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# **ACADEMIC INFORMATION**

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## GENERAL ACADEMIC INFORMATION

Teaching and learning provide the philosophical foundations of Academic Affairs. From the focused learning support programs for students who need to strengthen their academic skills to the honors courses for students who have demonstrated outstanding academic performance, Academic Affairs provides courses, programs and services to enrich the lives of the diverse students it serves. It also seeks to improve the capacity of these students to function competently, responsibly, and creatively in society.

Through high quality academic programs, an exemplary faculty, and nurturing academic support services, Academic Affairs provides curricula for general education, pre-professional, and skills-oriented programs of study. These programs lead to Associate of Arts, Associate of Science and Associate of Applied Science degrees as well as certificates in selected programs.

Academic Affairs is committed to providing a challenging academic environment, enriched classroom activities and academic support services designed to stimulate intellectual curiosity and promote analytical, critical, and creative thinking.

### Academic Honors/Scholarship Standards

- **The Dean's List**

Excellence in scholastic achievement is recognized each semester by the publication of the Dean's List. This list names students who complete all academic work for which they are registered with a grade point average of 3.5 or higher and who carry at least nine (9) hours of academic coursework (non-learning support).

- **Honors Courses in the Social Sciences**

Honors courses offered through the Division of Social Sciences in history, political science, psychology and sociology are designed for high achievers desiring exceptional learning experiences from outstanding faculty. Each honors course emphasizes reading, research, and stimulating discussions, as well as writing papers and reports.

Students enrolling in honors courses must have a cumulative GPA of at least 3.30 and must have completed all Learning Support requirements. New students enrolling in honors courses must have a high-school grade point average of at least 3.30. Finally, enrollment is contingent upon approval of the student's advising Division Dean and the instructor of the honors course.

- **Phi Theta Kappa National Honor Society**

The Beta Beta Tau Chapter of Phi Theta Kappa National Honor Society was formed to recognize and encourage scholarship at Atlanta Metropolitan College, to provide an intellectual climate for the exchange of ideas and ideals, and to encourage fellowship and service to AMC and the larger community.

The following are membership requirements: (1) the student must be currently enrolled at Atlanta Metropolitan College; (2) the student must have exited or exempted all Learning Support classes; (3) the student must have completed at least twelve (12) semester hours at AMC; and (4) the student must have a cumulative GPA of at least 3.5. Current or continuing students must maintain a cumulative GPA of 3.0.

- **Kappa Beta Delta International Business Honor Society**

The purpose of the Kappa Chapter of the Kappa Beta Delta International Business Honor Society is to promote, encourage and recognize scholarship and accomplishment among students following the business programs of study, as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. The society is organized exclusively for charitable and educational purposes.

The following are requirements for induction into Kappa Beta Delta: (1) the student must rank in the upper 20 percent of business students; (2) the student must have a minimum of 30 semester hours earned at AMC with at least nine (9) semester hours of business courses; (3) the student must have a cumulative GPA of 3.25; (4) the student must have a 3.5 GPA in the program of study; (5) the student must be nominated and approved by the membership and; (6) the student must be currently enrolled at the College.

- **Social Science Honor Society**

The Social Science Honor Society recognizes academic excellence while stimulating achievement and motivation among students following programs of study in the social sciences at Atlanta Metropolitan College. Faculty in the Social Sciences Division and the members of the Honor Society determine the activities of this Society. These activities may include discussions, debates, presentations, cultural events, research contests, and service to the College and the community within the parameters of the social sciences. Students are expected to develop a greater understanding of and appreciation for the social sciences, as well as greater facility in oral and written expression. Also, the organization's activities increase intellectual stimulation, and personal and professional growth and satisfaction. The Society meets at least once per semester, and members are expected to participate in meetings and activities.

Students may either request membership by writing to the Division Dean or be nominated by a faculty member. Eligible students must be currently enrolled for a minimum of seven (7) credit hours and must be following a Social Science Program of Study. They also must have completed a minimum of fifteen (15) hours of credit, nine (9) of which must have been earned at Atlanta Metropolitan College. The minimum GPA in the major area must be 3.50, and the overall GPA must be at least 3.25. This GPA must be maintained for continuous membership in the Society. Students who fall below 3.25 may apply for readmission into the Society once they re-establish the required GPA.

