

# **Georgia Military College Catalog**

## **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

The statements in this catalog are for informational purposes only and should not be construed as the basis for a contract between the student and the institution. Georgia Military College reserves the right to change any provision listed in this catalog including, but not limited to, academic requirements for graduation without actual notice to individual students. Every effort will be made to keep students advised of any such change. Students are responsible for keeping themselves apprised of current requirements by consulting this catalog.

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## **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

### **Welcome**

#### **A Letter from the President**

Welcome to Georgia Military College. We adhere to certain educational principles: that the pursuit of knowledge is deserving of sacrifice; that knowledge ought to ripen into wisdom; that whether or not one believes that human beings are the purpose of creation, they are certainly the purpose of education.

Georgia Military College was created by public act of the Georgia State legislature in 1879 and admitted its first class of students in the autumn of 1879. During its 129 years of existence, its mission has remained constant: to create educated and responsible citizens of this nation...and we have succeeded! Governors, Presidential Cabinet members, Ambassadors, Senators, Generals, and leaders in government, business, industry, and education...all are exemplars of what is taught and learned at this institution.

What each of our distinguished alumni has in common is their devotion to the core values of “Duty” “Honor” “Country.” These values were the basis of the educational experience each enjoyed across a century and a quarter at Georgia Military College and they continue to serve as the basic values of each graduates’ daily life. Here, for over 129 years on the historic grounds of the Milledgeville campus, GMC students sharpened their intellect and honed their core values.

Today as our students make their way across the several campuses that comprise Georgia Military College in the twenty-first century, beside each walks an alumnus with whom they share the heritage embodied in the accolade “Character Above All” and the core values of three words to live by: “Duty!” “Honor!” “Country!”

It is our expectation that you will experience the same intellectual and personal growth, commitment to nation, and sense of pride that the legions of men and women who have attended Georgia Military College have manifested over the past 129 years. I applaud your decision to advance yourself and extend to you our hands to help you achieve your goals.

Sincerely,

Major General Peter J. Boylan, USA (Ret.) ,  
President

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#### **A Letter from the Dean**

Welcome to Georgia Military College and thank you for selecting us to be your learning partner. Our goal is to help you to be successful, both during the time you are here with us and after you leave. We are a learner-centered institution and our goal is to help you learn how to learn and to become independent---in other words our goal is to help you to become a life-long independent learner. This is indeed a partnership and you are the critical element. We will provide you with experiences and opportunities to help you be successful, but you must be committed. In today's world, the one constant that we can count on is change. The individuals who can learn and think on their own will be the most adaptable, the most innovative, the most forward leaning, the most valued, and the most successful people.

The faculty and staff at Georgia Military College are committed to help you. All of our faculty are trained in their discipline (mathematics, history, science, etc.) as well as in learner-centered instruction. They know their subject area and they know how to help you learn! Faculty also serve as advisors. I encourage you to get to know your advisor and utilize this person as one of your mentors as you proceed down the path toward a degree. Learn from your advisor. Learn to become more independent in selecting your classes. Go to your advisor with a plan and then listen to your advisor as he/she provides additional guidance.

Never before in our history have we had such easy access to vast amounts of information. Unfortunately not all of this information is accurate or precise. Georgia Military College is addressing this issue in two ways. One of the ways is to provide you with access to authoritative databases of information. This type of information is provided by experts in a field or discipline and it has been reviewed and approved by other experts in the field or discipline. Faculty members and our library staff will support you in your use of these information databases. A second approach to the problem of assessing the accuracy and precision of information is through critical thinking. Georgia Military College will provide you with critical thinking skills that will serve you well while in school and in your life after college.

To further support you in being successful, GMC has an Academic Support Services Division that provides free tutoring, supports the faculty advisors, does placement testing to ensure that you are placed in the appropriate level course, provides some counseling services, and it supports an early alert program to identify and support, as early as possible, students who need additional academic support.

By choosing Georgia Military College, you have taken the first step in becoming an educated and ethical member of society. Upon graduating you can leave here with the knowledge and comfort that you have been well prepared to continue with your college education toward a four-year degree (or higher) or to enter the workforce. Throughout your journey toward graduation, please remember that you are not alone in this endeavor. Your professors, advisors, tutors, staff members, and the administration want

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you to be successful in reaching your goals. While you are here and even after you graduate, you will be a part of the Georgia Military College family----a caring family, rich in tradition and history.

Sincerely,

Mike Holmes, Ph.D.

Vice President, Academic Affairs and Dean of Faculty

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#### **What is a Learning Based College?**

A learning based college approaches education differently than other colleges. The college, both inside and outside the classroom, places greater emphasis on student learning and student mastery of set learning objectives.

This student-learning model at Georgia Military College evolves from three key stages:

1. Clearly stated student-learning objectives.
2. Explicit identification of the knowledge, skills and abilities the student is expected to acquire.
3. On-going assessment (evaluation) of what the student has learned, the effectiveness of the instruction and the service the college provides.

Each course at Georgia Military College has a learning outline (syllabus), which sets forth the specific learning objectives for each student. An explanation of how the student and the faculty member will assess the student's progress toward attaining the objectives follows the learning objectives.

The learning outcomes for each course at Georgia Military College are designed to meet specific guidelines:

- To clearly state the course objectives.
- To relate the learning objectives to life situations.
- To express those skills the student will take away from the course.

This emphasis on student learning is not only a part of the classroom experience but student-centered learning is emphasized in the college degree programs and throughout the college community. This reinforcement at multiple levels and throughout the institution ensures that the entire college community is focused on the same educational objectives.

A key element in the student's responsibility for success is to assess (or evaluate) routinely, throughout the course, whether he/she is mastering the learning objectives.

Knowing where one is and where one needs to be provides you, the student, with the tools necessary to achieve success. The syllabus for each course includes guidance on assessment, which will assist you in this critical learning element.

Student responsibility also includes a set of routine behaviors that are foundations for success in college as well as in life. If you have ever had a part-time or full-time job, you are familiar with many of these routine expectations.

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- Attend class, or put another way, “Come to work every day.”
- Come to class on time. Most employers say, “Don’t be late.”
- Be prepared to accomplish your job.
  - a. Preparing to accomplish a college student’s job means:
  - b. Having read carefully the assigned readings or completed the homework.
  - c. Bringing a notebook, pen or pencil, calculator, textbook or any other expected essential tool for the course.
  - d. Always demonstrating respect for the opinions of others in the class.
  - e. Fully participating in class by contributing thoughtful ideas or opinions in a respectful and dignified manner.
  - f. Working cooperatively and faithfully with others in the group or class.
  - g. Completing one’s work in an ethical manner. This means that the work is the student’s own work, not someone else’s, and is given to the instructor on or before the due date.

The faculty of Georgia Military College believe that these elements are critical to successful completion of a degree at any college. That is why they have adopted them as key components of the student’s responsibility in this learning community that is your college.

Georgia Military College believes that an education has two vital and integrated elements:

The expansion of the intellect and the elevation of character. Given this philosophy, the college has incorporated into each course a component that focuses on ethics within the discipline under study. Ethical exercises and discussions are designed to foster the habit of ethical and critical thinking that is so essential to success, not only in college, but in any endeavor in life.

The Honor Code is an integral part of maintaining a climate of academic integrity on campus that allows the community of learners of the college to function freely and unencumbered in the pursuit of knowledge. The expectation is that we are a community of ladies and gentlemen of honor whose words, actions, and deeds reflect the highest standards of behavior. Each student is an important player in maintaining the strength of the community’s integrity.

At Georgia Military College, we believe that “Character Counts.” We also believe that the daily practice of strong character values that are exemplified in duty, honor and country make stronger citizens, stronger families, stronger communities and a stronger Republic. Our Republic, a beacon of liberty that is admired around the world, derives its strength solely from the character of its citizens. That is why “Character Counts.”

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#### **What is Georgia Military College?**

##### **GMC Board of Trustees**

<b>Trustee</b>	<b>Position</b>	<b>District</b>
Randall A. New	Chairman	District 2
George Hogan, Sr.	Vice Chairman	District 5
Carolyn T. Thomas	Secretary/Treasurer	District 1
Doris Renfro		District 3
Thomas L. Davidson		District 4
Alberto C. Martinez, Jr.		District 6
Richard Bentley		Mayor of Milledgeville

##### **Georgia Military College Campus Network**

<b>Director</b>	<b>Campus</b>
Bruce Wright	Augusta
Ron Hundley	Columbus
Deborah Condon	Fairburn
Leslie Hafer	Valdosta
Ted Ramsdell	Warner Robins

##### **Georgia Military College Extension Centers**

<b>Director</b>	<b>Campus</b>
Leigh Aldhizer	Madison
Carol Trussell	Sandersville
Janis Anderson	Stone Mountain

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#### **Our Heritage**

Georgia Military College was established in 1879, by act of the Georgia State Legislature, as Middle Georgia Military and Agricultural College, a public, independent educational institution. A Board of Trustees, elected by the citizenry of Milledgeville, was designated as the governing body for the school. In that same act, the legislature provided that Middle Georgia Military and Agricultural College would be located on the old capitol square. This twenty-acre tract, sitting on a knoll above the Oconee River and the surrounding Georgia Piedmont, had been designated Statehouse Square when Milledgeville had been designed as Georgia's capital city in 1803. The college became the steward of the square and its Gothic Revival statehouse that had served as the state's capitol building from 1807 until 1868.

From its inception in 1879 until 1952, Middle Georgia Military and Agricultural College, renamed Georgia Military College in 1900, served as a high school for the city of Milledgeville and Baldwin County. In 1930, the Board of Trustees added the junior college program and Georgia Military College began offering associate degrees. In 1946, the school was designated as a military institution by the United States War Department and in the 1950s was designated as a Military Junior College. In 1971, with the development of distant learning centers across Georgia, Georgia Military College began a new era as a key educational presence in career and transfer programs for the citizenry of Georgia and for men and women in the armed forces of the United States.

Today, Georgia Military College is one of the fastest growing two-year colleges in Georgia. The college, in addition to its campus in Milledgeville with extension centers in Sandersville and Madison, has distant learning centers in Augusta, Atlanta, Columbus, Warner Robins and Valdosta. The total enrollment for the college exceeds 4800 traditional and nontraditional students, who study in day, evening and weekend programs.

The Milledgeville campus is best known for its distinctive military environment, the emphasis on character education and the early commissioning program for college cadet students. Today, there are 250 resident cadet students and 900 non-cadet commuting students in the day and evening programs at the Milledgeville campus. GMC's other campuses serve over 3600 commuter students.

Georgia Military College awards three degrees: the Associate in Arts, the Associate in Science and the Associate in Applied Science, with concentrations in multiple disciplines. Each degree is organized on the liberal arts tradition of higher education with a core curriculum of humanities, natural sciences, mathematics/technology and social sciences. The curriculum is learning based, placing great emphasis on the student learner mastering a broad set of educational objectives and developing proficiency in those objectives.

Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404/679-4500) to award associate degrees.

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Georgia Military College believes in both the development of the intellect and the elevation of character. Each course in each discipline includes a component focusing on ethical behavior and critical thinking. The blending of a learning-based curriculum with an ethics across the curriculum program produces a unique educational experience. This blending produces learners who are responsible, productive citizens – citizens who make a positive difference in the communities where they live and work. The continuation of this historic focus from the 1879 charter is a distinguishing characteristic of this twenty-first century educational institution.

### **Campuses and Buildings**

#### **Milledgeville Campus**

Georgia Military College's main campus is located in Milledgeville, a historic city near the center of the state, which was planned and laid out as the state's capital city in 1803. The college is easily accessible from I-75, I-16, and US 441.

##### **Old Capitol Building (OCB)**

The Old Capitol Building served the state of Georgia, as the center of government, from 1807 until 1868. Listed on the National Register of Historic Places, the OCB was completely restored in 2000. The OCB houses the Executive Offices of the College, classrooms, faculty office space, a computer laboratory, a museum featuring Milledgeville and Baldwin County, and the replica State Legislative Chambers, circa 1860. The OCB is fully accessible to all students and the community.

##### **Zell Miller Hall (ZMH)**

This building, the first phase of GMC's master plan of construction and renovation, was completed in 1997. A parking area lies on the north side of the building. While maintaining the integrity of the Gothic architecture of the campus, the 32,000 square foot building houses modern classrooms and laboratories for chemistry, physics, biology/microbiology, and computer science. ZMH also houses faculty offices, Academic Support Services including placement testing and tutoring, a quiet study area, a group study area, and a faculty training room.

##### **New Academic Building (NAB)**

Completed in the Fall 2004, this new academic building joins Miller Hall. On the ground level this facility offers a dining hall and Goldstein Performing Arts Center, a 407-seat facility. On the main level is a student union area as well as a snack shop, bookstore, study space, computer laboratory, 4 classrooms, and office space for the Dean of Students and the Vice President for Academic Affairs and Dean of Faculty. On the second floor, there is a chemistry and physics lab, music room, art room, 5 classrooms and college faculty offices. Each classroom and laboratory



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offers a state of the art learning environment, fully enhanced by the latest computer technology.

#### **Sibley-Cone Library**

The GMC Library includes the 14,000 square-foot Sibley Cone Library in Milledgeville as well as five library facilities located at each of the Distant Learning Centers. The Sibley Cone Library contains a collection of 30,000 volumes and 2300 video recordings. The library's electronic database collection offers access to over 200 online databases which are available both on campus and remotely. These information resources provide unlimited access to over 25,000 academic journals and over 50,000 eBooks covering all the subject areas taught by the faculty.

#### **Baugh Barracks**

Baugh Barracks is named in honor of Dr. James Baugh, GMC alumnus HS '37 and JC'39, World War II veteran of the Battle of the Bulge, and former Mayor of Milledgeville. Georgia Military College provides housing for all male and female boarding cadets in Baugh Barracks. Rooms are arranged in a series of suites with two cadets per room with an interconnecting private bathroom. Each room has two closets, two beds, two desks, two chairs and two 3-drawer chests. All rooms have internet connectivity. The dormitory also has a computer lab, game room and free laundry facilities. GMC has no facilities on-campus for housing students other than cadets nor does GMC sponsor any off-campus housing. Housing is provided on the Milledgeville campus only. For photos of the barracks, visit:

<http://www.gmc.cc.ga.us/milledgeville/housing.html>.

#### **Parham Hall**

Parham Hall, named for Georgia State Representative Bobby Parham, was completed in 1998. This facility houses the Registrar, Business Office, Financial Aid Office and the campus/student post office.

#### **Jenkins Hall**

This building houses the Military Science Department.

#### **Craig Field and Horace Ray Field House**

Craig Field, named in honor of GMC Foundation, Inc. Chairman William Craig, HS '71, and Horace Ray Field House, named in honor of Mr. Horace Ray, serve as the home of the prep school baseball teams.

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#### **Couch Field**

Couch Field, named in honor of Mr. T.W. Couch and in memory of Mrs. Ouida A. Couch, serves as the home of both the junior college and prep school softball teams.

#### **Cordell Events Center**

GMC's physical education building has approximately 30,000 square feet of floor space with basketball courts, a weight room, a band room, and general game areas for additional sports and recreation. This facility serves as a site for intramural, interscholastic, and intercollegiate activities.

