ACADEMIC DIVISIONS

DIVISION OF BUSINESS AND COMPUTER SCIENCE

DIVISION OF HUMANITIES AND FINE ARTS

DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS

DIVISION OF SOCIAL SCIENCES

THE LEARNING SUPPORT PROGRAM
DIVISION OF BUSINESS AND COMPUTER SCIENCE

The Division of Business and Computer Science is committed to high standards of academic excellence and relevance while providing Business programs, services and extra-curricular activities which meet the dynamically changing needs of the diverse population the College serves. This Division is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business Associate of Science degrees: Business Administration, Business Education and Office Administration/Secretarial Science.

In accordance with the overall mission of the College, the Business and Computer Science Division offers two types of degree-granting business programs:

- Business transfer programs for students intending to pursue the baccalaureate degree in a business field
- Business career and certificate programs for students seeking academic preparation for employment

Instructional and learning activities, extra-curricular activities, and support services of the Division of Business and Computer Science are especially designed to develop in students a general business, mathematical knowledge that is both globally and technologically relevant. The activities and services also place emphasis on the development of critical thinking, communications, and computer and information literacy skills.

In addition to the academic degree programs and services, the Division of Business and Computer Science also works in conjunction with other units of the College to provide services and programs for the College community, as well as for business, mathematics, computers and industry.

DIVISION OF HUMANITIES AND FINE ARTS

In courses offered by the Division of Humanities and Fine Arts, students examine the human experience through the eyes of writers, philosophers, artists and musicians.

Members of the Division are committed to providing opportunities for students to satisfy their Core Curriculum requirements in English Composition and electives in Humanities and Fine Arts. Members of the Division are sensitive to the needs of individual students and seek to develop logical thinkers, articulate communicators, avid readers, accurate writers and analytical listeners. In addition, members of the Division provide extra-curricular activities, which engage students’ creative energies while complementing their academic experience.
State-of-the-art computer technology used in Division courses encourages students to become computer literate so that they can be successful in an ever-changing global environment.

DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS

The Science, Mathematics, and Health Professions Division is committed to increasing the number of underrepresented minorities in science and engineering. The Division also seeks to promote the development of the critical thinking, and communication skills of its students. To this end, the Division provides quality instruction that is intellectually challenging, yet considerate of the needs of the “non-traditional” student. Accordingly, instruction is provided in various formats to accommodate varied learning styles. Instructional technologies, including computer aided instruction, multimedia, and audio-visual programs, are used to enhance teaching and learning. Hands-on activities and interactive learning are an integral part of laboratory instruction. The Division supports pre-College initiatives and sponsors bridge programs for the purpose of attracting and preparing young scholars for Science, Technology, Engineering and Mathematics (STEM) careers.

The Division offers course requirements and electives for allied health programs, pre-engineering, and laboratory sequences in biology, chemistry, and physics. Transfer programs are designed to prepare students for matriculation at a senior College or university. The Core Curriculum, each of the units of the University System of Georgia, including Atlanta Metropolitan College, facilitates the transfer of credits among member institutions. The Division is the instructional unit for STEM transfer and career programs, providing course work appropriate to those programs of study (Area F). The Division also offers Area D requirements and elective courses for all programs offered by the College.

DIVISION OF SOCIAL SCIENCES

Members of the Division of Social Sciences provide students with the opportunity to acquire an understanding of the development of the person and the interaction of social and individual factors and forces.

THE AMC LEARNING SUPPORT PROGRAM

The Atlanta Metropolitan College Learning Support program serves students who need additional preparation in English, reading, and mathematics, by
providing College preparatory courses in these three areas. Learning Support English and reading courses are offered through the Division of Humanities and Fine Arts. Learning Support mathematics courses are offered through the Division of Science, Mathematics and Health Professions. In addition full-time counseling services are available to assist students with the many challenges of academic life.

**Learning Support Placement Requirements**

Screening and placement into the three areas of Learning Support English, reading and mathematics are implemented in accordance with the Board of Regents of the University System of Georgia (Policy 303.02).