## **Abandoning a Course**

Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of “F” at the end of the course. **It is the student’s responsibility to initiate and complete the withdrawal process.**

## **Academic Misconduct**

Academic misconduct, or cheating, can take many forms. Although different instructors assign various penalties, academic misconduct is grounds for failure on the assignment or in the course, as well as expulsion from the College. Examples of academic misconduct include, but are not limited to, copying exam answers from others; using notes, calculators, dictionaries, computers, cell phones, and books during examinations or assignments without the authorization of the instructor; using sources expressly forbidden by the instructor; handing in someone else’s work as one’s own; or engaging in any deceptive act that interferes with the instructor’s efforts to evaluate accurately a student’s academic performance.

Academic misconduct also includes presenting one’s own work, words, ideas or information, as if it came from an outside source. Examples of this form of misconduct include, but are not limited to, making up interviews and falsifying statistical data.

Plagiarism is a particular form of academic misconduct that will not be tolerated. It includes copying materials directly from a source and/or using someone else’s work or ideas without acknowledging the source. In short, plagiarism is claiming another person’s words or ideas as one’s own. Essays, term papers, and tests must be the work of the student. If the student uses someone else’s ideas, words, computer program, or other works, the student must acknowledge the source. Even in an oral presentation, the speaker should give credit to the source of the information.

Unless the instructor indicates otherwise, the student may obtain editorial assistance from someone else. Nonetheless, this assistance should be in the form of explaining or clarifying rules, strategies, format, or principles in order to improve the student’s own work.

If an instructor suspects plagiarism or any form of academic misconduct, the instructor may request that the student submit notes, copies of research materials, and/or other information to prove that plagiarism or academic misconduct did not take place. The type of materials requested will vary depending on the type of assignment and the wishes of the instructor.

## **Penalties for Academic Misconduct**

In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not

limited to, the instructor assigning a grade of “F” for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of “F” for the course.

In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or System examination or assignment, the results of the examination will be voided. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Vice President for Academic Affairs, not to exceed suspension for one semester from Atlanta Metropolitan College.

### Academic Progress

To be in good academic standing, a student at Atlanta Metropolitan College is required to maintain an acceptable cumulative grade point average (GPA). The following table defines the minimum acceptable cumulative GPA for the number of credit hours attempted by the student:

Total Hours Attempted	Minimum Acceptable Cumulative GPA
1-20	1.5
21-30	1.7
31-40	1.8
41-50	1.9
51 and over	2.0

The first semester that a student’s cumulative GPA falls below the minimum standard as indicated in the above chart, the student will be placed on **academic warning** for the next semester. If, after the semester of academic warning the student’s cumulative GPA remains below the required standard, the student will then be placed on **academic probation** for the following semester. Students on **academic probation** may continue on probation if they show academic progress by achieving at least a 2.0 GPA each semester, until the cumulative GPA reaches the minimum acceptable standard. However, students who are on probation will be placed on **academic suspension** for one semester (exclusive of the summer term) if they do not maintain a semester GPA of at least 2.0. The status of academic probation will be changed to good academic standing when students have achieved the minimum acceptable GPA.

Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 to be eligible to register for the next semester. Students who return from suspension, but do not maintain a semester GPA of 2.0 will be placed on **academic dismissal** for three semesters (exclusive of the summer term). Students who are dismissed must petition the Vice President for Academic Affairs to apply for readmission. In the letter of petition, students should state reasons they believe that they will show academic improvement if they are allowed to be readmitted. The Vice President for Academic Affairs will refer

letters of petition to the Academic Progress Committee for its review and recommendation.

Students who are on probation or who are returning from suspension or dismissal are required to meet with the Coordinator of Academic Advisement for assistance with a plan for improving their academic performance. These students may be required to take a reduced course load.