#### **Wilder Hall**

Named for Colonel William M. Wilder, a GMC alumnus, this building is a brick and stuccoed structure which houses the Information Technology office.

#### **Patton Hall**

Built by cadets in 1940, a variety of occupants have called this building home. The mail room currently resides here.

#### **Grant Parade**

A grassy area between the Old Capitol Building and the New Academic Building used especially for parades.

#### **Davenport Field**

Surrounded by a concrete and tile wall, this is the home field of the GMC football teams, serves as an athletic field for college and prep school physical education activities.

#### **Lake Recreational Center**

A beautiful wooded setting on Lake Sinclair, a few miles north of the main campus, is equipped with boat landings, canoes, swimming area, bath house, and a large picnic pavilion.

#### **The Admissions and Welcome Center**

The brick building located on South Jefferson Street is home to the GMC Office of Admissions. It serves as a welcome center for visitors and prospective students.

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#### **The Parnell Ruark Athletic Complex**

Named after Parnell Ruark, a former All-American athlete, coach, and athletic director at GMC, this building opened in July of 2003. The nearly 24,000 square foot facility houses the offices of junior college athletic personnel, the prep school athletic director, athletic laundry facilities, and five locker rooms for GMC's athletic teams. In addition, the facility houses a state of the art rifle range, weight room, training room, and team meeting rooms which double as classrooms.

#### **Alumni & Development House**

The White House, located at 431 South Jefferson Street, provides space for the Office of Advancement and houses the Georgia Military College Foundation.

#### **The Engineering Building**

The Engineering Building located on the corner of Greene and Elbert Street houses the Engineering Department for GMC.

#### **Maintenance Facility**

The Maintenance Facility houses maintenance shops, grounds equipment, motor pool service facility and custodial supplies. Central Shipping and Receiving is also located in this facility.

### **Sandersville & Madison Campuses**

The GMC Milledgeville Campus operates Extension Center programs in Sandersville and Madison, Georgia. These centers offer GMC students in Washington County, Morgan County and the surrounding areas the opportunity to earn an Associate Degree at a center closer to home.

The Extension Center programs are designed to assist students in meeting their educational goals with class schedules that allow students to work around full-time employment. The class offerings follow the core curriculum and degree programs as outlined in this catalog. During registration at each center, the director, academic advisors, and staff from the Financial Aid and Business offices from the Milledgeville Campus meet with students at the centers to assist them in completing the registration process. Each center has a director to provide services to the students in the community on a daily basis.

The Sandersville classrooms are located at 415 Industrial Avenue, Sandersville, Georgia, which is about a quarter mile east of Highway 15. Classes are offered four evenings a week and on weekends.

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The Madison campus is located one quarter mile south of I-20, Exit 114 on Highway 441 in Madison South Executive Park. Classrooms, computer labs, and offices are housed in Building B and C in the front right section of the office park. GMC-Madison offers classes four days a week during morning, afternoon, and evening hours and on weekends.

#### **Distant Learning Centers**

##### ***Augusta Campus***

The Augusta Campus of Georgia Military College has two locations. Administrative offices and classrooms of the Martinez location are at 115 Davis Road in Martinez. This is a single story red brick building, 200 yards south of the intersection of Washington Road and Davis Road near the Washington Road K-Mart. It is just around the corner from Sam's Club on Bobby Jones Expressway near the I-20 Interchange. This location allows easy access for the majority of the students from throughout the Central Savannah River Area (CSRA). The facility has faculty and staff offices, classrooms, an Academic Resource Center, a math lab, a writing center, state of the art science and computer labs, a student lounge and ample parking.

The administrative offices of the Fort Gordon location are in the Education Center at 741 Barnes Avenue, Building 21606. Classes are held in the academic classrooms east of Brainard Avenue near the McNair Housing Area. A computer lab is also located with the classrooms.

Day, night and Saturday classes are offered. Students may take courses at either or both locations in the same quarter.

##### ***Columbus Campus***

The Columbus Campus of Georgia Military College is located at 2601B Cross County Drive, just off Macon Road and I-185 (Exit 6). This location serves as the primary location for day, evening and weekend instruction and includes classrooms, biology and computer laboratories, e-library, tutoring center, student lounge and bookstore as well as faculty and staff offices. Abundant parking is available. GMC Columbus also maintains an administrative office at Fort Benning in Building 2613 of Soldier's Plaza.

##### ***Fairburn Campus***

The Atlanta Campus of GMC is located in Historic Fairburn at 320 West Broad Street, Suite 200, Fairburn, GA 30213. The campus consists of two academic buildings, an administration building, and a student union. These buildings replicate the historical buildings of the past, yet they have the modern amenities and the latest technology throughout. Located just ten minutes from the Atlanta Airport, the campus

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provides easy access to the interstate and is located on the MARTA bus route. Students from throughout Atlanta find the location convenient for traditional as well as non-traditional students. Day, night, and weekend classes are offered for five eight-week sessions to accommodate the needs of student schedules. Parking is located to the side of the building as well as around the campus on the streets.

Free tutoring is available for students in the math lab and the writing lab. Specific subject matter tutoring is available by special arrangement, but is also free for all students. The library is available from 8:00 am until 9:00pm Monday through Thursday. Library hours are also available on Friday, Saturday, and Sunday as posted.

The administration offices of the Fort McPherson campus in East Point are located in the Education Center on Troop Row within the base. Students may register and be advised at either location. Classes are scheduled at this location on a "classroom availability" schedule. GMC is committed to running classes at this location until this installation is closed.

The Fairburn campus will open its first extension campus in the historic district of Stone Mountain, an extension of its programs in Fairburn, Georgia. The campus is scheduled to open August 2011. Similar to services offered at the Sandersville and Madison Campuses, this center will offer GMC students in Dekalb county, Gwinnett county and neighboring areas the opportunity to complete courses towards an Associate Degree at a center closer to home. Traditional and non-traditional students are welcomed at this extension campus. The center is designed to assist students meet their educational goals with class schedules that allow students to work around full-time employment. Traditional, hybrid and online courses will be offered. Class schedules will follow the core curriculum. Located behind The City of Stone Mountain's City Hall, next door to the Sue Kellogg Library at 5325 Manor Drive, Stone Mountain, Ga. 30083. The campus is in walking distance from the main entrance to Stone Mountain Park.

#### ***Valdosta Campus***

The Valdosta Campus of Georgia Military College provides Academic and Administrative services from two locations. The newly constructed facility located at 4201 North Forrest Street Ext. is located across the street from Dewar Elementary School and approximately 1 block north of Valdosta High School. The facility is made up of two buildings totally more than 47,000 square feet in size. The buildings house faculty and administrative offices, classrooms, computer labs, science labs, and a newly created academic advising center. Additional features of this location include a newly expanded electronic library, a learning center offering tutoring and a writing lab, a testing center, and multiple student lounge areas. Classes are offered days, evenings, and weekends. Moody Air Force Base is host to the GMC Valdosta office on base. GMC administrative services and classes are offered within the newly remodeled Education Center located at 3010 Robinson Road on Moody Air Force Base. Ample and convenient parking is provided at both locations. Also, students from both locations can take advantage of the many student activities and services provided to enhance the Georgia Military College experience.

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#### ***Warner Robins Campus***

The Warner Robins campus of Georgia Military College is located at 801 Duke Avenue off of North Davis Drive. The campus consists of an academic building, Elliott Hall, and a newly constructed administrative building. Located in Elliott Hall are classrooms, an academic resource center, computer and science labs, an E-library, tutoring and testing centers, faculty offices, and a spacious student center. Admissions, financial aid, business office, bookstore, additional classrooms, a computer lab, and staff and faculty offices are in the administrative building. GMC-Warner Robins maintains offices and offers classes on Robins AFB in building 905, the base library. Abundant and convenient parking is provided at both locations.

#### ***Online Campus***

The Georgia Military College Online Campus is headquartered on the main campus in Milledgeville, Georgia and is available 24x7 to serve the academic needs of a growing population of online learners. Through the Online Campus, Georgia Military College offers all degree programs using a robust Learning Management System. Students and faculty interact online in courses designed asynchronously to optimize anytime and anyplace learning. Online course focus on quality, flexibility, and convenience enables e-learners worldwide to reach their academic goals. Resources have been allocated and acquired as the College has developed an appropriate foundation for online learning through technology infrastructure, curriculum and instruction resources, academic and administrative support capabilities, and strategic market and financial planning. As an institution, Georgia Military College possesses the necessary strengths to provide value-added online learning to its students.

Instructional delivery methods include asynchronous and synchronous communications with the student. Utilizing the Moodle™ Learning Management System (LMS), instructional designers, curriculum managers, and faculty subject matter experts design, develop, and teach online courses based on existing classroom-based course learning objectives and master syllabi. Online courses utilize the concept of “learning objects” in instructional design to deliver rich-media content presentations as a center piece of the weekly learning cycle. Working in concert with the College’s history, increasing student access via fully online degree programs continues to provide current and future students with an instructional delivery mode that is convenient, reliable, and efficient. Close alliances with United States military personnel create a unique opportunity to better serve the academic needs of students who relocate, travel, or are temporarily deployed to geographic locations outside the service area of the College’s existing campuses. Rather than interrupt, discontinue, or move their studies elsewhere, Georgia Military College students in these situations can complete their academic work and graduate from the institution as planned.

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The Georgia Military College Online Campus fully online degree programs extend the institution's focus on teaching students how to learn so as to increase their adaptability to changing conditions. Students are taught to think critically and to have confidence in their abilities to act within a global environment. Through the Online Campus access to education, Georgia Military College also maintains a focus on student-centered learning and the preparation of the "whole individual" for the challenges of living, working, and contributing globally in the twenty-first century through the attainment of a college degree online.

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#### **Why Should I Attend Georgia Military College?**

Students choose Georgia Military College for many reasons. Many in the cadet corps either have a military tradition in their family or wish to begin such a tradition. Some of the Milledgeville campus students have a family history with the school. These students attend GMC because of the pride in the school that alumni have passed on to them over the years.

Most students become Georgia Military College students because the college offers them their best opportunity for a better, more productive life and because the college's values and educational mission speak to their personal values and goals.

The eight locations in the college community offer classes close to where students live or work. For some, on military bases, it is work as a soldier, an airman, or as a federal employee. For others, it is everyday work in a variety of jobs in the commercial segment of society. The variety of times that classes are offered provides students the opportunity to plan a schedule around work and family responsibilities. Financial aid packages and tuition rates make GMC an attractive and affordable option. Finally, the college's focus on student-centered learning and the preparation of the "whole individual" for the challenges of living, working, and contributing in the twenty-first century make its degree attainable for the student who has made such a commitment and promise to himself/herself.

All of these reasons, however, stem from the college's dedication to its purpose, mission, and educational goals. These "reasons" that students give when asked why they attend GMC are the embodiment of the college's mission.

#### **Mission**

Georgia Military College is a public-independent educational institution, comprised of a junior college and a separate preparatory school, whose mission is to produce educated citizens by providing junior college students with a liberal arts based two-year undergraduate curriculum, by providing selected college students with ROTC training, and by providing preparatory school students an inclusive college preparatory curriculum that includes a military training component--all in an environment conducive to the holistic development of the intellect and character of its students.

#### **Purpose**

Georgia Military College will be successful in the educational development of citizens through integration of two dimensions of education: development of the intellect and elevation of character. Possession of these two dimensions, which includes the capacity to act upon one's knowledge, provides



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an individual the ability to function as a responsible citizen within a republic. Georgia Military College graduates shall have an appreciation for the centrality of education as a lifelong pursuit.

Georgia Military College will produce citizens who serve as role models by actively involving themselves in their communities and in the democratic process. This interaction will be accomplished by creating and continually refining formal ethics programs, providing time for reflection, and training students in right behaviors. The institution will encourage all members of the educational community—students, faculty, and staff—to work in partnership with the communities in which they live.

Georgia Military College graduates will understand the importance of and the need to respect the dignity and humanity of others. They will be sensitive to persons of diverse backgrounds with different values and ways of communicating.

Concurrent with the accelerating growth of information and derived knowledge, the focus at Georgia Military College will be to teach students how to learn so as to increase their adaptability to changing conditions. Students will be taught to think critically and to have confidence in their abilities to act within a global environment.

Georgia Military College will employ quality faculty and staff and develop facilities focused on the successful achievement of both dimensions of education. The primary focus of the faculty will be on excellence in teaching and the expansion of their knowledge and skills as teachers. The institutional staff will be student oriented and professionally competent. Facilities will reflect state of the art capabilities and will contribute directly to the creation and maintenance of the desired learning environment.

### **Educational Goals**

1. Georgia Military College students develop and demonstrate the intellectual competencies which are essential in educational and life endeavors. These include:
  - Writing competency
  - Oral competency
  - Reading competency
  - Mathematics competency
  - Computer competency
2. Georgia Military College students develop respect for self; examine attitudes, values and assumptions; and consider and accept responsibility for the consequences of their actions and decisions.

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#### **Accreditation and Memberships**

Accreditation by a regional accreditation association means that a college has standards that are measured and evaluated. Regional associations send peer review teams every 10 years to check that its member colleges “measure up” to the standards that the colleges of the association have set to attain and maintain their accredited status.

Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404/679-4500) to award Associate Degrees.

The college maintains memberships in the following organizations: Association of American Colleges and Universities (AAC&U), The Association of Private Colleges and Universities of Georgia (APCUG); The National Association of Developmental Education (NADE); The Association of Military Colleges and Schools of the United States (AMCSU); The Southern Association of Community, Junior and Technical Colleges (SACJTC); The National Junior College Athletic Association (NJCAA); the Georgia Foundation for Independent Schools (GFIS), the Georgia Association of Two-Year Colleges and the Georgia Independent College Association (GICA)

The College is also a Charter Member of the Servicemembers Opportunity Colleges Army Degree Program and Servicemembers Opportunity College Navy Degree (SOCAD and SOCNAV). GMC is approved for certifying veterans’ benefits; approved by the U.S. Department of Justice, Immigration, and Naturalization Service; and is listed by the U.S. Office of Education in the Higher Education Directory.

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#### **How Do I Become a Student?**

##### **Office of Admissions**

HOURS: MONDAY-FRIDAY 8 AM TO 5 PM

Milledgeville Campus

Call toll free 1-800-342-0413 or call direct (478) 387-4846

Augusta Campus:

(706) 650-5631

Columbus Campus:

(706) 478-1688

Fairburn Campus:

(678) 379-1414

Valdosta Campus:

(229) 375-5650

Warner Robins Campus:

(478) 225-0005

Extension Programs:

Milledgeville Office:

(478) 387-4905

Madison:

(478) 387-4792

Sandersville:

(478) 387-4791

The admission policy of Georgia Military College is to accept those applicants who provide evidence of a reasonable potential for success in the educational program of the college. A potential student is considered for admission without regard to race, creed, religion, age, gender, marital status, disability, or national origin as long as the prospective student's enrollment will not be hazardous to the student or endanger the health and safety of his fellow students or others.

Admission to Georgia Military College is not a guarantee of admission to a particular program. Separate and sometimes higher requirements are described in this catalog for admission into specific programs. The College reserves the right to limit the number of students admitted to the College and/or to specific programs and to make decisions regarding admission to the College and to specific programs in

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accordance with any lawful criteria and/or procedures determined by the College or its officials whether such criteria and/or procedures are published or unpublished.