Although neither SAT scores nor ACT scores are required for admission to Atlanta Metropolitan College, students who have recent ACT or SAT scores that meet the following criteria may be exempted from Learning Support placement testing:

- An ACT English score of 17 or a SAT Verbal score of 430 and completion of the high school College Preparatory Curriculum (CPC) in English to be exempted from placement testing in Learning Support English and reading. An ACT Math score of 17 or a SAT Math score of 400 and completion of the high school CPC in mathematics to be exempted placement testing in Learning Support mathematics.

- For students transferring from a COC-accredited DTAE College, comparable scores from the DTAE College may be used according to guidelines issued by the Senior Vice Chancellor for Academics and Fiscal Affairs.

- Students who do not meet these minimum requirements are then administered the COMPASS (Computerized-Adaptive Placement Support System) Exam to determine if Learning Support courses are required. Those students whose COMPASS scores are below the established cutoffs for the English, reading, and/or mathematics exams will be required to complete appropriate Learning Support courses in accordance with Board of Regents Policy. (Students who have taken a COMPASS or ASSET placement test at a COC-accredited DTAE College and transfer to a USG institution will not be required to take another placement test if they have attended the institution and have the placement scores recorded on their transcript.)

- Students who are determined by Atlanta Metropolitan College to need academic assistance although they are eligible to be admitted without Learning Support requirements under System Policy may be required to take Learning Support courses or other program components to enhance their chances for success in Core Curriculum courses. A student who is eligible to enroll in a Core Curriculum course but fails
the course could also be required to take a Learning Support course before or while retaking the Core Curriculum course. Students may also voluntarily elect to enroll in Learning Support courses in order to enhance their skill level in English, reading, or mathematics.

- Students entering programs leading to a baccalaureate degree who don’t have a College Preparatory Curriculum (CPC) English requirement and successfully transfer in English 1101 credit may be exempt from LS English and Reading placement requirement. Students entering programs leading to a baccalaureate degree who do not have a CPC mathematics requirement and successfully transfer in Mathematics 1001, 1101, or 1111 credit may be exempt from LS mathematics placement requirements.

Operational Policies Governing Learning Support Requirements

The University System of Georgia has established the following procedures (Section 2.09.02) with regard to Learning Support requirements, and Atlanta Metropolitan College adheres to these policies:

1. Atlanta Metropolitan College students are permitted to take Learning Support courses at other University System of Georgia institutions, with transient status, provided they have the permission of the respective Humanities and Fine Arts or Business and Computer Science Division Dean. Students from other University System institutions may take Learning Support courses at Atlanta Metropolitan College, with transient status, by permission of the appropriate Division Chair and/or Registrar of their home institution.

2. Students entering career, degree, certificate, or non-degree programs who are required to take a course that has a Learning Support prerequisite must meet any applicable requirements. International students and those students whose native language is not English shall meet the requirements outlined in these procedures or shall meet equivalent requirements which will be proposed by the President and submitted to the Chancellor for approval. No degree credit will be earned in Learning Support courses numbered 0099 or below.

3. Until Learning Support requirements have been satisfied, students shall not be permitted to take credit courses which require the content or the skills of the prerequisite Learning Support courses—although Atlanta Metropolitan College may establish co-requisite requirements for Core Curriculum courses.

4. During each semester of enrollment a student must first register for all required Learning Support courses before being allowed to register for other courses. This policy also applies to part-time students. Two exceptions are possible:
When two or three Learning Support areas are required and a student is enrolled in at least one Learning Support course, a freshman orientation course or physical education or other activity or performance courses may be taken that semester instead of one of the required Learning Support courses.

In the event that a required Learning Support course is not available, a student may enroll in a course for degree credit if the student has met the course prerequisites, subject to the written approval of the President or the President’s designee.

5. Students must proceed sequentially through Learning Support courses. If a student’s classroom performance demonstrates competency in the course material, the instructor may recommend acceleration for the student; however, any deviation from the prescribed sequence must be authorized in writing by the respective Division Dean.

6. Students who have accumulated 20 semester hours of College-level credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until an English and/or reading requirement is successfully completed. Students with a Mathematics requirement who have accumulated 30 semester hours of College-level credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until a Mathematics requirement is successfully complete. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to twenty (20) additional hours of College-level credit at Atlanta Metropolitan College. After earning the additional hours, such students may enroll in Learning Support courses only.

7. Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from credit courses.