Students on dismissal are not eligible to register for courses at Atlanta Metropolitan College unless they write a letter to the Vice President for Academic Affairs to appeal the dismissal. The Vice President for Academic Affairs will refer appeal letters to the Academic Progress Committee. A letter of appeal should indicate factors that contributed to the student's prior low academic progress. Students who write letters of appeal must submit the letters to the Office of Academic Affairs no later than two working days prior to the first day of General registration for the semester. Once a student has been suspended, all financial aid will be denied. Students who are permitted to register are responsible for re-establishing their eligibility for financial aid.

### **The Academic Year**

The academic year is divided into two 15 week semesters including two eight week embedded "minimesters". A shorter summer term including two 5 week minimesters is also available. The academic calendar may be found in the front of this catalog. Students may enter Atlanta Metropolitan College at the beginning of any semester including the summer term.

### **Attendance Policy**

Scheduled class meetings are a fundamental element in the educational process, and students are expected to attend class regularly. Recognizing that the role of the scheduled class varies with the instructor, the student, the course, and the method of instruction, the following regulations have been established:

The establishment of course attendance requirements for each course is the responsibility of the individual instructor.

The attendance policy for each course is included on syllabi and given to each student by the instructor at the beginning of each semester. This announcement shall indicate what penalties, if any, the instructor shall assess for specified numbers of student absences.

It is recognized that, for personal reasons and approved College activities, students may be required, on occasion, to be absent from class. In such cases the student must assume the responsibility for seeing the instructor and making arrangements for make-up work, if such make-up work is available and possible.

**Final approval for any class absence remains with the individual instructor.**

Students who enter classes after the first scheduled meeting are responsible for making up assignments missed. Days missed during the drop/add period will normally be counted as days absent.

### **Catalog Editions**

Students will (normally) satisfy the curricular degree requirements of the catalog in effect at the time they enter Atlanta Metropolitan College. There are several instances, however, when students will be required to “change catalog editions.” This means students will be required to satisfy the curricular degree requirements of the catalog in effect when or if they:

1. Officially change programs of study
2. Re-enter the College after a period of two years in which they have earned no academic credit at Atlanta Metropolitan College.
3. Their catalog edition is 10 years old or older.

The curricular degree requirements of more than one catalog edition cannot be combined. A degree will be awarded only to students who have satisfied all academic and administrative requirements of Atlanta Metropolitan College.

### **Changing Schedules**

Changes in class schedules are permitted only during the time specified each semester and summer term. Each change must be approved by the student’s faculty advisor and/or the Division Dean. The student’s class schedule becomes the official semester schedule after the Schedule Change (Drop/Add) period is over. Course changes must be executed in the Office of the Registrar to be official.

### **Classification of Students**

Credit students are classified as freshmen and sophomores at the beginning of each semester. A student who has completed at least thirty (30) semester hours of degree-credit work is classified as a sophomore.

Students are also classified as full-time if they carry at least twelve (12) semester hours of course work, or part-time if they carry fewer.

Auditing students are those who attend class but do not seek credit. They participate in course work at the option of the instructor, and they must register and pay full fees for the course.

### **Course Load**

A normal course load for a full-time student consists of twelve (12) to eighteen (18) credit hours of academic work per semester. However, in order to complete the sixty (60) hour core in two (2) years, students must enroll for fifteen (15) hours of credit per semester.

Students who wish to enroll for more than the normal load may be permitted to do so with the approval of their academic advisor and Division Dean for their major. An application form for this purpose may be obtained from the Office of Academic Affairs or from the Office of Academic Advisement. To be approved for an overload, the student must present a semester and/or cumulative grade point average of at least 3.0, and the overload cannot exceed twenty-one (21) total semester hours.

An Atlanta Metropolitan College student who enrolls as a transient student at another College or university will not be allowed overload credit at AMC unless the student has prior permission for an overload from the Vice President for Academic Affairs of Atlanta Metropolitan College.

### **Credit for Military Service**

Students who have prior military service may be given two activity credits and three hours of first aid credit for the Physical Education activity component of their program of study with the submission of a valid DD-214 to the Office of the Registrar. Students currently in the Armed Forces should present documentation to the registrar for consideration of awarding this credit.