Campus tours of each GMC Campus are available and may be arranged by calling the campus directly. Although not required, it is recommended that campus tour reservations be made in advance of your visit to the campus.

Application forms may be submitted at [www.gmc.cc.ga.us/apply](http://www.gmc.cc.ga.us/apply) or at any GMC location.

Every applicant must submit a formal application to the Admissions Office with a \$35 non-refundable application fee. After an application is submitted, each applicant receives instructions as to items needed to complete the application file and is given an admission decision as soon as possible after all information has been received. An applicant may not register for classes until all required information has been received and the applicant is fully admitted to the college. Students who have attended another college or university must disclose that information and submit transcripts from every school previously attended. It is possible that the requirement for transcripts from some institutions may be waived if it is determined the institution does not offer degree programs. Students furnishing the college with false, incomplete, or misleading information relating to their application or academic record will be subject to rejection or dismissal.

An applicant who applied but did not attend Georgia Military College within the last year and desires to be admitted to GMC for a future quarter may call the Admissions Office to request an update to the application at no additional charge. The student should also request official transcripts be sent to the GMC Office of Admissions from any other institution the student may have attended. It is possible that the requirement for transcripts from some institutions may be waived if it is determined the institution does not offer degree programs.

Applications for admission may be submitted at any of the following locations:

Milledgeville Campus  
Georgia Military College Office of Admissions  
201 East Greene Street  
Milledgeville, GA 31061  
(478) 387-4846 or 1-800-342-0413

Milledgeville Extension Center Programs in Madison and Sandersville  
Georgia Military College  
Office of Admissions  
201 East Greene Street  
Milledgeville, GA 31061  
(478) 387-4846  
Madison -(478) 387-4792  
Sandersville -(478) 387-4791

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Augusta Campus  
115 Davis Road  
Martinez, GA 30907  
(706) 650-5631

Columbus Campus  
2601 Cross Country Drive Building B  
Columbus, GA 31906  
(706) 478-1688

Fairburn Campus  
320 West Broad, Suite 200  
Fairburn, GA 30213  
(678) 379-1414

Valdosta Campus  
4201 North Forrest Street  
Valdosta, GA 31605  
(229) 375-5650

Warner Robins Campus  
801 Duke Avenue  
Warner Robins, GA 31093  
(478) 225-0005

### **Application Deadlines**

Each Georgia Military College campus determines its own application deadlines. Applicants are encouraged to contact the GMC campus directly to obtain the deadline for the desired term of entry. Students are encouraged to apply for admission and financial aid well in advance of the beginning of a new quarter to allow adequate time for receipt of transcripts and financial aid documentation.

### **Admission Categories**

Students seeking admission to Georgia Military College may be accepted in one of three categories. These categories are:

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#### **Unconditional Admission**

An applicant admitted in unconditional status has met all stated admission requirements at the time of admission.

#### **Conditional Admission**

Conditional admission is appropriate for a student that has met all admission requirements but does not meet regular academic standards and therefore must enroll in the Learning Support Services Program. This category is also used for students who transfer to GMC with a current academic standing of academic probation. Students admitted conditionally must register for a minimum of five hours during the first quarter of enrollment.

#### **Provisional Admission**

Provisional admission is appropriate for students seeking admission and registration privileges before all admission requirements have been met. Provisional admission is granted on a case-by-case basis by the Vice President of Enrollment Services or by the DLC Director. Students granted provisional admission must complete a Provisional Registration Agreement prior to registration, must provide all official transcripts within ten (10) days of signing the Provisional Registration Agreement, and will not be eligible for financial aid consideration until all official transcripts have been received by GMC and it is determined that the student is eligible for admission. All fee payment deadlines must be met by the student regardless of the provisional registration agreement. Registration for any future term will not be permitted until all required documents have been submitted and the student is determined eligible to continue.

#### **Minimum Requirements for Regular Freshman Admissions**

An applicant will be considered for freshman admission only after all the following documents have been received in the Admissions Office:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. An official transcript from a regionally accredited school of secondary school credits showing graduation with a college preparatory diploma, technical diploma, or successful completion of the GED. Students applying for an upcoming term while completing the senior year of high school should submit an official transcript showing coursework completed through the 11th

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grade and should then provide an additional transcript following graduation that reflects the date of graduation.

#### **Placement Examinations**

Placement examinations in reading, English, and math skills allow GMC to best advise a student so skills can be developed to help ensure a successful academic career. Placement examination schedules are available at each GMC campus. Students are permitted to take each section of the placement exam only once.

Areas of deficiency are identified by scores students achieve on the Placement Exam. Students who place in Learning Support Services courses must earn a passing grade in each course before enrolling in credit courses in that subject area.

The Reading Skills Placement exam is administered to all entering freshmen unless they satisfy one or more of the following with scores no more than 5 years old:

SAT Critical Reading score of 510 or greater

ACT Reading score of 23 or greater

Regents' Reading exam score of 61 or greater

Transfer credit for ENG 101

Successful completion of RDG 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of RDG 099 or its equivalent at a regionally accredited college within the past two years places the student in RDG 099.)

Successful completion of RDG 097 or its equivalent at a regionally accredited college within the past two years places the student in RDG 099. (Unsuccessful attempt of RDG 097 or its equivalent at a regionally accredited college within the past two years places the student in RDG 097.)

COMPASS scores (without any course attempts) may be used for up to two years from test date.

The GMC Writing Skills Placement Exam is administered to all entering freshmen unless they satisfy one or more of the following with scores no more than 5 years old:

SAT Essay score of 560 or greater

SAT Essay score of 500 or greater AND SAT Critical Reading score of 510 or greater

ACT combined English/Writing score of 24 or greater

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ACT reading exemption score of 23 or greater AND ACT combined English/Writing score of 22 or greater

Transfer credit for ENG 101

Successful completion of ENG 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of ENG 099 or its equivalent at a regionally accredited college within the past two years places the student in ENG 099.)

Successful completion of ENG 097 or its equivalent at a regionally accredited college within the past two years places the student in ENG 099. (Unsuccessful attempt of ENG 097 or its equivalent at a regionally accredited college within the past two years places the student in ENG 097.)

COMPASS scores (without any course attempts) may be used for up to two years from test date.

The GMC Mathematics Placement Exam is administered to all entering freshmen unless they satisfy one or more of the following:

SAT Math score no more than 5 years old of 450 or greater

ACT Math score no more than 5 years old of 18 or greater

Transfer credit for MAT 106/109 or higher

Successful completion of MAT 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of MAT 099 or its equivalent at a regionally accredited college within the past two years places the student in MAT 099.)

Successful completion of MAT 097 or its equivalent at a regionally accredited college within the past two years places the student in MAT 099. (Unsuccessful attempt of MAT 097 or its equivalent at a regionally accredited college within the last two years places the student in MAT 097.)

Successful completion of MAT 096 or its equivalent at a regionally accredited college within the last two years places the student in MAT 097. (Unsuccessful attempt of MAT 096 or its equivalent at a regionally accredited college within the last two years places the student in MAT 096.)

COMPASS scores (without any course attempts) may be used for up to two years from test date.

### **Transfer Admissions**

All persons seeking admission who have been previously enrolled in one or more institutions of higher education must submit the following items to the Georgia Military College Admissions Office:



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1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. An official transcript sent directly from each and every college, technical school or university previously attended. Students applying for admission at GMC while still enrolled at another college or university must provide an official preliminary transcript showing work completed to date and then provide an official final transcript at the conclusion of the last term of enrollment. Official transcripts must note the student's academic standing. Students transferring from institutions that do not post academic standing must request a statement of academic standing from the Registrar's Office at their previous institution(s).
4. Applicants who have completed fewer than 10-quarter hours of regular college-level work must also meet all requirements for freshman admission.
5. Applicants who have not completed English 101 and Math 106/Math 109 or higher with a grade of "C" or better must take the placement examination unless they have completed the appropriate Learning Support Services course with a "C" or better at their previous institution and are prepared to enter English 101, Math 106 or Math 109. See "Placement Examinations" for additional information.
6. Students must be eligible to return to their previous institution immediately (i.e. not on exclusion, suspension or dismissal). Students seeking admission at GMC following exclusion from their previous institution must provide adequate documentation to explain the grounds for exclusion. Those students who have been excluded may petition for admission at GMC following a one-term break in enrollment. See "Admission on Exclusion" for additional information.
7. Students' academic progress at the prior institution will be evaluated by the GMC Standards of Satisfactory Status and may result in a warning or probation status at the time of admission as well as impact access to available financial aid.

### **Transfer of Credit**

Credits earned in college-level courses at universities accredited by a regional accrediting association may be fully transferable according to the general admission policies for transfer students. Credits will be accepted as follows:

1. Georgia Military College may award transfer course credit for work completed at other regionally accredited colleges in which a grade of "C" (2.0) or better was earned. Such credit will be awarded based upon comparability of the course(s) with existing GMC credit course offerings, degrees and majors. Students planning to continue their studies for a more advanced degree in science or technology must consult with their advisor to determine if credit transferred in these areas is appropriate considering that the pace of research or technology may have overtaken its content. If such a determination is made a petition should be submitted to the DLC Assistant Academic Dean or Vice President of Academic Affairs/Dean of Faculty to

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have the transferred credit removed from the student's active degree program and their Georgia Military College transcript so the student may retake the course.

2. Georgia Military College will only award transfer credit for up to 67.5 quarter hours. In meeting this requirement transfer credits are awarded into the core curriculum first and the student's declared degree concentration second. Additionally courses that have GMC equivalent take precedence over courses that do not have a GMC equivalent and are therefore transferred first. Students may request an exemption to this policy by petition to Vice President of Academic Affairs/Dean of Faculty.
3. Credit earned at regionally accredited technical colleges may be accepted depending on the student's degree program, level of courses at the technical college and the accreditation level of the technical college.
4. Learning Support Services class completion at regionally accredited technical colleges may be used to assist in determining placement level. These courses are not transferable for credit into a degree program.
5. Upper division courses (those numbered above 299 that reflect junior/senior level classes) generally are not transferable but may be accepted with petition approved by the Vice President for Academic Affairs/Dean of Faculty under extenuating circumstances.
6. The GMC-101 course is required for all first-time freshmen as well as transfer students in unsatisfactory academic standing and must be taken during a student's first term at GMC. For transfer students in satisfactory academic standing this requirement will be waived.
7. Students transferring from a semester system institution will have credit converted by multiplying semester hours by 1.5. Example: 3-semester hour course  $\times 1.5 = 4.5$  quarter hours. Students transferring courses may use a course transferred into GMC to satisfy corresponding course requirements in a GMC degree track. Typically, students will be required to take additional course work in order to complete degree quarter-hour requirements. Students may also petition the Vice President of Academic Affairs/Dean of Faculty regarding credit shortfalls due to transfer credits.
8. Military training/experience and schooling will be evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide.
9. Formal military training will not be transferred or credited toward ROTC courses. ROTC courses at other colleges may be transferred toward a GMC degree.
10. Military personnel on active duty under a SOCAD agreement with Georgia Military College will be considered in continuous enrollment in pursuit of their degree until the degree is conferred or until a student transfers to another institution. Military personnel who leave active duty are allowed six (6) months to reestablish active pursuit of their degree by attendance at GMC or by transfer of courses earned at another institution to GMC. If a former SOCAD member does not reestablish his/her degree pursuit within six (6) months, and later returns to take course work, he/she will be readmitted under the catalog in effect at the re-entry date.

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11. SOCAD and SOCNAV students may transfer 15 quarter hours of the GMC residency requirement from another accredited SOCAD or SOCNAV college. This is in addition to the 67.5 quarter limit for a total of 82.5 quarter hours.

### **Residency Requirements**

Residency Requirement All students must successfully complete a minimum of 25 percent of the quarter hours required for a degree and maintain a 2.00 GPA for those courses through instruction offered at Georgia Military College in order to satisfy residency requirements. (SOCAD and SOCNAV students may transfer 15-quarter hours of the GMC residency requirement from another accredited SOCAD or SOCNAV college).

### **Veterans**

Georgia Military College recognizes that there are many advantages for educational advancement while serving in our nation's armed forces. To enable students to apply such training in formal education programs leading to academic degrees, Georgia Military College will grant credit according to the recommendations contained in A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

### **Servicemembers Opportunity College (SOC)**

GMC has been identified as a Servicemembers Opportunity College (SOC) providing educational assistance to active duty service members. A SOC institution offers the following benefits for service members:

- a. Use of admission procedures that ensure access to higher education for academically qualified military personnel and their dependents;
- b. Evaluation of learning gained through military experiences and academic credit awarded when applicable to the service member's program of study;
- c. Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the service member's program of study;
- d. Flexibility to service members in satisfying residency requirements by making adjustments for military students who transfer when there are other assurances of program balance, and to develop policies and procedures appropriate to the scope of their voluntary educational programs.

The College is also a charter member of the Servicemembers Opportunity College Army Degree Program (SOCAD) and SOCNAV (the Servicemembers Opportunity Colleges Navy Degree) Network. The Network was established by the American Association of State Colleges and Universities at the request of the U.S. Army and Navy to serve military enlisted personnel and dependents. GMC and other participating

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colleges in the Network offer a flexible degree program in General Studies. Military personnel can complete degree requirements by taking courses at other Network colleges. For information about the program, contact the SOC counselor at the military installation or the Distant Learning Center Director.

### **Non-Traditional Credit Transfer**

Students may be allowed credit for non-traditional experience with a maximum ceiling of 65 hours.

1. CLEP General Examinations: A maximum of 45 quarter hours of non-traditional CLEP credit may be awarded for the general examination using the American Council on Education (ACE) recommended score. CLEP credits apply as follows:

Test 1	English 101 with essay 5 quarter hours (English 101 Credit Only)
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Test 2	History 121 5 quarter hours Social Science elective 5 quarter hours
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(Georgia History examination must be taken and passed to meet GMC graduation requirements.)

Test 4	Art 5 quarter hours Literature elective 5 quarter hours
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2. Experiential Credit: College credits will be granted for formal service schooling, basic training, and certain civilian occupations schools in accordance with recommendations made by American Council on Education Guide for Experiential Credit toward requirements for the specific degree in which the student is enrolled. Credit will not be accepted for core or concentration areas for science laboratory courses.
3. CLEP Subject Exams, USAFI/DANTES: Courses and/or examinations will be evaluated based on ACE recommendations and scores. To receive credit for a course, the student's score must be ranked in the 50 percentile or above using sophomore norms.
4. Correspondence courses: courses successfully completed at regionally accredited colleges/universities will be accepted.
5. Advanced Placement: Credit will be awarded to those entering freshmen who have participated in the Advanced Placement program and received a score of 3 or above in the applied discipline.
6. Exception: Non-traditional and traditional credit cannot be duplicative. If non-traditional credit is at the same level as traditional credit, the non-traditional credit cannot be used.

