

# GRADUATION

## Graduation Requirements

In order to qualify for graduation with an associate's degree in a College transfer program or career program, the student must satisfy the following requirements:

The student must have completed at least twenty (20) semester hours of required associate degree course work and forty (40) semester hours for required bachelor degree course work at Atlanta Metropolitan State College.

The student must complete the prescribed course requirements for the particular degree with a minimum cumulative GPA of 2.0. **Grades in physical education activity courses are not computed.** For career programs, the student must complete the prescribed program listed under the degree heading. For the cooperative programs, the student must complete the requirements listed for each program in the AMSC catalog, as well as the requirements of Atlanta Technical College for that program. For transfer programs, the student must complete the requirements listed in the Core Curriculum Areas A through E, the requirements listed in the Area F field of study, ORNT 1100, and four hours of Physical Education.

All students who receive a degree or certificate from Atlanta Metropolitan State College must complete at least twenty (20) semester hours of their required associate's degree course work and forty (40) semester hours for required bachelor's degree course work at AMSC with a grade of "C" or better.

Students graduating from programs of study that have designated Area F requirements must complete at least nine (9) semester hours in Area F at Atlanta Metropolitan State College with a grade of "C" or better.

Students who have been in regular attendance and who lack three (3) to six (6) semester hours of fulfilling a graduation requirement may gain permission from the Vice President for Academic Affairs to attend a senior institution and transfer those hours back to satisfy the degree requirements.

The student must satisfy all financial obligations to the College, including payment of a graduation fee of \$25.00. (Fee subject to change.)

Students graduating in transfer programs of study must meet the state of Georgia requirement for proficiency in United States and Georgia History and United States and Georgia Constitution. This requirement may be met by passing POLS 1101 and HIST 2111 or HIST 2112, or by passing an examination especially designed to measure proficiency in these subjects.

Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.

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