### **Declaration/Change of Program of Study**

A program of study should be declared upon enrollment in the College, but no later than one semester prior to graduation. Forms for declaring a program of study or changing from one program of study to another are available in the Office of Academic Advisement.

### **Dropping Courses**

Students may make changes in class schedules during the announced dates of the drop/add period without any permanent record of their having enrolled in classes they later dropped.

After the end of the Schedule Change Period a student cannot drop a course. Instead, he or she must withdraw from courses by completing a Course Withdrawal Form. Students withdrawing from courses before mid-term receive a "W" for the course; students withdrawing after mid-term receive a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, in which case a "W" will be recorded. **The possibility that a student may fail the course will not be considered a hardship.**

After withdrawing from a class, a student loses eligibility for financial aid or veterans' benefits when eligibility depends upon enrollment in that class.

### **Grades for Degree-Credit Courses**

The following system of grading is used in all degree-credit classes (courses numbered 1000 and above) at Atlanta Metropolitan College and is included in the determination of the GPA (Grade Point Average):

A	Excellent	(4.0)
B	Good	(3.0)
C	Satisfactory	(2.0)
D	Passing	(1.0)
F	Failure	(0.0)
WF	Withdrew Failing	(0.0)

The following symbols are used in the cases indicated, but are not included in the determination of the grade point average.

- **I:** This symbol indicates that a student was doing satisfactory work, but for *non-academic reasons* beyond his or her control was unable to meet the full requirements of the course. The student must arrange with the instructor before the end of the semester for an “I” grade to be awarded. Additionally, the student must make arrangements with his or her instructor for the removal of the “I.” The student has one semester to remove the “I.” If the “I” is not removed within the specified time, it will be changed to an “F.”
- **W:** This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the Vice President for Academic Affairs.
- **V:** This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has been audited during a previous semester.
- **K:** This symbol indicates that a student was given credit for the course via a credit-by-examination program approved by the Atlanta Metropolitan College faculty (CLEP, AP, Proficiency, etc.).
- **NR:** This symbol indicates that the instructor did not turn in the grade on time and “NR” (Not Reported) is temporarily posted to the student’s transcript. The “NR” is used only in extreme emergencies, and only with the approval of the Vice President for Academic Affairs. It is removed from the transcript when the actual grade is reported.

### Grades in Learning Support Courses

The following grading system is used at Atlanta Metropolitan College for Learning Support courses numbered below 1000.

- **A, B, C:** (In Learning Support courses numbered below 1000.) Any one of these grades in a course indicates that the student

passed the course and is permitted to take the next course in the sequence. Grades of A, B, or C in the last course in the sequence indicate that the student passed the exit examination and the course. The student at this point is eligible to register for degree-credit courses for which the Learning Support course is a prerequisite.

- **IP:** In Progress. This grade indicates progress in a course; however, the student is required to repeat the course.
- **F:** Failure. This symbol indicates that the student failed the course and must repeat it.
- **V:** This symbol indicates that a student who was not required to take the course was permitted to take the course on an audit or volunteer basis. Students may not transfer from audit to credit status or vice versa.
- **W:** This symbol indicates that the student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the Vice President for Academic Affairs. (Students enrolled in both Learning Support and credit courses may not withdraw or be withdrawn from Learning Support courses unless they also withdraw or are withdrawn from credit courses.) A student who withdraws after mid-term shall receive a failing grade from the course.
- **WF:** Withdrew Failing. This symbol indicates that the student withdrew after mid-term and, therefore, received a non-passing grade.

## Grades for Regents' Skills Courses

Students passing a Regents' Test Preparation course receive a grade of "S."

Students not passing the Regents' Test Preparation course receive a grade of "U" and must repeat the course until they pass.

## Reporting of Grades

- Mid-term grades are reported before the mid-point of the semester to be viewed on the online Student portal.
- Final grades are reported by the instructor to the Office of the Registrar. Students may check the online Student portal for Final Grades.