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7. Transcript Notation: The notation "CE" (credit by examination) will be entered on the GMC transcript but with no notation of credit points.
8. Community College of the Air Force: a student may be considered a transfer student on the basis of Community College of the Air Force (CCAF) work completed after July 19, 1978.
9. Fraudulent Information—transfer credits awarded by GMC based upon fraudulent information on admission documents will be withdrawn and the student will be subject to dismissal.

### **Admission of Students on Exclusion - Transfer Students**

Admission to GMC may be granted to any student on academic exclusion, dismissal or suspension upon the following conditions:

1. current application is on file,
2. submission of a student petition showing reasons to consider admission,
3. the availability of valid academic transcripts for review,
4. an intervening term of one quarter between the last term of academic exclusion status and the proposed term of admission.

Students excluded for reasons other than for academic performance must provide adequate documentation explaining the circumstances of the exclusion.

The student petition for admission for transfer students will be reviewed by the Assistant Director of Academic Support Services or the designated official at the Distant Learning Center and approved by the Vice President for Enrollment Services or Distant Learning Center Director.

If admitted, the student is required to attend academic counseling and complete the Academic Seminar.

Students who have not successfully exited remedial or developmental study deficiencies will be required to enroll in the corresponding LSS courses at GMC in the first term.

Students' academic records will be evaluated according to the GMC Standards of Satisfactory Progress and may result in a warning or probation status at the time of admission.

A transfer student admitted from exclusion may or may not be eligible for financial aid. See the section "How Can I Pay for This?" for more information.

### **Admission of Students on Exclusion - Former GMC Students**

The student petition for a Georgia Military College student, who is under exclusion status and seeking readmission, will be reviewed by the Assistant Director of Academic Support Services or the designated official at the Distant Learning Center and approved by the Vice President for Academic Affairs and Dean of Faculty (VPAA/DF) or the Assistant Dean of the Distant Learning Center.

To re-enter on a probationary status, a student must successfully complete ten hours over two successive terms or ten hours within one term, earning a quarterly GPA of 2.00 or better. To remain in

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school, the student must continue to make a 2.00 quarterly GPA, or better, until he/she returns to good standing. If the student does not maintain the 2.00 GPA, the student will again be excluded for one quarter. A student who has been excluded twice, readmitted and then fails to make progress sufficient for removal from probation will be excluded for a period of one academic year.

Any excluded student must petition the VPAA/DF or Distant Learning Center Director for permission to re-enroll at Georgia Military College.

Former GMC students returning from exclusion are not eligible for financial aid until they have successfully completed ten hours of credit. See the section "How Can I Pay for This?" for specific details.

### **Academic Seminar**

As a condition of admission and continued enrollment, students admitted from exclusion must complete the Academic Seminar provided by the Department of Academic Support Services. This seminar is designed to assist the student in successfully attaining his academic good standing within the conditional period.

Students are encouraged to complete the Seminar prior to their enrollment and must complete the Seminar by the mid-term of the first term of enrollment. Failure to complete the Seminar will result in the inability to register for future quarters.

[Click for more information on Exclusion status.](#)

### **Readmission of Former Georgia Military College Students**

A former GMC student who has had a break in attendance at GMC that has not exceeded a 12-month period of time may call the GMC Admissions Office to update his or her application. The student should also request that official transcripts from any other institution the student may have attended since attending GMC be sent to the Admissions Office. Students who have attended another college or university since leaving GMC must meet all requirements for transfer student admission. A student wishing to return must give the Admissions Office sufficient notice to allow action by the appropriate Dean, if necessary. Students who have not attended GMC within the past 3 years should check with the GMC Office of Admissions to ensure that all official transcripts submitted previously are still in file. All transcripts not in file must be re-submitted.

### **Transient Students**

Transient status means that a student is admitted to Georgia Military College for a specified period of time, normally a single term, with the understanding that the student is to return to the prior college at the opening of the next term. Transcripts of college work completed elsewhere are not usually required of such applicants, since they are not admitted to full standing at Georgia Military College. An applicant

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who is enrolled in another college or university and meets minimum Georgia Military College freshman or transfer admission requirements may seek a one-term admission to Georgia Military College.

The following documents and fees are required:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. An official letter from the registrar of the institution in which the student is regularly enrolled indicating eligibility to return and recommending admission to Georgia Military College as a transient student to complete specific course work.
4. A copy of Service Members Opportunity College (SOC) agreement from parent institution. Note: Veterans must also submit proof of enrollment certification from the parent college.

Transient students may not take directed study or independent study at Georgia Military College.

### **Senior Citizen Student Admission**

Georgia residents 62 years of age or older who meet regular freshman or transfer student admission requirements, may register for classes on a space available basis and either audit or receive credit without payment of tuition and fees.

### **Non-Degree Seeking Students**

Non-degree seeking students are allowed to attend GMC and earn a maximum of 15 credit hours. These students must follow general admission guidelines and placement testing guidelines. Students admitted as non-degree seeking students must meet the prerequisites for each course they choose to take. After the completion of 15 credit hours, the student must select a degree program. Non-degree seeking students are ineligible for financial aid.

Students who have an undergraduate bachelor's degree and are taking courses for purposes such as recertification may do so by submitting an official transcript from the last college attended.

### **Auditors**

Students who are admitted as freshman, transfer, or non-degree seeking students may register as auditors. Students wishing to enroll as auditors must:

1. Meet the prerequisites for any course requested.
2. Pay all fees and one-half of tuition (unless a senior citizen).
3. Students attending the Milledgeville campus must petition the Vice President for Academic Affairs/Dean of Faculty to audit a course. Students attending Distant Learning Centers (Atlanta, Augusta, Columbus, Valdosta, Warner Robins) must receive approval from the Assistant Dean of

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the Distant Learning Center. Auditors are registered on a space available basis and are not allocated a seat in class until all students have registered. Auditors will not receive a grade or credit for any course taken as an auditor.

Note: Veterans will not be certified for payment from the VA for audit courses.

### **Joint Enrollment/Early Admission (ACCEL)**

Georgia Military College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) an early admission program in which the student enrolls as a full-time student following completion of the junior year in high school. Minimum admission standards for both the joint enrollment and early admission programs are listed in the following sections.

### **ACCEL Payment at Georgia Military College**

The ACCEL maximum award is \$4,000 per academic year (\$1334 for Fall quarter, \$1333 for Winter quarter, and \$1333 for Spring quarter) for students enrolled in at least 12 quarter hours (full-time) at the post-secondary level at GMC. The award amount is prorated for students enrolled at the post-secondary level for 1 through 11 hours (part-time), at \$111.11 per quarter hour. ACCEL payment is available only to those students who are classified as legal residents of Georgia according to residency regulations promulgated by the Georgia Student Finance Commission. The student must meet federal Selective Service registration requirements and must not owe a refund on a State of Georgia student financial aid program.

### **Admissions Standards: Joint Enrollment and Early Admission**

Students seeking joint enrollment or early admission must provide the following:

1. A \$35 non-refundable application fee.
2. A properly completed official application form.
3. Minimum combined SAT score of 970 critical reading and math sections or minimum ACT composite score of 20. Additionally, the student must have the following individual scores:
  - a. Minimum 450 SAT Critical Reading or 18 ACT Reading
  - b. Minimum 450 SAT Essay or 18 ACT English
  - c. Minimum 450 SAT Math or 18 ACT Math
4. Minimum cumulative high school grade point average of 3.0 on a 4.0 scale in courses taken from the required College Preparatory Curriculum units
5. Written recommendation of high school principal or counselor.
6. Written consent of parent or guardian (if the student is a minor).



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#### **Acceptance of Transfer Credit: Joint Enrollment**

Freshman seeking admission to a USG institution can expect that the college credit earned at a COC-accredited institution prior to high school graduation will be considered as transfer credit if the prospective student meets the USG institution's regular admission requirements.

#### **Joint Enrollment of GMC Prep School Students (Milledgeville Campus)**

1. There is no added expense to GMC Prep School students who are enrolled in the Joint Enrollment program at the Milledgeville campus.
2. GMC Prep School students must successfully complete the following social studies courses to receive prep school credit
  - a. PLS 101 Introduction to American Government
  - b. HIS 101 World Civilization I
3. GMC Prep School students must successfully complete the following courses to receive prep school credit:
  - a. ENG 101 Composition I
  - b. ENG 102 Composition II
4. A Joint Enrollment student will be eligible to receive any prep school English or social studies awards in which four years of prep school English or social studies is a prerequisite for the award.
5. The Joint Enrollment student's prep school grade point average will include courses taken through the Joint Enrollment program.
6. Once a student enters the Early Admission program, he/she is no longer considered a prep school student but can transfer college courses to receive prep school credit.
7. Once a student enters the Early Admission program, he/she may return to the prep school program, but with scheduling modifications and only after approval from the prep school principal or counselor.
8. A student must enter the Joint Enrollment program at the start of the academic school year with parent and prep school principal or counselor approval as well as with consent of the Vice President for Academic Affairs and Dean of Faculty.
9. A student may withdraw from the Joint Enrollment program within the first week of scheduled classes in the fall quarter and may not be readmitted, except under extraordinary circumstance, and then only with the approval of the prep school principal or counselor. The Vice President for Academic Affairs and Dean of Faculty must also give consent for a student to return to the Joint Enrollment program following withdrawal.
10. Once enrolled in the Joint Enrollment Program, the student must abide by the class attendance policy and the academic calendar for the class in which he/she is enrolled.

#### **Home-Schooled Student Admissions**

Home schooled students or students from non-accredited or non-recognized high schools must submit official documentation indicating the student meets the following criteria to be considered for admission as a beginning freshman:

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1. A \$35 non-refundable application fee
2. A properly completed official application form
3. Combined SAT critical reading and math score of at least 920 or an ACT Composite score of 19
4. A list of courses completed
5. A bibliography of textbooks and/or assigned readings used
6. A writing sample.

OR

Successful completion of the GED.

### **Joint Enrollment of Home-Schooled Students**

Home-schooled students wishing to participate in the joint enrollment program must submit official documentation indicating compliance with the following criteria:

1. A \$35 non-refundable application fee
2. A properly completed official application form
3. Minimum combined SAT score of 970 critical reading and math sections or minimum ACT composite score of 20. Additionally, the student must have the following individual scores:
  - a. Minimum 450 SAT Critical Reading or 18 ACT Reading
  - b. Minimum 450 SAT Essay or 18 ACT English
  - c. Minimum 450 SAT Math or 18 ACT Math
4. A list of courses completed
5. A bibliography of textbooks and/or assigned readings used
6. A writing sample
7. Written consent of the parent/guardian.
8. Receive approval from the Vice President for Academic Affairs and Dean of Faculty.

### **International Student Admissions Regulations**

International students must apply for admission through the GMC Office of Admissions. The following regulations apply:

1. International applicants must complete all parts of the application for admission.
2. To be considered for admission, international applicants must have achieved a level of education at least equivalent to high school graduation in the United States.
3. Applicants must present official transcripts (certified or attested) in the original language, as well as official translations in English (certified or attested) of all high school/secondary school and all college/university level work. It is recommended that an official translation of education documents be provided by World Education Services or through J. Silny Associates.

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4. If English is not the official language of the student's home country, an official Test Of English as a Foreign Language (TOEFL) score report must be provided.
  1. A MINIMUM score of 460 (paper-based test), 140 (computer-based test) or 48 (Internet-based test) is required for admission.
    - a. Those students whose official TOEFL score is between 460-499 (paper-based test), 140-173 (computer-based test), or 48-61 (Internet-based test) will be required to enter the Learning Support Services English and Reading programs.
    - b. Those students scoring 500 (paper-based test), 173 (computer-based test), or 61 (Internet-based test) or above will be allowed to enroll in standard college-level courses provided the student has passed the English and Reading placement test administered to all incoming students.
    - c. iii. International students are subject to the placement examination criteria.
5. International applicants must present evidence of adequate and assured financial resources for the entire time the student will attend GMC (complete the GMC Declaration of Finances form).
6. International students wishing to reside on the Milledgeville Campus to be a member of the Corps of Cadets must secure from his/her Embassy a letter of permission to become a cadet and participate in the Reserve Officer Training Corps.
7. A copy of the student's passport/visa must be provided to the Admissions Office (Milledgeville Campus) within 10 days of enrollment.

### **Returning Students**

Graduates of the Georgia Military College, or other regionally accredited institutions, may return to college with GMC requesting a General Studies major for the purpose of continuing their education. These students may only apply courses listed in the GMC core curriculum to the second degree and all of the concentration courses must be composed of courses not previously taken and passed for academic credit toward a degree or as an elective and reflected on the official transcript. Students returning under this policy will come under the catalog in operation at the time of readmission. This policy is not subject to appeal.

### **New Student Orientation**

New student orientation is a structured program that offers new freshmen and transfer students the opportunity to establish a link with faculty and staff and to become familiar with facilities at the student's chosen GMC campus location. Topics typically discussed during orientation sessions include registration, academic advisement, financial aid, health services, student activities, rules/regulations, and academic affairs.

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#### **Articulation Agreements**

GMC has articulation agreements with several colleges. This means that when you graduate from GMC, the allied college will accept your credits toward a bachelor's degree. In addition, the allied college may offer GMC graduates special incentives to attend their school. Particulars of each agreement are available from the allied colleges.

The articulation agreements are listed [here](#).

#### **Right to Refuse Admissions**

An applicant may be declared eligible for admission, registration, enrollment or re-enrollment at Georgia Military College only after satisfying all established requirements. Georgia Military College reserves the right to investigate and review the records of any student to determine the applicant's academic, moral, and psychological fitness to enroll. The applicant must furnish to the institution such biographical and other information, including references, as may be required to establish that the student's enrollment at Georgia Military College will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution.

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#### **What is the Corps of Cadets?**

##### **COMMANDANT OF CADETS OFFICE**

Col. Patrick Beer  
Commandant of Cadets  
(478) 387-4783

The Georgia Military College Corps of Cadets dates to the school's founding in 1879 with the first group of over 200 male and female students arriving on the Milledgeville campus that winter. The Corps' long and distinguished history has paralleled that of the college and from the Corps' ranks have developed leaders who have served their country and their state in both military and civilian leadership positions at all levels of command and society.

Graduates of the GMC Cadet Corps have served with honor and distinction in every war and major conflict of the United States since the founding of the school. Our young men and women graduates have distinguished themselves, wherever our country needed their services, including service in the current Iraqi Freedom conflict.

In the early and mid-twentieth century, the college received accreditation to award the associate degree and was designated a U.S. Military School. In 1950 as a U.S. Military Junior College, GMC became a part of the Army ROTC ECP (Early Commissioning Program). Today, GMC is one of only five colleges where a student, by completing the junior college degree, participating in the Corps of Cadets, and satisfying all necessary training requirements, can become a commissioned officer in the United States Army National Guard or Reserves in just two years.

The Corps of Cadets is organized and administered in a manner common to military organizations. The cadet regiment is composed of cadet battalions that, in turn, are composed of cadet companies. Each company is organized into cadet platoons and cadet squads. A cadet chain of command is superimposed over this organization and given the responsibility to insure that good order and discipline prevail within the Corps of Cadets.

The Commandant of Cadets is the senior GMC official placed in charge of all cadets. The President of Georgia Military College makes the Commandant of Cadets responsible for maintaining good order and discipline within the Corps of Cadets. The Commandant is also responsible for establishing cadet rules, regulations, policies, and procedures; for maintaining cadet disciplinary records; and for guaranteeing the quality of cadet training.

