness, personal problems, or examinations, and wishes to receive an incomplete, it is the prerogative of the student to contact the instructor in person or in writing of the reason. The assignment of an incomplete is not the prerogative of the student. Conditions must be specified in advance by the instructor. Registering in a subsequent semester to complete the course will automatically remove the grade of incomplete. (See Section 1332 for the student’s official record for that degree program. If the requirements for the degree are not completed, the grade of I will convert to a grade of F.

IP: In Progress
This symbol indicates that credit has not been assigned to the student for which the student registered for the course. This is applicable to some project courses (such as student teaching, design studio, or studio credit) for which an appropriate grade by the instructor. This symbol is used when the student is enrolled in the Support Program (LSP) to indicate that a student's academic achievement is not sufficient to meet all of the requirements for a grade and that the student will not meet the minimum exit criteria for any of the grades.
S: Satisfactory
This symbol indicates that credit has been given for work. The use of this symbol is approved for coursework and proficiency requirements in graduate programs where the Regents’ Test was passed.

U: Unsatisfactory
This symbol indicates unsatisfactory performance.