## Grade Appeal Process

If a student believes that he or she has been assigned a grade in error, the student has the right to appeal the grade. The appeal process must be initiated within one semester (fall, spring, summer) immediately following the semester in which the grade was assigned. Students must take the following steps:

**Step 1.** Within the first semester immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the instructor. At this meeting, the student and instructor must make every effort to resolve the disagreement and arrive at a mutual consensus. Note: If the instructor is not on campus, the appropriate Division Dean will contact the instructor.

**Step 2.** If, after Step 1, a student wishes to further pursue a change of grade, the student must make a written appeal to the appropriate Division Dean within twenty working days of the meeting with the instructor. Supporting documentation should be attached.

**Step 3.** The Dean may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision and discuss options for resolution.

**Step 4.** The Dean will make a decision and submit that decision in writing to the faculty member and student within ten (10) working days.

**Step 5.** If the student wishes to further appeal the decision of the Division Dean, he or she may seek redress from the Vice President for Academic Affairs (VPAA). The VPAA will review the student's original written appeal, supporting documentation and the decision of the Division Dean before rendering a decision.

**Step 6.** The Vice President for Academic Affairs will provide a written decision to the student within ten days.

**Step 7.** If, after Step 6, the student still wishes to appeal his or her grade, the student has ten (10) working days in which to make a written appeal to the President. The judgment of the President will be considered the final and binding decision on the matter.

## Grade Point Averages

### • Computation of Grade Point Average

The grade point average (GPA) is computed by dividing quality points earned (4 for each hour of "A," 3 for "B," 2 for "C," 1 for "D," and 0 for each hour of "F") by the number of hours attempted. Only degree-credit courses are included in computing the grade point average; courses numbered below 1000 are not included in the computation. Furthermore, courses transferred from another institution and courses completed by credit-by-examination are not included in GPA computation.

- **Cumulative Grade Point Average**

The cumulative grade point average (GPA) for course work at Atlanta Metropolitan College is calculated by dividing the total degree-credit hours in all courses attempted in which a grade of “A,” “B,” “C,” “D,” “F,” or “WF” has been received, into the number of quality points earned in those hours scheduled. The GPA is maintained on the student’s transcript. Institutional credit (for courses numbered below 1000) does not affect the cumulative GPA.

- **Institutional Grade Point Average**

The institutional grade point average is calculated in the same way as the cumulative grade point average, except that when courses are repeated, **only the most recent grade earned is computed**, and only those hours earned with the most recent grade are included.

### **Independent Study**

Independent Study for a specific course may be granted to a limited number of students on a highly selective basis provided that the student has earned at least 18 semester hours of credit. Cumulative GPA, faculty recommendations, and the student’s background in the particular discipline are considered in determining a student’s eligibility for taking a course through independent study.

A student desiring to apply for Independent Study in a particular course must, in advance of registration, contact the Division Dean of the academic division that administers the course. Independent study may be granted on the basis of student emergency or if a student must have that course in the semester he or she is attempting to graduate. If permission is granted, the student must pay for the course as a part of his or her regular academic load for that semester.

Transient students and students not currently enrolled at Atlanta Metropolitan College are not eligible for independent study.

A faculty member may not teach more than one independent study course per semester. Faculty agreeing to supervise an independent study must submit a course syllabus for approval of the appropriate Division Dean. Course content, assignments and grading policies must be consistent with those taught in a traditional class setting.

### **Repeating Courses**

Students are permitted to repeat courses to improve their grades. However, Atlanta Metropolitan College will use the most recent grade in computing the institutional GPA. If applicable, the student should consult with the Financial Aid Office for regulations governing payment for repeated courses.