#### **Becoming a Cadet**

Students interested in being a cadet resident student at the campus in Milledgeville may participate in the U.S. Army Reserve Officer Training Corps (ROTC) program. State Service and Early Commissioning cadets must participate in ROTC.

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All students who wish to be GMC cadets must submit a cadet application for admission and submit the following supporting documents:

- An official copy of the high school transcripts at the time of application, and upon high school graduation, an official transcript showing date of graduation, type of diploma issued, and final grade point average. The student must request that these documents be sent by the high school to the GMC Admissions Office. Alternatively, the Admissions Office will receive an official General Educational Development (GED) certificate showing all scores directly from the office of official record. Transfer students wishing to join the Corps must also follow the college policy governing transfer admissions.
- A certified copy of the student's birth certificate.
- A complete physical and medical history form (request a form from GMC Admissions)
- A certificate of immunization (shots record).
  - Health Questionnaire
  - Certificate of Immunization
  - Meningitis Vaccine waiver
  - Tuberculosis Screening
- International students also must submit a completed I-20 form and a letter from their nation's embassy or consulate authorizing the student to participate in Army ROTC military training at Georgia Military College.

### **Cadets Corps Stipulations**

As members of the corps, cadets are required to follow the guidelines established in the Cadet Guide, which contains the rules and regulations that govern the corps.

First year cadets are assigned to one of two cadet battalions. Residence hall assignments are made, uniforms are fitted and issued, and the cadet orientation /training period begins.

During the orientation period, new cadets are taught the rules and procedures that govern behavior and discipline within the Corps of Cadets. They learn how to wear the cadet uniform, maintain their barracks, and march as a cadet unit. They also learn the history of GMC and appropriate military customs and courtesies. The physical fitness of each cadet is assessed and a year-long physical fitness program is begun.

Cadets learn new skills, acquire new knowledge, and learn to view their responsibilities at GMC more in terms of "team" rather than "self."

Considerable effort is spent letting all concerned know what is expected and what acceptable standards of behavior and performance are required of a cadet during this intensive training. Values such as "Duty, Honor, and Country" are emphasized. By the end of the orientation period, cadet understanding of the importance of these three words can be heard in voices that loudly proclaim: "Character Above All, Sir!" as they meet and greet GMC officers.

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The orientation period ends with formal testing and with an inspection of cadets and their barracks room by the President of the college.

Completion of the cadet orientation period is celebrated by everyone during the President's Parade. Parents and friends are encouraged to attend this parade to watch their cadet officially join the Georgia Military College Corps of Cadets.

### **Immunizations/Screenings**

Members of the GMC Corps of Cadets must submit a certificate of immunization to provide verification of current immunization requirements. Georgia law also mandates that residential students provide signed documentation stating that they have received a vaccination against meningococcal disease or reviewed the information and declined to be vaccinated. In addition, all incoming residential students are required to have a current tuberculosis skin test.

Students who have religious objections to immunizations and students whose physicians have certified that they cannot be immunized because of medical reasons may be exempted from providing proof of immunizations.

### **ROTC Classes**

Members of the Corps of Cadets on the Milledgeville Campus may include ROTC courses as part of their degree program. Cadets participating in ROTC may qualify for a federal uniform commutation allowance.

Students enrolled in the ROTC Advance Course may overload on the recommendation of the ROTC or faculty advisor with concurrence of the VPAA/DF.

All transfer contract students enrolling in ROTC must have a minimum score of 920 SAT or 19 ACT to qualify for a scholarship. These students must be members of the cadet corps.

### **Further Stipulations**

In addition to all graduation requirements in the academic sections of the catalog, cadets must have approval from the Commandant of Cadets to graduate.

Students must satisfy all disciplinary requirements at least five working days prior to graduation. No exceptions will be made to this policy. Students who fail to fulfill their disciplinary obligations will have a disciplinary hold placed on their transcripts.

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#### **Athletics/Student Activities**

Members of the Corps of Cadets are eligible to participate fully in all of the college's intercollegiate and intra-collegiate activities, clubs, and organizations. At the intercollegiate level, GMC currently offers Football, Men's and Women's Soccer, Men's and Women's Cross Country, Men's Golf, Women's Tennis and Fast Pitch Softball. GMC's intercollegiate teams have been greatly successful at both the regional and national levels, including national championships in both football and golf in recent years.

#### **Football Team Members and the Corps of Cadets**

All football team members are members of the Corps of Cadets and participate fully in the cadet program, following the Basic Military Course. This does not require a military service obligation unless the student chooses to continue into the Advanced Military Course. As members of the Corps of Cadets they are eligible for all of the privileges and responsibilities of leadership available to members of the corps.

#### **Rifle Team**

The Rifle Team is open to all GMC cadets. Its purpose is to provide members an opportunity to compete in rifle marksmanship activities at the collegiate level. Matches are scheduled during the year at home and at other colleges.

#### **Color Guard/Drill Team**

The Georgia Military College Drill Team is open to any member of the Corps of Cadets at GMC. The purpose of the Drill Team is to promote the spirit of competition and discipline through the performance of precision execution military drill. The team often competes at national level competitions at various locations throughout the Southeast.

#### **Ranger Club**

The GMC Ranger Club is open to all enrolled ROTC students. Its purpose is to provide members an in-depth look at advanced tactics and small unit patrolling. The club offers its members the challenge of increasing self-discipline and physical stamina through challenging field exercises, white water rafting trips, and rappelling exercises. The Ranger Club is under the supervision of the Military Science Department Staff and a faculty sponsor.



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#### **Cadet Expenses**

Current Cadet fees are listed [here](#).

#### **Room Deposit**

A deposit is required of all boarding students upon admission to the college. The deposit will be credited toward the student's account when their enrollment at GMC ends. If the student chooses not to attend GMC, the room deposit is refundable if the college receives a written cancellation prior to registration for the quarter.

#### **Refund of Room Deposit**

The room deposit is refunded when the student graduates or withdraws permanently, pending completion of the appropriate clearance procedures. A portion of this fee may be retained for damages to the premises as assessed by the Commandant of Cadets.

If a student has an outstanding balance upon graduation or withdrawal from the cadet corps, the room deposit will be credited to the student's account.

#### **Scholarships Available to Members of the Cadet Corps**

Cadets should also check the section in this catalog, "How Can I Pay For This?" Additional guidelines for filing financial aid forms are in that section.

#### **SCHOLARSHIPS**

Any student wishing to apply for a Georgia Military College Scholarship to help finance his/her Georgia Military College education may complete and submit the scholarship application available from the GMC Office of Advancement in Milledgeville for any of the scholarships named for an individual. Submitting a scholarship application to Georgia Military College does not guarantee that a student will be awarded a scholarship, but every effort will be made to help the student find the necessary money to attend GMC.

GMC offers funding specifically to help pay costs for cadets attending GMC at the Milledgeville Campus. In addition to the Advancement Office, the cadet applicant can also contact the GMC Admissions Office and/or the GMC Athletic Department for specific guidelines for some awards under their control.

NOTE: All scholarships awarded by Georgia Military College are subject to guidelines which require the student to continue to meet the criteria upon which the award is based and to maintain the specified grade point average (GPA) outlined in the award letter. All scholarship recipients are required to write a thank you letter to the person (or persons) who provided the resources for the scholarship. All students receiving GMC scholarships are required to apply for federal student aid.

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#### Battalion Commander Scholarship

Applicant must have a minimum of a 2.7 high school GPA and either a 920 SAT or 19 ACT score. In addition, the applicant must have a letter of recommendation from his/her JROTC instructor and must have served at least one term as the Senior Ranking Cadet.

#### Senior Military Instructor Scholarship

Applicant must have a minimum of a 2.7 high school GPA and either a 920 SAT or 19 ACT score. In addition, the applicant must have a letter of recommendation from his/her JROTC instructor.

#### President's Scholarship

Applicant must have a minimum of a 2.5 high school GPA and either a 920 SAT or 19 ACT score. In addition, the applicant must have a letter of recommendation from a school administrator.

#### Performance Grant

Performance grants may be available to cadets with demonstrated financial need.

### **WEST POINT MILITARY ACADEMY PREPARATORY SCHOLARSHIP PROGRAM**

Georgia Military College is a West Point Military Academy Preparatory Scholarship Program College (WPPSP). The West Point Association of Graduates selects highly motivated young people who have sought admission to the United States Military Academy.

Students selected for this program are provided partial scholarships for an additional year of post-secondary school education at one of four military junior colleges. WPPSP candidates are required to take math, English, chemistry and history while enrolled at GMC. Every candidate who completes the preparatory year with a "B" average, and no grade below a "C", has an excellent chance of being offered admission to West Point by the USMA Director of Admissions. The cadet members of this program have a designated academic advisor to assist them in meeting the requirements of the program.

While WPPSP students are a part of the Corps of Cadets, they are not members of the ROTC commissioning program at Georgia Military College.

### **ATHLETIC SCHOLARSHIPS FOR CADETS**

#### Athletic Performance Scholarship

Awarded to members of the Football and Women's Soccer teams who display the skill and potential in the sport as determined by the Athletic Department and Head Coaches.

#### Custis Proctor Athletic Scholarship

Mr. Proctor was a 1946 junior college graduate. This scholarship is to assist a junior college football player enrolled in college with the expenses incurred for tuition, fees, housing, meals, books or uniforms. The recipient of this scholarship must be a student in good standing. The student must initially have a 2.0 high school average and/or a 700 SAT score or 14 ACT score. In the case of students already enrolled in the college program or college transfer students, a 2.25 cumulative grade point average is

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required. In order to maintain the scholarship, a recipient's cumulative grade point average must not fall below 2.0 for longer than one academic term, in which case the scholarship will be withdrawn.

#### Ruth S. Page and Alma S. Adams Athletic Scholarship

This scholarship was made possible through the estates of the sisters Ruth and Alma Sims. Ruth Sims Page was a 1920 graduate. The applicant's athletic skills and potential will be evaluated by the Athletic Department for the award of this scholarship.

#### Butts-Cordell Scholarship

Scholarship monies in this fund were made possible through donations in honor of two GMC coaching greats, Wallace Butts and Lew Cordell. All applicants' skills and potential will be evaluated by the Athletic Department for the awarding of these scholarships.

#### General Athletic Scholarship

Funds for these scholarships have been made possible through donations to the general college athletic scholarship fund. All applicants' skill and potential will be evaluated by the Athletic Department for the awarding of these scholarships.

### **State Service Scholarship Program (SSS)**

For Georgia residents, the National Guard, either the U. S. Army or Air Force, offers a full two- year scholarship that pays all college costs in return for service in the National Guard. For detailed information, contact your local National Guard Recruiter or call the GMC Admissions Office.

### **Army ROTC**

Participation in the Army Reserve Officers Training Corps (ROTC) is valuable for future civilian as well as military leaders. GMC recognizes the value of the leadership training by awarding academic credit toward graduation for all military science courses.

The U. S. Army ROTC at Georgia Military College consists of the Basic Course (MS I & II) and the Advanced Course (MS III & IV), also called the Early Commissioning Program (ECP). The majority of GMC cadets are in the Basic Course, which requires no military service obligation.

The ROTC Basic Course is designed to provide cadets with a solid level of fundamental military education, emphasizing leadership and basic military skills (i.e. military history, First Aid, Communications, Role and Customs of the Army). Basic Course cadets, who qualify, can continue their military education by attending the Advanced Course at a senior college while completing a baccalaureate degree. The Basic Course is valuable to those students who do not desire military service, but who do want to become leaders and managers in the civilian community. Effective communication and leadership principles are stressed not only in the classroom, but also in the accomplishment of all tasks assigned to cadets.

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Cadets are encouraged to consider the benefits and advantages offered by enrollment in the ECP. The ROTC Advanced Course ECP is available for those academically and physically qualified cadets who are interested in becoming U. S. Army officers. The program prepares cadets to serve as commissioned officers and includes instruction in leadership, management, and military tactics. A vigorous program of academics, field training exercises and physical training develops self-confidence, self-reliance, physical stamina and endurance. Advanced Course subjects include, military justice, command and staff functions, military weapons, leadership skills, military operations and tactics.

The ROTC ECP is a program for qualified students to earn the Gold Bar of a U.S. Army Second Lieutenant after successfully completing the 2 years of Advanced ROTC. This is a fast-paced leadership development curriculum that prepares the students for officer positions within the U.S. Army National Guard and Reserves. Advanced Course cadets must sign a contract, with the United States Army, which obligates the student to military service upon successful completion of the ROTC Advanced Course.

Prospective students who desire to enter Advanced ROTC should contact the Professor of Military Science (PMS) as early as possible in their senior year of high school. Toll free telephone calls may be made to 800-342-0413, ext. 2730, or 888-GMC-0068. Letters may be addressed to:

The Professor of Military Science  
Georgia Military College  
201 East Greene Street  
Milledgeville, GA 31061

#### **QUALIFICATIONS FOR ARMY ROTC ECP**

ROTC ECP Advanced Course cadets receive a monthly ROTC stipend, in addition to a performance grant from GMC. Interested students must also be approved by the ROTC Professor of Military Science for enrollment in the Advanced Course.

To qualify for the Advanced Course, students must meet the following criteria:

- Be a U.S. Citizen.
- 17 years old.
- Earn a High School Diploma or equivalent (GED).
- A minimum cumulative grade point average of 2.5 (Scholarship) or 2.0 (non-scholarship) on a 4.0 scale.
- Have a minimum combined SAT (Critical Reading and Math only) score of 920 (scholarship) or 850 (non-scholarship) or composite ACT score of 19 (scholarship) or 17 (non-scholarship). The student must submit official scores.
- Meet medical standards.
- Meet height and weight standards.
- Pass a standard Army physical examination (push-ups, sit-ups and 2-mile run).
- New applicants will be categorized into one of three groups listed below:
  - Completed Basic Training.
  - Completed three (3) years of JROTC.

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- Those who do not meet any of the two previous categories will attend the Leaders Training Course (LTC) the summer before attending GMC.

#### **LEADERS TRAINING COURSE (LTC)**

LTC is held at Fort Knox, Kentucky, and is for students who have not attended Basis Training or have 3 years of JROTC. Students attending this program complete and receive the following:

- Attend a 1-week Mini Camp at GMC...then
- 30 Days training at Fort Knox, Kentucky.
- All meals and transportation provided by the U.S. Army.
- Opportunity to receive a Two Year Scholarship Totaling up to \$20,000 per year.
- Receive one month's Army Pay.

#### **ROTC ECP – LTC Scholarship**

These scholarships are awarded by the ROTC Professor of Military Science for those students who successfully graduate from LTC (the summer before attending GMC) and meet the minimum requirements listed above. LTC Scholarship recipients are not eligible to participate in SMP.

- Qualified applicant who does not have 3 years of JROTC or completed Basic Camp.
- Attend 1-week Mini Camp at GMC...then
- 30 Days training at Fort Knox, Kentucky.
- All meals and transportation provided by the U.S. army.
- Opportunity to receive a Two Year Scholarship Totaling up to \$20,000 per year.
- Receive one month's Army Pay.