8. To exit a Learning Support area, students must successfully complete the exit level Learning Support course requirements in that area, meet any established Atlanta Metropolitan College standards, and attain at least the Atlanta Metropolitan College’s minimum score on the appropriate part of the COMPASS Exit Exam or a comparable score on the CPE. (Once students earn a passing COMPASS or CPE score, they need not retake the examination even though they may not have met all requirements for exiting at the time they passed the examination.) An exit writing sample shall also be required in Learning Support English.
9. Students who exceed the System minimum requirements but are required by Atlanta Metropolitan College to take Learning Support courses in order to prepare for Core Curriculum courses may, at Atlanta Metropolitan College’s option, be exempted from any or all of the exit requirements; however, all Atlanta Metropolitan College requirements must be satisfied by the time the student has earned the applicable threshold of twenty (20) or thirty (30) semester credit hours or the student must enroll only in course work that will satisfy the Learning Support requirements every semester of enrollment until the requirements are satisfied.

10. Students who are not required to take Learning Support courses in a disciplinary area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts but are not subject to the exit requirements for students required to take Learning Support courses.

11. All Learning Support programs are designed so that students can complete all requirements in an area in a maximum of two semesters. A maximum of twelve (12) semester hours or three semesters, whichever occurs first, may be taken in any area.

12. Time spent in Learning Support course work in a disciplinary area shall be cumulative within the University System. A student who transfers into Atlanta Metropolitan College with fewer than three semesters and fewer than twelve (12) semester hours in a Learning Support area may be granted an additional semester (up to a total of fifteen (15) semester hours at all institutions) if that student was making appropriate progress at the sending institution and is ready for the exit level course at Atlanta Metropolitan College. (The purpose of this provision is to allow for variations that may occur in credit hours for courses at various institutions.)

13. If a student does not complete requirements for an area in twelve (12) semester hours or three semesters, whichever occurs first, the student may be suspended. The student may not be considered for readmission within one calendar year of the suspension. Prior to suspension, a student who has not exited a Learning Support area within the twelve semester hour or three semester limit, may be allowed to appeal for two additional attempts/courses. For each additional attempt, the student must:

- Be individually evaluated and determined to have a reasonable chance of success.
- Be in an exit level course and have reached the limit in only one Learning Support area.
14. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the twenty [20] or thirty [30] hour limit on the number of credit hours a student may earn before exiting Learning Support). If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

15. Students who have been suspended from the institution without completing Learning Support requirements may not be exempted from their Learning Support requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.

16. Students who have not taken any College work in the University System for one year may be retested with the CPE (Collegiate Placement Examination) or COMPASS (Computerized-Adaptive Placement Support System) in any unsatisfied area and readmitted without a Learning Support requirement if they meet the institutional criteria for exemption. Students who are not exempted on the retest may be considered for readmission. If an individual evaluation indicates that the student has a reasonable chance of success, the student may be readmitted for up to three additional attempts per Learning Support area. Students readmitted under this provision are subject to the twenty (20) or thirty (30) hour limit on College-level course work and may not take credit work if they had earned twenty (20) or thirty (30) credit hours during their previous period(s) of enrollment.

17. Students with documented disabilities, who are required to enroll in Learning Support must fulfill all stated requirements, including test (COMPASS or CPE) and course requirements. Students will be provided with appropriate test and/or course accommodations. Documentation of accommodations provided must be maintained at the institution and summarized in the annual report on accommodations.

Appropriate course and testing accommodations should be made for students with visual, hearing, or motor impairment. Such students may be granted up to two additional semesters of Learning Support at the institution’s discretion. Documentation on such students is to be maintained at the institution and summarized in the annual report on accommodations for students with disabilities.

Requirements for Exiting Learning Support Courses
To exit from the Learning Support English, reading, and mathematics courses the student must meet three criteria:

Be enrolled in an exit-level course or be recommended for acceleration
Have a passing average in the course and receive the recommendation of the instructor. For Learning Support English students, passing the course includes passing the *English Exit Writing Sample* with a score of 60* or above.

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<th>The Current Exemption/Exit COMPASS scores are:**</th>
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*Evaluated by English faculty and required to qualify for exit testing.

** Atlanta Metropolitan College and/or the Board of Regents reserve the right to change Exemption/Exit Scores and/or exit requirements at any time.