

when strong clinical evidence of test anxiety is available, students would not be accommodated on the basis of test anxiety unless they have enrolled in remedial courses at least twice.”

Documentation supporting these exceptions should be submitted to and maintained by the Coordinator of Disability Services with copies to the Director of Counseling and Testing Services.

Steps for requesting extended time and special accommodations:

1. Recommendation by the Regents Center for Learning Disorders; or trained professional (physician, psychologist, etc.)
2. Verification of recommended candidates by the Coordinator of Disability Services and/or the Director of Counseling and Testing Services

## **OTHER TESTS TO SATISFY REGENTS’ TEST REQUIREMENTS:**

Scores on other standardized tests as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs of the Board of Regents may be used to fulfill Regents’ Test requirements. Such scores must be from a national test administration and must indicate a very high probability (at least 0.95) of passing the Regents’ Test. Tests used to fulfill the essay requirement must include an externally graded writing sample (BR, Minutes, April 2003).

## **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 course work at Atlanta Metropolitan 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 AMC 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 five hours of Physical Education.

All students who receive a degree or certificate from Atlanta Metropolitan College must complete at least twenty (20) semester hours of their required course work at AMC 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 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 College.

Students in transfer programs must receive satisfactory scores on the Regents’ Test.

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 spring 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 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 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 enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards. This information will 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.