#### **ROTC ECP – MILITARY JUNIOR COLLEGE (MJC) SCHOLARSHIP**

These scholarships are awarded by the Professor of Military Science. An order of Merit List is created, with 17 scholarships awarded. All MJC Scholarship recipients must participate in Simultaneous Membership Program (SMP).

SMP: A program in which Senior ROTC (contracted) Cadets simultaneously serve as members of the Army National Guard/Army Reserve and ROTC. Cadets participating in this program are non-deployable RC Unit assets. This program is open to all contracted non-scholarship Cadets and mandatory for all MJC Scholarship Cadets. LTC Scholarship Cadets may not participate. Money available to SMP National Guard Cadets includes the Montgomery GI Bill, Montgomery GI Bill Kicker and E-5 Drill Pay. For Montgomery GI Bill money, soldier has to have completed Basic and AIT.

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#### **Voluntary Training**

In addition to the training provided by the Military Science Department, cadets have the opportunity to attend some of the Army's best training.

U. S. Army Airborne School is held at Fort Benning, Georgia. Cadets who complete this three-week Airborne training earn and proudly wear their wings as Army paratroopers.

U. S. Army Air Assault School, conducted at various training locations throughout the United States, teaches basic rappelling techniques and includes helicopter rappelling techniques along with other military air assault training. After successful completion of this ten-day training, cadets are awarded the Air Assault Badge.

Other military training opportunities available include the Northern Warfare Course and Cadet Troop Leader Training (CTLT).

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#### **What Does College Cost?**

Milledgeville Business Office  
(478) 445-2676

Augusta Business Office  
(706) 651-7328 or (706) 650-5635

Columbus Business Office  
(706) 478-3142

Fairburn Business Office  
(770) 306-6402

Valdosta Business Office  
(229) 269-4813

Warner Robins Business Office  
(478) 225-0189

There are three major college expenses for students who do not live on campus: tuition, fees and books.

#### **TUITION**

When a student registers for classes, tuition is due. The cost for tuition is based on the number of quarter hours of classes for which a student registers multiplied by the tuition per quarter hour at his/her campus:

Number of hours taken x \$ per hour = tuition costs

For instance, if on the campus for the fall 2008, the fee per hour was \$102.00. A student who takes 15 hours, or three 5 quarter hour classes, would have the following tuition costs:

$15 \times \$102 = \$1,530.00$

All student charges for the quarter are due at the time of registration. Situations that deserve special consideration may be discussed with the Vice President for Business Affairs or the Distant Learning Center Director. A student is not officially enrolled until he/she has either paid the account in full, has approved financial aid that will pay all charges, or has made satisfactory payment arrangements with the VP for Business Affairs or the DLC Director.

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#### **FEES**

Fees are expenses related to particular courses or activities. For instance, a student might incur an expense for the use of the lab when taking a lab science or computer course. Some campuses have activity fees to cover the expenses related to student activities or physical education fees to cover expenses related to physical education courses. All fees are due at registration. There is a diploma fee that is due when a student asks for an evaluation of his/her transcript to apply for a degree at the beginning of the student's next to last quarter before completion of the degree.

Late registration and drop/add carry a fee at some campuses. Students withdrawing from a class after the drop/add period are responsible for some or all of their tuition and fees. Students need to be aware that withdrawing from classes after the drop/add period may cause the student to lose some or all of their financial aid for that term.

#### **FEE SCHEDULE**

Tuition and fees are usually set annually, so students should be aware that these charges may change. The quarterly course schedule at each campus carries a listing of current tuition and fees.

#### **BOOKS**

Each class requires a specific book or set of books. A student, on registering for a class, should inquire about the book(s) for the class and secure the book(s) before the first day of class.

Textbook costs from publishers have been increasing at a substantial rate over the last several years. As a result, the college has instituted a book rental program to provide quality textbooks at the best price available. Book rental fees are included with tuition and fees. The fee is currently \$10/credit hour. Books are checked out in the student's name and must be returned at the end of each quarter by the advertised due date to avoid late charges. If a book is not returned or is in damaged and/or unusable condition, a replacement cost will be charged. Check with your campus bookstore for additional details on the book rental program. Some classes require additional books and/or manuals which are not part of the textbook rental program.

#### **ID CARDS**

An ID card is issued at the time of registration. The card is used for library services, meal plans (at the Milledgeville Campus), and other activities. The food services data coded on the magnetic strip is recorded in a computer database, and any funds that have been deposited with GMC can be restored onto the new card should one need to be issued.

#### **CADET/RESIDENT STUDENTS**

Those students in the Cadet Corps have other fees related to living on campus. These are explained in the section, "What Is The Corps Of Cadets?"



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#### **How Can I Pay For This?**

##### **Financial Aid Office**

MILLEDGEVILLE/MADISON/SANDERSVILLE CAMPUSES  
(478) 387-4842

AUGUSTA CAMPUS  
A-M (706) 995-2821  
N-Z (706) 993-1119

COLUMBUS CAMPUS  
(706) 478-1688

FAIRBURN CAMPUS  
(678) 379-1414

STONE MOUNTAIN CAMPUS  
(678) 379-1387

VALDOSTA CAMPUS  
(229) 375-5651

WARNER ROBINS CAMPUS  
A-J (478) 225-0209  
K-Z (478) 225-0220

GMC Federal School Code: 001571

For online help from GMC financial aid, please address your inquiry to: [fahelp@gmc.cc.ga.us](mailto:fahelp@gmc.cc.ga.us) .  
Free Application for Federal Student Aid form (FAFSA): [www.fafsa.ed.gov](http://www.fafsa.ed.gov) .

Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, Georgia Military College makes every effort to ensure that no qualified student will be denied the opportunity to attend college because of a lack of funds.

The amount of aid available from most state and federal financial aid programs is related to student academic load for the term. Both the state and federal aid programs recognize 12 credit hours as the "full load" benchmark for maximum financial aid.

The Financial Aid Office is committed to helping you find ways to finance your education. Our staff can help you sort through the various types of financial aid, including the Georgia State Grant and HOPE Scholarship Programs and Federal Student Aid Programs.

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#### **Financial Aid Application Process**

To receive consideration for Federal Financial Aid (Pell, SEOG, College Work-Study and/or Loans) you must complete a Free Application for Federal Student Aid (FAFSA). This can be done electronically at <http://www.fafsa.ed.gov>.

The results of the FAFSA are received faster, if you sign the application electronically, with a Personal Identification Number (PIN). For instructions, refer to the website above.

Once GMC receives the results from your FAFSA, you may be required to submit additional documentation through a process called verification. You will be notified of documents required. Verification does lengthen the time it takes to process a student's file; therefore, it is imperative that you respond immediately with the requested documentation. If you fail to submit the requested documentation, you WILL NOT receive Federal Student Aid.

To receive consideration for State Aid, complete the electronic version of the Tuition Equalization Grant application (E-TEG) by logging onto [www.GACollege411.org](http://www.GACollege411.org).

Once the file is complete, the student will be notified of eligibility and the amount of aid available through an award letter. If aid has been denied, the student will also be advised by mail.

#### **Sources of Financial Assistance**

##### **GEORGIA TUITION EQUALIZATION GRANT**

The Georgia Tuition Equalization Grant (GTEG) program provides non-repayable grants to eligible Georgia residents who enroll on a full-time basis at Georgia Military College. To be considered full-time, a student must be registered for 12 or more credit hours and attending class at least one day after the end of the school's drop/add period for each term. If a student officially or unofficially withdraws, drops out or is expelled before the day after drop/add, the student is not eligible to receive GTEG. Attendance is monitored to verify eligibility.

GTEG eligible students can receive payment for the summer term and three (3) quarters during the regular award year (Fall I – Spring). Please see the financial aid representative at each campus for further information and current year eligibility amounts. State grant regulations and award amounts are subject to change during an award year. GTEG eligibility requirements and application procedures may be viewed [here](#).

##### **(HOPE) HELPING OUTSTANDING PUPILS EDUCATIONALLY**

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. The HOPE Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. Recipients do not receive a book allowance for attendance at GMC. At least half-time enrollment is required. HOPE eligibility is determined using attempted hours and GPA. HOPE

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Scholarship eligibility requirements and application procedures may be viewed [here](#). All HOPE Scholarship recipients at GMC are required to submit an approved GSFAp. This application is available [here](#).

#### **GEORGIA'S ZELL MILLER SCHOLARSHIP**

Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. The Zell Miller Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. At least half-time enrollment is required. Recipients do not receive a book allowance for attendance at GMC. Zell Miller Scholarship eligibility requirements and application procedures may be viewed [here](#). All Zell Miller Scholarship recipients at GMC are required to submit an approved GSFAp. This application is available [here](#).

#### **GEORGIA'S HERO SCHOLARSHIP**

Georgia's HERO Scholarship provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. HERO Scholarship eligibility requirements and application procedures may be viewed [here](#).

#### **GEORGIA'S HOPE GED GRANT**

Georgia's HOPE GED Grant is available to students who earned a General Education Development (GED/high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993.

The Grant provides a one-time \$500 HOPE award that can be used towards tuition, books, and other educational costs at GMC. Full-time enrollment is not required. Students must use their HOPE GED Grant award within 24 months of the date of their GED diploma. HOPE GED Grant eligibility requirements and application procedures may be viewed [here](#). All HOPE GED Grant recipients are required to submit an approved GSFAp. This application is available [here](#).

#### **ACCEL PROGRAM**

The Accel program is for students at eligible high schools that wish to take college level coursework for credit towards both high school and college graduation requirements. Eligible students must meet certain criteria, explained [here](#). The program is offered during the fall, winter, and spring terms of the school year.

#### **FEDERAL PELL GRANT**

The Federal Pell Grant is a need-based award determined by the information reported on the FAFSA and governed by regulations set forth by Congress through the Department of Education. This grant is the basis for other types of Federal aid, such as student loans and Federal work study. This grant is only available to undergraduate students enrolled in a degree program.

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest EFCs -- and gives priority to students who receive

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Federal Pell Grants. An FSEOG does not have to be repaid. There is no guarantee every eligible student will be able to receive FSEOG; students are awarded based on the availability of funds at the time financial aid awards are packaged at Georgia Military College.

#### **FEDERAL DIRECT (STAFFORD LOAN) PROGRAM**

Direct Loans are low-interest loans for students and parents to help pay for the costs of students education after high school. The lender is the US Department of Education rather than a bank or other financial institution. Eligibility for this loan program will be determined upon completion of the Free Application for Federal Student Aid (FAFSA).

Federal Stafford Loans are made in the student's name and can be either subsidized or unsubsidized.

A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods. This loan must be repaid.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized-that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount you have to repay.

Under federal law, you must complete a Loan Entrance Counseling session before funds may be disbursed. It is important that you know and understand your rights and responsibilities as a student borrower. Please contact the Financial Aid Office if you have any questions.

Further, you must complete a Master Promissory Note (MPN). In most cases, you will sign only one MPN that will be used for all loans at Georgia Military College. Students may complete the MPN electronically at the Direct Loans website. By signing the MPN, students are confirming their understanding that Georgia Military College may make new loans for the duration of their education (up to 10 years), without having to sign another MPN. Each academic year, GMC will disburse loan proceeds to student's accounts as indicated on the Award Letter sent to the student.

#### **FEDERAL DIRECT LOAN (PLUS) PROGRAM**

Direct Loans are low-interest loans for students and parents to help pay for the costs of students education after high school. The lender is the US Department of Education rather than a bank or other financial institution. PLUS Loans enable parents with good credit histories to borrow monies. These funds are designated to help pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time (6 quarter hours). The yearly limit on a PLUS loan is equal to your cost of attendance minus any other financial aid you receive.

In order to receive the PLUS loan, Parent borrowers will need to complete an application and electronic master promissory note (MPN) at the Direct Loan website.

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Repayment begins on the date of the last disbursement. There is no grace period. The PLUS loan authorization form is a required form and is available in the Financial Aid Office or may be downloaded from [www.gmc.cc.ga.us](http://www.gmc.cc.ga.us).

#### **FEDERAL WORK STUDY (FWS)**

Federal Work-Study (FWS) eligibility is based on established financial need and at least half-time enrollment. Jobs are located on campus and work schedules are planned around the student's class schedule. Community service positions are also available through the FWS program.

FWS funds are not available at registration to pay for the student's tuition or fees. Students are paid on a monthly basis for the actual hours worked. Interested applicants should first complete the FAFSA and then complete the Application for Federal Work Study, available in the financial aid office or online at [www.gmc.cc.ga.us](http://www.gmc.cc.ga.us). You may contact your campus regarding availability of positions. Eligible students will receive an award letter with the amount per quarter the student is eligible to earn.

PLEASE NOTE: Financial aid awards may be subject to change without prior notification. Once an award has been changed, the student will be notified.

#### **FOUNDATION ENDOWED SCHOLARSHIPS**

Students wishing to apply for a GMC Foundation scholarship should complete and submit the scholarship application available from the Office of Advancement. The application is also available in the Office of Admissions and on the college website at [www.gmc.cc.ga.us](http://www.gmc.cc.ga.us).

Scholarships are awarded on an annual basis, and your application must be submitted by the current deadlines posted on the college website. Applications and appropriate letters of recommendation should be mailed or delivered to: GMC Office of Advancement, 201 E. Greene St., Milledgeville, GA 31061.

All scholarships awarded by the GMC Foundation are subject to guidelines which require the student to continue to meet the criteria upon which the award is based and to maintain the specified grade point average (GPA) outlined in the award letter.

Milledgeville campus students must apply for GMC Foundation Scholarships in general rather than for a specific scholarship award. During the selection process, qualified students will be matched to scholarships based upon the criteria for individual scholarship funds.

Students on any of GMC campuses may apply for the Georgia Power Scholarship. This scholarship is available only to non-traditional students who have been out of high school for more than one year, are currently employed 30-40 hours per week, and have family responsibilities. Students must have completed one quarter or more at GMC and earned a 2.0 GPA to be eligible.

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Foundation scholarships, are provided by donors. Without their support, these scholarships would not be possible. Recipients are required to write a letter of appreciation to the donor(s) who provided the resources for the scholarships they are awarded.

#### **DAN WATKINS SCHOLARSHIP**

This Scholarship is named for the late Dan Watkins, who was a remedial math instructor at the Valdosta campus. The scholarship provides financial assistance to Valdosta students who have previously taken, or are currently taking remedial coursework. A short essay and completed application are required for eligibility consideration.

#### **Other Scholarship Possibilities**

Some scholarship opportunities exist outside the college's endowment, and are open to competition by GMC students. Students should ask for information at each campus well before the competition deadlines set by the scholarship.

There is a scholarship offered by Datatel Corporation for which GMC students can apply. The Datatel scholarship is offered once a year and the application is available online beginning in September of each year. Students may go to [www.datatel.com](http://www.datatel.com) and click on Scholars Foundation for information and an application.

#### **Coca Cola Two-Year Colleges Scholarship**

The Coca-Cola scholarships are very competitive. In order to apply, students must demonstrate academic success and must have completed one hundred hours of documented community service within the past twelve months.

#### **Coca Cola First Generation Scholarship**

This very competitive scholarship is open to individuals who are the first member of his immediate family to attend college. The applicant must be currently enrolled as a full-time student and must have a 3.00 GPA or higher to receive and retain the scholarship.