### **Transient Status Requests**

Atlanta Metropolitan College students who wish to take coursework at another institution and receive academic credit at the institution may do so under the following conditions:

1. The student is not on academic probation or disciplinary dismissal and has a cumulative grade point average of 2.0.
2. The student must have a minimum of eighteen (18) semester hours of resident degree credit at AMC.
3. The student must be enrolled during the semester in which transient permission is requested, and a concurrent enrollment must be maintained during the semester in which the student attends the approved institution.
4. The student is responsible for checking to make sure that the desired transient course is not offered at AMC during the term of transient status.
5. The student must complete a **Transient Request Form** (available in the Office of the Registrar). The Transient Request Form must have the approval of both the Division Dean and the Registrar.
6. If the student is within the last 20 (20) hours of graduation, the student must obtain written approval from the Vice President for Academic Affairs.
7. Students with Learning Support requirements must obtain permission from the Dean of the Division that offers the Learning Support course— either the Division of Humanities and Fine Arts or the Division of Science, Mathematics, and Health Professions.
8. The student is aware that transient approval is only for one term. **Subsequent terms require submitting a new transient form with the required signatures.**
9. The student must make a grade of “C” or better to insure that the course credit will be accepted by AMC.
10. Students attending another institution are responsible for requesting that an official transcript of transient coursework be forwarded to Atlanta Metropolitan College.
11. The student must make application to the school he or she wishes to attend as a transient.

Course work taken as a transient student will not be calculated in the grade point average.

### **Units of Credit**

The unit of credit is the semester hour. A semester hour represents one hour of class meetings per week for one semester or its equivalent in other forms of instruction. In the course description section of the catalog, the number of hours per week for the course is listed as follows:

- The first number is the number of lecture hours per week.
- The second number is the number of laboratory hours per week.
- The final number is the semester hours of credit earned in the course.

For example, 3-0-3 denotes three hours of lecture per week, no laboratory hours, and three hours of credit.

## **Withdrawal from the College**

### • **Withdrawal Procedures**

Students considering withdrawing from the College should confer with their advisors, a counselor, or any other staff member at the College to assist the student in resolving the problems.

If a student finds it necessary to withdraw from the College, he or she should meet with the Coordinator of Academic Advisement to complete a Course Withdrawal Form. If circumstances make it impossible for a student to withdraw in person, he or she must write a letter to the Vice President for Academic Affairs (VPAA) requesting withdrawal.

### • **Withdrawal from Learning Support**

A student who wishes to withdraw from a required Learning Support course must also withdraw from any College level courses in which he or she is enrolled.

### • **Hardship Withdrawal**

- Hardship Withdrawals may be granted to students who find it necessary to withdraw from classes because of an emergency, a crisis, or an unavoidable circumstance that seriously impedes the student's ability to make academic progress. Circumstances warranting a Hardship Withdrawal may include death of a family member, a personal or family member's illness, an injury, or some other crisis. Documentation verifying the hardship must be submitted in support of the request for withdrawal. Before mid-semester, students may withdraw from classes without failing through the College's course withdrawal procedure. However, after mid-semester, course withdrawal without failing will be granted only for hardships through the College's Hardship Withdrawal process. Students must submit an application for a hardship withdrawal within one semester of the end date of the course(s) for which the withdrawal is requested. Hardship Withdrawal procedures are administered through the Center for Academic Advising.

## ACADEMIC RENEWAL POLICY

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty to make a fresh start after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn associate and bachelor's degrees.

Students with former Learning Support requirements may apply for Academic Renewal only if they successfully completed all Learning Support requirements before the commencement of the five-year period of absence. In addition, the following regulations apply:

1. All previously attempted course work continues to be recorded on the student's official transcript, designated by the # symbol.
2. A cumulative grade point average including all courses taken (Regents' Cumulative) and an Academic Renewal Cumulative grade point average (Institutional GPA) will be shown on the student's permanent record with a statement indicating the Academic Renewal status.
3. A student can be granted Academic Renewal status only once, and any scholastic suspensions that occurred in the past shall remain on the student's permanent record.
4. Academic credit for previously completed course work (including transfer course work) will be retained only for courses in which an "A," "B," "C," or "S" grade has been earned. Retained grades are not calculated in the Academic Renewal GPA.
5. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence from any College or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.
6. Re-entry into any program is not automatic, and the granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
7. In determining academic honors, the Regents' Cumulative GPA is used.

## TESTING SERVICES

### The Office of Testing Services

The Office of Testing Services seeks to provide a safe and secure environment that will maximize students' performance on a variety of standardized tests. We are committed to student achievement and optimizing the opportunities that standardized testing can provide our students.

