

Students in transfer programs must receive satisfactory grades of a C or better in ENGL 1101 and ENGL 1102.

The student must receive formal approval of the faculty.

Participation in graduation exercises is limited to students who have met all graduation requirements.

Application for Graduation

Students applying for graduation must submit a completed Application for Degree to the Office of the Registrar. Students seeking to graduate during the spring semester are required to submit the Application for Degree by September 30. Any student completing degree requirements during the summer (August) or fall (December) semester must submit the Application for Degree prior to the end of the prior semester. Students who exercise the August or December graduation are eligible to participate in the May commencement of the following year.

Graduation with Honors

Students in programs leading to the Associate of Arts or Associate of Science degrees are eligible for graduation with Honors. Such students maintaining a cumulative 3.2-3.49 GPA are graduated with the designation of Honors. Students maintaining a cumulative 3.50-3.79 GPA are designated with High Honors and students maintaining a cumulative 3.80-4.00 GPA are designated with Highest Honors.

Graduation Ceremony

Atlanta Metropolitan State College conducts only one commencement exercise during the academic year, during the spring semester, for students who have completed all graduation requirements by that time. Students who are able to complete their requirements during summer session or the fall semester may arrange to pick up their diplomas or have them mailed.

Second Degree

Students who wish to obtain more than one degree from Atlanta Metropolitan State College must consult with their program advisor to determine the additional degree requirements. All program requirements must be met, including eighteen (18) unique Area F hours as outlined in the catalog with elective courses selected in conjunction with and approved by the Academic Advisor and the Division Dean.

ACADEMIC RECORDS

The Office of the Registrar maintains permanent academic records on all students who have ever enrolled at the College. All practices and policies involving the acquisition, retention, and disclosure of information pertaining to student records are compiled and maintained with respect to the student's right to privacy. The only information released without the student's consent is the

following: student's name, address, email address, telephone number, student enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards. This information is considered public information and may be released upon request by a third party, unless the student requests, in writing, to the Registrar that even this information not be released.

The following exceptions are observed in the release of information concerning students: the College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical well being or safety of persons or property is involved.

Students have the following rights:

- To inspect the official transcript of their academic record and personal folder.
- To request an interpretation and explanation of information contained within their record.
- To request correction of educational records that are incorrect or misleading or that violate privacy or other rights.
- To request a meeting with the Registrar to amend incorrect information.

Release of Transcripts

The Office of the Registrar will release transcripts only with the written permission of the student. This may be done by submitting a Transcript Request Form available in the Office of the Registrar or by submission of a signed facsimile or letter.

When making a transcript request, it is essential that the student include his or her unique identifying number and signature. In rare cases, additional information may be required such as date of birth or years of attendance. Atlanta Metropolitan State College reserves the right to request additional identifying information in order to protect the student's right to privacy.

There is a \$3.00 charge per transcript request. Students may also request transcripts online for \$6.00.

The Family Educational Rights and Privacy Act

The FERPA protects the privacy of student academic records and allows the student to determine what information should be confidential, and who should have access to that information. FERPA policy enforcement is handled by the Office of the Registrar. Please use the links below for more information.

Point of Contact:

Information regarding the College's FERPA compliance procedures should be directed to the Director of Enrollment Services & College Registrar at 678-623-

1106 or cperry@atlm.edu. Additionally, a request for FERPA information may also be submitted via facsimile at 404-756-4407, or through the mail by sending all relevant information to:

Director of Enrollment Services & College Registrar
Atlanta Metropolitan State College, 1630 Metropolitan Parkway
Atlanta, Georgia 30310-4498

Compliance Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Metropolitan State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance
Office of U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The College has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended. If a student does not want the College to disclose directory information without his or her prior written consent, he or she must notify the College in writing. To prevent the disclosure of directory information, students should contact the Director of Enrollment Services and College Registrar at 404-756-4407 or via e-mail at cperry@atlm.edu.

ACADEMIC SUPPORT SERVICES

Academic Advisement

Academic advisement plays a vital role in a student's academic achievement at Atlanta Metropolitan State College. All students are assigned a faculty advisor to assist them with making decisions related to selecting and planning a program of study that will lead to graduation from Atlanta Metropolitan State College and selecting courses for registration. All students are encouraged to meet with their advisors each semester. Students may find out the name of their advisors by contacting the Coordinator of Academic Advisement. Faculty advisors in the Division of Humanities and Fine Arts advise students who have not selected a program of study. During the Academic Advisement/Early Registration period,