#### **Honors Organization Scholarship**

Members of Phi Theta Kappa are eligible for competitive scholarships annually. These are usually generous and prestigious scholarships. Students who belong to Phi Theta Kappa should contact their advisors for the criteria and deadlines.

#### **Chorus Scholarship**

Students who enroll in Chorus at the Milledgeville campus and complete the course will receive a scholarship equal to the cost of tuition for the class.

Please note that the scholarship will be applied only after all other financial aid funds, earmarked for tuition only, are applied. If tuition is paid in full by other tuition-only aid, no Chorus scholarship funds will be awarded. Registration for the class will be considered application for the scholarship.

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#### **Further Scholarship Possibilities**

The following scholarship opportunity exists outside the college's endowment, but is open to competition for GMC students at the Milledgeville campus. Students should ask for information since this has an annual competition deadline.

##### **Baldwin Rotary Scholarship**

Eligibility limited to a high school graduate from a high school located in Baldwin County for the student to attend GMC Junior College.

Also, the student may wish to discuss scholarship and financing options with his/her school counselor, family, and/or banker.

##### **CADET CORPS MEMBER SCHOLARSHIPS**

In addition to the previously listed scholarships, GMC has available funds that specifically help pay costs for GMC cadets. See the section, "What Is The Corps Of Cadets?"

#### **Veterans' Benefits**

A Veterans Benefits office is located at each campus. All Veterans, members of the Reserves, and the dependents of disabled or deceased Veterans, should contact the office immediately upon deciding to enroll in the college so that proper administrative procedures can be initiated.

**Class Withdrawal Impact on Financial Aid** There are serious consequences to withdrawing from a class, both academic and financial. Students should read the section, "[What If I Drop Or Withdraw From A Class?](#)" before withdrawing from any course.

#### **Class Withdrawal Impact on Financial Aid**

There are serious consequences to withdrawing from a class, both academic and financial. Students should read the section, "[What If I Drop Or Withdraw From A Class?](#)" before withdrawing from any course.

#### **Satisfactory Academic Progress Policy**

##### **GENERAL INFORMATION**

Students receiving financial aid must maintain Satisfactory Academic Progress (SAP) at Georgia Military College in order to remain eligible for financial aid consideration. All students who receive financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each quarter as demonstration that they are making satisfactory academic progress. The Financial Aid Office evaluates SAP after the completion of each term. Federal regulation requires that all terms of enrollment must be considered in SAP, including summer and terms for which a student is not

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receiving financial aid. The standard for Satisfactory Academic Progress (SAP) measures three components:

1. A qualitative component: Minimum Cumulative GPA Standard
2. An incremental quantitative component: completion rate of credit hours earned versus attempted
3. An overall quantitative component: maximum time for the completion of a student's academic program

Please note that transfer credits are included when measuring the above standards. Sections included in this policy are:

- Monitoring Periods and Warnings
- Evaluation Criteria
- Minimum Cumulative GPA Standard
- Quantitative Completion Rate Standard
- Quantitative Maximum Time Frame Standard
- Appeal for Probationary Term

A printed copy of this policy will be provided upon request

#### **MONITORING PERIODS AND WARNINGS**

A review of academic progress is done at the end of each term for all students enrolled during that term, regardless of whether the student received financial aid.

Students not meeting Satisfactory Academic Progress standards will receive communication via email to the GMC email address and, in some situations, letters sent to the address listed in the student's record.

- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Financial Aid Warning term associated with their next term of enrollment to restore their satisfactory academic progress standing. During the Financial Aid Warning term, a student will be awarded financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive a Financial Aid Warning for two consecutive terms. A student may receive a Financial Aid Warning even if that student has not applied for financial aid.
- Students who fail to meet the Maximum Credit Standard are placed in a SAP Suspension status. There is no "Warning" term for the Maximum Credit Standard. (150% rule)
- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning term are considered to be in a SAP Suspension status, under which student aid eligibility is lost.



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#### **EVALUATION CRITERIA**

Courses with grades of IP, F, I, WF, W, and XF are counted as courses attempted but not earned and count toward the maximum time frame (incremental and overall). Transfer credit hours (accepted for the student's academic degree) are counted as credit hours attempted when measuring the maximum time frame to complete the degree and establishing benchmark points for the qualitative standard, but do not impact the grade point average.

The GMC Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed, but rather ONLY upon request from the student. In such cases, grades must be reflected on GMC's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of "I" that has now been assigned a traditional letter grade), a student is responsible for notifying the GMC Financial Aid Office of such a change and requesting a review of his/her Satisfactory Academic Progress evaluation. Note that such a review is NOT considered an appeal, and may not result in eligibility for financial aid (for example, if a state/federal processing deadline has passed).

#### **MINIMUM CUMULATIVE GPA STANDARD**

Students must maintain the following minimum cumulative GPA in accordance with the GMC catalog. Please note that the cumulative GPA for financial aid eligibility must be calculated on ALL grades received, including those affected by GMC's policies on grade exclusion and repeated courses.

#### **Total Number of Credits Attempted and Transferred Minimum**

<b>Total Number of Credits Attempted and Transferred Minimum</b>	<b>Cumulative GPA</b>
0 – 18	1.50
19 – 37	1.70
38 - 56	1.90
59 or more	2.00

#### How to Regain Financial Aid Eligibility For Minimum GPA Standard

Students must enroll in and complete credits to increase cumulative GPA to the minimum levels described in this section.

Please note that probation policies for academic standing with Georgia Military College are separate from the requirements for Satisfactory Academic Progress. In order to retain eligibility for financial aid, a student must be meeting the minimum GPA levels described within this policy.

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#### **QUANTITATIVE COMPLETION RATE STANDARD**

Students must complete 2/3 of all credits attempted at Georgia Military College, as well as those credits transferred and accepted from other schools.

##### **Completion Rate Warning**

If any other Satisfactory Academic Progress standards are failed, those standards and conditions take precedence over the completion rate standard.

##### **How to Regain Financial Aid Eligibility For Completion Rate Standard**

Students must enroll in and successfully complete enough credits to meet the 2/3 completion rate standard.

#### **MAXIMUM CREDIT STANDARD**

A student's maximum time frame for completion of their academic program must not exceed 150% of the primary program length. This means that a student's attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree. The maximum time frame is not increased for dual-degrees. However, a student may appeal SAP suspension based on the pursuit of a dual-degree.

Please note: Students cannot receive more than two degrees with GMC, therefore, once academic requirements are met for two degree programs, a student is no longer eligible for financial aid.

The average degree program at GMC requires approximately 104 credit hours, 150% of which is 156. Therefore, no further aid will be awarded when a student has attempted 156 credit hours. Remedial courses will not be included in the hourly limitation.

##### **How to Regain Financial Aid Eligibility for Maximum Credit Standard**

Students must complete the current degree program without financial aid eligibility.

#### **APPEAL FOR PROBATIONARY TERM**

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Warning term are considered to be in SAP suspension status, under which student aid eligibility is lost. If extenuating circumstances exist, which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, divorce, house fire, or victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.

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In the SAP appeal, a student is expected to demonstrate an understanding of what SAP components were failed. The appeal should address and document the extenuating circumstances and describe what has changed that will allow the student to meet SAP at the next evaluation. Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. An appeal may be denied. The student is responsible for all tuition expenses while the appeal is being reviewed. Please allow up to 7 days for review.

If an appeal for a probationary term is denied by the Committee\*, the student will be notified by email. The decision is final for that term. The student may re-establish eligibility to be considered for financial aid for a subsequent term by taking action that brings him or her into compliance with the qualitative and quantitative components of GMC's SAP standard. Subsequent appeals will be automatically denied until the student has earned at least 10 additional GMC credit hours above the level of hours earned at the time of his/her prior SAP appeal denial.

If a student's appeal is approved by the Committee, the student will be notified by email and will be placed on Satisfactory Academic Progress Probation. For the probationary term, the student will be considered academically eligible for financial aid for which the student has applied and is otherwise eligible. While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored. For example, while on Satisfactory Academic Progress Probation, a student must successfully complete 100% of all attempted hours. Students on Financial Aid Warning and Financial Aid Probation should expect a delay in receiving their financial aid for a subsequent term, as all grades for the current term would have to be reviewed.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions, or has left GMC, the probation status may revert to Satisfactory Academic Progress Suspension, indicating that the student is ineligible for financial aid.

\*The Committee is made up of financial aid staff at the Milledgeville campus. Three groups of 2-counselor teams review and provide results of an appeal within 7 days of receipt of the appeal.

#### **Maximum Credit Appeals**

Maximum Credit Appeals should address the unique circumstances that created the maximum credit situation, the plan for completing the degree, and the rationale for the academic plan. Example: rationale for changing majors. Approval of these appeals may be based on factors other than the extenuating circumstances previously listed.

Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. The Committee will review the appeal and the committee's decision is final. The specific instructions, deadlines and appeal forms are available [here](#).

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#### **Academic Exclusion**

A student's financial aid will be terminated if placed on academic exclusion. Students who are excluded from the institution for academic reasons are not eligible for financial assistance the next quarter in which they return. However, a student can regain financial eligibility by enrolling in at least ten hours and attaining an average of at least 2.00 or by completing ten quarter hours over two consecutive terms with a 2.00 GPA and meeting all other standards. These hours are at the student's expense. The student is eligible to receive aid for the next quarter after the ten hours are completed satisfactorily.

#### **Learning Support Services and Financial Aid**

Students may receive financial aid while enrolled in Learning Support Services (LSS) courses to improve their skills to a level essential for success in college work. Financial aid in support of LSS courses is limited to no more than forty-five (45) quarter hours of institutional credit.

A student must maintain satisfactory progress in the degree programs as defined above as well as achieve satisfactory progress in LSS studies (C or better). All other requirements for receiving financial aid must be met.

#### **Transient Students**

Generally transient students are not eligible for financial assistance from GMC. However, a transient student, who is a HOPE scholar may be eligible. Contact the Financial Aid Office for information.

#### **Appeals**

A student with mitigating circumstances who is notified of ineligibility for federal aid, may appeal such decision in writing, using the following channels, in the following order:

1. **Director of Financial Aid:** A student must submit a written appeal, including any appropriate third-party documentation of the circumstances, within 10 days after the beginning of the term for which the appeal is being requested. Send correspondence to Financial Aid Director, 201 East Greene St., Milledgeville, GA 31061. The Director will inform the student in writing of his/her decision. If the appeal is denied, the student may enroll using his/her own resources or may further appeal the decision to the Financial Aid Committee.
2. **Financial Aid Committee:** A student must make an appointment to appeal in person with the Financial Aid Committee established at each campus. The student should be prepared to present a written letter of appeal to the Financial Aid Committee. He/she is encouraged to present at least one letter of support from their academic advisor or faculty member familiar

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with their situation. The Committee reserves the right to advise a student regarding course loads and the possible need for counseling and/or academic advisement.

If the appeal is denied, the student may enroll using his/her own resources. If the appeal is granted and the student subsequently fails to maintain progress, no further appeal will be heard.

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#### **Will I Need Some Advising?**

##### **Authority in Academic Affairs**

The Vice President for Academic Affairs and Dean of Faculty (VPAA/DF) has final authority in academic matters pertaining to students enrolled at Georgia Military College.

#### **Will I Need Some Advising?**

The Chief Academic Officer is located on the Milledgeville campus.

Vice President for Academic Affairs and Dean of Faculty.....	(478) 387-4905
Associate Vice President for Academic Affairs .....	(478) 387-4906
Associate Academic Dean, Milledgeville.....	(478) 387-4785
Assistant Academic Dean, Augusta.....	(706) 650-5637
Assistant Academic Dean, Columbus.....	(706) 478-1688
Assistant Academic Dean, Fairburn .....	(770) 306-6401
Assistant Academic Dean, Valdosta.....	(229) 375-5652
Assistant Academic Dean, Warner Robins.....	(478) 225-0179

Georgia Military College academic offerings are grouped into six academic divisions and a military science division. Division Chairs and the Military Science Division Commander, acting under the Vice President for Academic Affairs and Dean of Faculty, exercise close supervision over course content and instructional procedures. The divisions are the following:

- Division of Criminal Justice
- Division of Humanities and Education
- Division of Learning Support Services
- Division of Mathematics and Business
- Division of Military Science\*
- Division of Natural Sciences
- Division of Social and Behavioral Sciences

\* The Military Science Division offers senior ROTC programs taught by active duty U.S. Army officers and noncommissioned officers certified by the United States Army.

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### **Student Academic Responsibility**

It is the responsibility of the student to comply with all academic regulations concerning the program of study and for the satisfactory completion of the degree requirements outlined in this catalog. Academic advisors are provided by the college to assist students in this process and to help students understand their obligations under the catalog. However, the final responsibility resides with the student.

### **Residency Requirements**

All students must successfully complete 25 percent of the quarter hours required for a degree through instruction offered at Georgia Military College in order to satisfy residency requirements. In addition, students must maintain at least a 2.00 GPA for courses taken with GMC. The residency requirements pertain to both military and non-military students. SOCAD and SOCNAV students may transfer 15 hours of this residency requirement from an accredited SOCAD or SOCNAV school, leaving 10 hours to be satisfied at GMC.

### **Programs of Study**

Georgia Military College offers the Associate in Arts and the Associate in Science degrees. These degrees, upon graduation, transfer to a four-year college. GMC also offers the Associate in Applied Science degree, which generally does not transfer to senior colleges.

AA and AS programs are organized around a core curriculum of courses in the humanities, natural sciences, mathematics/technology, and social sciences, with additional courses in a chosen area of concentration.

Applied Science degree programs are vocationally oriented and designed to provide students with job market skills as well as liberal arts courses. Generally AAS degrees do not transfer to other colleges or universities that do not offer the bachelors of applied sciences degree. Some colleges and universities will accept core curriculum coursework on an individual course articulation basis or specialized courses in a designated area of study.

### **Arrangement of Work**

The College schedules classes on a quarter system that has the following characteristics:

- A. A college quarter consists of eight to twelve weeks.
- B. The college evaluates courses in terms of quarter hours of credit, which are related directly to the number of class hours per week.
- C. A normal course load is 15-19 hours each quarter. Normally a student completes 45-quarter hours in a year.

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- D. A full-time student is one who is enrolled in a minimum of twelve (12) quarter hours of GMC academic or institutional credit in a quarter.

### **Overloads**

Permission to enroll in twenty (20) or twenty-one (21) quarter hours may be granted to a student:

- A. With an average grade of B for the preceding quarter, or
- B. In a pre-professional program requiring special credits, or
- C. Requiring an extra course in the last three quarters prior to graduation.

A student wishing to take an overload should contact his/her advisor to start the petition process.

Permission to enroll in more than twenty-one (21) hours will only be considered in the sophomore year if a student needs no more than five hours in excess of the regular load to graduate. In this case, the student may petition the VPAA/DF for permission to schedule during each quarter not more than five-quarter hours more than his standing would normally permit. Exceptions to these restrictions may be made only by the VPAA/DF.

The normal time for the completion of an associate degree is 2 to 3 years.