We are committed to maintaining the integrity of the testing environment while continuing to find methodologies and new systems for providing an environment that is both comfortable and conducive to excellence.

Currently, the Office of Testing Services administers the COMPASS Exam, Regents test and standardized testing (SAT, ACT & LSAT).

The Office of Testing Services is located on the 2nd floor of the Academic Building (Room 217). The office hours are Monday-Thursday (8:30am to 9:00pm), Friday (8:30am to 5:15pm) and Saturday (8:00am to 5:00pm). Please feel free to contact the Office of Testing Services for questions or concerns at (404) 756-4783.

## **TESTS, EXAMINATIONS AND PRIOR LEARNING ASSESSMENTS**

### **Examinations and Tests Required for Admission and Placement in Academic Programs**

All students enrolling in programs that lead to a baccalaureate degree, applied associate degree or certificate programs with Learning Support prerequisites, or in courses that have Learning Support prerequisites are required to take the COMPASS Placement Exam or score a 235 on the Georgia High School English/Language Arts Graduation Test. Students who do not score satisfactorily on the COMPASS test and have not scored a 235 or higher on the Georgia High School English/Language Arts Graduation Test will be placed in Learning Support courses.

Although Atlanta Metropolitan College no longer requires SAT or ACT scores as criteria for admissions, applicants with an SAT verbal score of 430 or better or an ACT English score of 17 and completion of the College Preparatory Curriculum (CPC) in English are exempted from placement testing in Learning Support English and Reading. Applicants with an SAT Math score of 400 or an ACT Math score of 17 and completion of the CPC in math are exempted from COMPASS placement testing in math. All other students must take the COMPASS Placement Exam.

### **Tests and Examinations Administered by Instructors**

The instructor in each course shall explain at the beginning of the semester how the student's grade will be determined for the course and shall include in the course syllabus a written explanation of the grading procedures.

Students who are absent from a previously announced test will be given a zero on the test unless, in the judgment of the professor, a make-up test is justified because of the circumstances.

Students must take final examinations at the officially scheduled times announced at the beginning of each semester. In extraordinary circumstances, and with the advanced approval of the Division Dean and the Vice President for

Academic Affairs, arrangements may be made for a final examination to be given at an alternate time.

### **Credit-By-Examination**

The credit-by-examination process has been established at Atlanta Metropolitan College as a way of providing College credit for knowledge of subject matter learned outside the parameters of a College course. There are three ways to earn credit based on prior learning at Atlanta Metropolitan College:

1. College-Administered Examinations for credit
2. The College-Level Examination Program (CLEP). While CLEP examinations are not given on the AMC campus, the College recognizes scores and awards credit for this exam. Students should contact the Division Dean or the Office of the Vice President of Academic Affairs for details about acceptable subject tests and cutoff scores.
3. Courses offering Prior Learning Assessment (PLA). Students must currently gain approval to register for PLA courses through the office for Academic Affairs. Hybrid PLA courses offer opportunities through a combination of assessments including portfolios, projects and examinations, for students to demonstrate course competencies gained outside the classroom setting. Students must register for PLA courses and are charged tuition and fees commensurate with the number of credit hours awarded for the course. Instructors for PLA courses evaluate course outcomes, provide assistance during scheduled office hours and award a letter grade for the course according to the grading policy conveyed in the syllabus.

College credit obtained by the student from either examination is recorded on the student's transcript with the notation "K," no grade is assigned, and no quality points are awarded. In accordance with Regents' policy, credit earned by examination is fully applicable toward graduation requirements, and is fully transferable within the University System of Georgia.

### **College-Administered Tests**

Students who are working toward a degree at Atlanta Metropolitan College and believe they have enough knowledge in the subject matter of the course being offered may apply to the Dean of the Division offering the course for credit-by-examination. Applications for Credit-by-Exams must be received in the office of the division dean no later than the end of the registration period for the term the student wishes to take the exam. If approval is granted upon assessment of the application, and if a credit-by-examination is available in that course, the credit-by-examination will be administered and course fees assessed. Students wishing