Note: Students required to enroll in Learning Support Services courses may be required to enroll in additional quarters in order to complete graduation requirements within 2 to 3 academic years.

### **Student Classification**

Freshman—Fewer than 45-quarter hours of credit

Sophomore—45 or more quarter hours of credit

### **Registration**

Registration is the quarterly process provided for the student to select and register for classes. Advisement for course selection should occur prior to the registration period. Class schedules are published prior to the start of each quarter listing all of the courses to be offered that term and are available on the GMC website. Early registration is recommended for a better selection of courses. Students may register on published dates. Registration is not completed until the student has complied with all published procedures and has made arrangement to pay all fees and tuition.

Late registration occurs when a student does not register for classes on the specific days set for registration. The late registration period cannot exceed the end of the drop/add period.



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Drop/ add periods are scheduled at each GMC center to enable a student to add or drop a class from his/her schedule. Once this designated period ends, changes in student schedules are not allowed. No student will be allowed to register for coursework after the end of drop/add.

Once a student has completed the registration process, it is college policy that, should the student decide not to take courses for that term, the student must officially drop the courses. Failure to complete the drop process will result in the college's submitting a bill for the appropriate costs. Students who drop from the courses prior to the end of the drop/add period are eligible for reimbursement. See the section, "[What Happens If I Drop or Withdraw From A Course?](#)" for more information.

### **Class Attendance Policy**

Since the college is aware that events such as illness are a part of life, each member of the faculty has established policy regarding such eventualities. Students are cautioned to consult the course syllabus for each course in which enrolled for the tolerated absences policy since members of the faculty may have differing policies regarding absences and tardiness. Students who exceed the number of tolerated absences for a course and are withdrawn for non-attendance will be assigned the grade of WF.

Absences due to commitments such as athletic events, cultural performance events, course trips, or other activities, in which students are representing the college, are managed separately from the course policy. It is the student's responsibility to advise the members of their faculty of any impending absence for a college activity or trip in advance of that absence. This is an obligation of the student not of the event or sport coordinator.

Make-up work is allowed in instances where the student has been obligated by the college for any absence and is arranged at the discretion of the faculty member, in consultation with the student, as to time, place and nature. Students have the responsibility to contact their faculty member on the first day of their return from an absence regarding the date and time of the make-up session. The student's failure to contact the faculty member on the first date of return to class negates the possibility of accomplishing make-up work.

Illness is handled as any other absence from class except in instances of prolonged illness due to accidents or contagious diseases.

### **Independent Study Plan**

In accord with the Independent Study Plan (ISP), a student may pursue a designed course or project under the supervision of a faculty member who serves as advisor, evaluates the student's progress, and assigns the final grade. The request must be submitted on the Independent Study Plan form and must be approved at three levels: the instructor, Department Chair for the discipline of the course, and the VPAA/DF or DLC Assistant Dean.

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The student must have successfully completed a minimum of 45 quarter credit hours with GMC; have a cumulative grade point average of 3.00; have been enrolled at GMC within the past two preceding terms or be a graduate of GMC; not have been enrolled in the course during a previous term; and have met all course prerequisites and supply transcripts indicating such. The course should not have been offered by GMC within the past two terms; not be on the class schedule for the term for which the independent study is being requested; and must be a required course within the student's program/major. Science lab-based courses are not available through independent study. Independent study is not open to transient students.

### Grading System

Grade	Description	Credit points per hour:
A	90 and above	4
B	80 – 89	3
C	70 – 79	2
D	65 – 69	1
F	64 and below	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrew Failing	0
XF	Honor Violation	0

Click [here](#) for Learning Support Services Procedures and Grading System.

Except for Learning Support Services courses, which award no grade points, each grade point is determined by multiplying the number of credit points for the course by the number of quarter hours in the course. For example: If a student attempts 12 quarter hours (two five hour courses, one with an A and another with a C and a two hour course with a B) the grade points and grade point averages would be calculated as shown:

Grade points hours total

$$A = 4 \times 5 = 20$$

$$B = 3 \times 2 = 6$$

$$C = 2 \times 5 = 10$$

12 hrs. 36 points

$$36 \text{ points} \div 12 \text{ hours} = 3.0 \text{ GPA}$$

#### EXPLANATION OF LETTER GRADES

I = Incomplete

Indicates that a student was doing satisfactory work, but, for reasons beyond the student's control, was unable to meet the full requirements for the course. The "Incomplete" will not be assigned unless in the judgment of the instructor, a substantial majority of the course requirements have been satisfied by the

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student. A student who receives an “incomplete” grade must complete the required work not later than the middle of the next quarter unless the VPAA/DF or the Distant Learning Center Assistant Dean grants an exception due to extenuating circumstances. Failure to clear the “incomplete” grade will result in the assignment of an “F” grade for the course. Hours attempted are used to compute grade point average.

**W = Withdrawn**

Indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

**WF = Withdrawn Failing**

Indicates that the student withdrew from the course and was failing at that time. A faculty member also assigns this grade when the faculty member has withdrawn a student from a course for excessive absences. This grade carries the same academic penalty as a grade of “F” and is computed as a part of the grade point average.

**XF = Honor Violation**

This grade is assigned if a student is guilty of repeated honor violations. This grade carries the same academic penalty as a grade of “F” and is computed as a part of the grade point average.

### **Repeating Courses**

Students may repeat any college-level course in which a grade of D, WF, or F was previously earned. The highest grade earned for the repeated course will be used in the cumulative grade point average and all enrollments and grades earned will appear on the college transcript.

Students should be aware that while this policy will likely improve their academic standing, all grades are used for financial aid eligibility calculations. Follow-on institutions may elect to use all grades to calculate eligibility for admission.

Earning a higher grade for a repeated course will not retroactively remove any warning, probation, or exclusion status that the student may have reached when the original grade was earned.

Also see [Learning Support Services Policy on Repeating Course Work](#).

### **Academic Appeals Process**

GMC students have the right to appeal any grade they feel was unfairly or unjustifiably assigned. All such appeals must be made in compliance with the following procedures:

1. The student must meet with the faculty member involved within 30 calendar days of the posting of the grade. If the student and the faculty member resolve the conflict and a grade change is

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warranted, the faculty member will submit a grade change request to the VPAA/DF or Assistant Dean for action.

2. If the student and the faculty member cannot resolve the grade dispute, the student must submit to the Assistant Dean or Department Chair a written request for a grade review within five (5) business days of the meeting with the faculty member.
  - a. If the faculty member involved in the grade change appeal is also a Department Chair or Assistant Dean, the student should proceed to step 3 of the appeals process.
  - b. The Department Chair/Assistant Dean will respond in writing to the student concerning the student's grade change request within 10 business days of receipt.
  - c. If the Department Chair/Assistant Dean agrees with the student's appeal, the Division Chair/Assistant Dean will notify the faculty member involved and request that the student's grade be changed as agreed upon.
  - d. If the faculty member agrees with the Department Chair/Assistant Dean's assessment, he/she will submit a grade change request to the VPAA/DF or Assistant Dean for action.
  - e. If the faculty member does not agree with the Department Chair/Assistant Dean's assessment, he/she will provide a written statement to the Department Chair/Assistant Dean to be included in the response to the student. The student may continue the appeals process. See step 3 for details.
3. If the student is unable to resolve the grade dispute at the Department Chair/Assistant Dean level, he/she may submit a written appeal to the Vice President for Academic Affairs and Dean of Faculty within five (5) business days of receipt of the Division Chair's/Assistant Dean's decision. The VPAA/DF will review the materials and make further inquiry as essential and will respond to the student within ten (10) days of receipt of the letter of inquiry.
4. The decision of the VPAA/DF is final, and no further appeal will be accepted by the college.

### **Academic Warning, Probation and Exclusion**

A student will be placed on academic warning for the succeeding quarter when the cumulative grade point average (CGPA) at the end of any quarter falls below the [Standards of Satisfactory Progress](#) or at the end of any quarter in which the quarterly GPA is 1.50 or less, regardless of the overall GPA.

If after the warning period, the cumulative or term GPA is still below the required level, the student will be placed on probation for the succeeding quarter. Probation will be removed if the quarterly GPA raises the cumulative GPA to, or above, the minimum acceptable. Probation will continue as long as the student makes a quarterly GPA of at least 2.00, but the cumulative GPA remains below the required level. If the student is unable to maintain a sufficient quarterly or cumulative GPA for continued probation, the student will be excluded from attending GMC for the following quarter. Additionally, an enrolled probationary student who earns a quarterly GPA of less than 1.50 will be excluded from GMC. Exclusion is for one quarter. Summer quarter may not be used as the exclusion quarter. Students placed on exclusion three times will be excluded for one calendar year. A student placed on academic exclusion will have financial aid terminated. See the section "[Academic Exclusion](#)" for details on financial aid eligibility.

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#### Standards of Satisfactory Progress

The following standards will be used:

<b>Total Number of Credits Attempted and Transferred Minimum</b>	<b>Cumulative GPA</b>
0 – 18	1.50
19 – 37	1.70
38 - 56	1.90
59 or more	2.00

#### Reinstatement

A student excluded for one quarter will be eligible to apply for readmission and may be readmitted if there is sufficient indication that further progress toward graduation is probable. See [Admission From Exclusion – Former GMC Students](#).

#### Transient Course Request Policy

Occasionally, Georgia Military College will authorize students to enroll at other institutions in courses comparable to courses offered by GMC. Any student, seeking this permission, must have obtained a GMC residency of 30 quarter hours, must have a minimum GPA of 2.0, and demonstrate that the GMC course equivalent is unavailable during the quarter transient authorization is requested. GMC will not accept more than 35 hours of transient work.

Transient status means that a GMC student is attending another college on a temporary basis, one term, and will return to GMC at the end of that term to complete their course of study.

A student may request authorization for transient credit by completing the Transient Authorization form available from their academic advisor, the Office of the Registrar or Assistant Academic Dean. The form is very explicit in requirements and requires the student to work with the academic advisor throughout the process. GMC reserves the right to refuse credit for transient courses taken without prior authorization for such work.

With the exception of the HOPE Scholarship Program, transient courses cannot be counted in full-time status requirements for financial aid. The cost of transient enrollment is the obligation of the student. GMC does require a minimum grade of “C” for all transfer credit. The student must request an official transcript of all transient courses be sent to Georgia Military College. GMC will not post credit from other than an official transcript from the college where the work was completed. Upper division courses (those numbered above 299 or obviously junior/senior level classes) may not be taken in a transient status and used for credit at Georgia Military College.

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#### **Competency Requirements**

As a degree requirement, Georgia Military College students must take and pass competency examinations or pass designated courses in the following areas: writing, oral presentation, reading, mathematics, and computer applications. Students must check with their advisors to discuss completion of the competency requirements.

##### **ENGLISH WRITING COMPETENCY**

As a degree requirement, all students must demonstrate written competency prior to graduation. Students enrolled in Associate in Arts and Associate in Science degree programs must achieve a "C" or better in ENG 102 or transfer a grade of "C" or better in ENG 102 from an accredited institution. Students enrolled in Applied Science degree programs must pass ENG 101 or the transfer equivalency with a "C" or better to receive credit for the written competency.

##### **ORAL COMPETENCY**

All students must demonstrate oral competency prior to graduation. Instruction in making oral presentations will be provided in GMCA 154. Students will then be given at least two opportunities to demonstrate oral competency in these classes. Students who fail to demonstrate minimum competency within the two opportunities will be required to take COM 101, COM 201, BUS 204, or demonstrate this competency through special arrangements with their Humanities Department Chair. Students should see their GMCA 154 syllabus or professor for a complete description of this oral competency requirement.

Students who transfer the GMCA 154 course equivalents from another college, where courses did not include the oral competency requirement, must complete COM 101, COM 201 or BUS 204 with a grade of C or better, or demonstrate this competency through special arrangements with their Humanities Department Chair.

##### **READING COMPETENCY**

Entering students with scores less than five years old with either

- Critical Reading SAT score of 510 or higher,
- ACT Reading score of 23 or higher,
- COMPASS score of 78 or higher,
- Regents' reading exam score of 61 or higher,
- Transfer credit for ENG 101, or
- Successful completion of RDG 099 or its equivalent at a regionally accredited college within the past two years,

are not required to take the Reading Skills Placement Exam and are considered to have met the reading competency. All other entering students are required to take the placement examination to determine whether they have met the reading competency or the student must successfully complete the Reading 097 (RDG 097) and/or Reading 099 (RDG 099) courses.

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#### **MATHEMATICS COMPETENCY**

Mathematics competency is demonstrated by successful completion of a regular credit mathematics course (except MAT 208) with a grade of "C" or better. Equivalent courses accepted in transfer satisfy this competency requirement.

#### **COMPUTER COMPETENCY**

Computer competency is established by either of the following options:

1. Completion of CIS 200 or its transfer equivalent with a grade of "C" or better.
2. Completion of CIS 105A, 106, and 107 with an average grade of "C" or better.

### **Georgia History/Constitution Requirements**

All students must satisfy mandated requirements that the student demonstrates knowledge of the history of the United States and the State of Georgia as well as their constitutions. Successful completion of HIS 121 or HIS 122 at GMC satisfies the U.S. History requirement, and successful completion of PLS 101 satisfies the constitution requirements.

Students who transfer to Georgia Military College and have not met Georgia's history/constitution requirements must arrange to take specialized tests through the Testing Coordinator at their campus.

### **Academic Distinction**

The President's List is published to honor students who attain the highest possible academic standing. To qualify for the President's List at the completion of each quarter, a student must be attending GMC on a full-time basis, have achieved a quality point average of 3.70 in the academic subjects taken in the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Learning Support Services course grades will not count toward GPA calculations for the President's List.

The Dean's List is published to honor students who attain high scholastic standing. To qualify for the Dean's List at the completion of each quarter, a student must be attending on a full-time basis, must have achieved a quality point average of 3.20 or higher in the subjects of the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Learning Support Services course grades will not count toward GPA calculations for the Dean's List.

Students enrolled in Learning Support Services courses must take 12 additional hours in transferable credit courses in order to be eligible for the Dean's List or the President's List.

### **Degree Completion**

Students normally graduate based upon the policies of the catalog under which they entered the college. A three-year break in student enrollment requires that a student seek readmission to the

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college. At that time, the student will come under the policies of the catalog in effect at the time of readmission.

Military personnel on active duty with a SOCAD/SOCNAV agreement will be considered in continuous enrollment in pursuit of their degree until they have the degree conferred. Military personnel who leave active duty have six months to reestablish active pursuit of their degree by attendance at GMC or by transfer of courses earned at another institution. If former military personnel do not reestablish their degree pursuit within six months and later return to take course work, they will be readmitted under the catalog in effect at that time.

### **Application for Degree**

All candidates for a degree must file a formal application and pay the commencement fee before mid-term of the quarter prior to the quarter in which they expect to graduate. The Registrar's Office will conduct an audit and inform the student in writing of any remaining academic requirements prior to registration for the final quarter.

All students are required to obtain final degree application approval from the Business Office. Cadets must obtain approval from the Commandant of Cadets.

Students may receive a maximum of two degrees. Courses required to meet degree concentration requirements in one degree will not be counted twice for meeting other degree requirements. Core Requirement Area courses may be used in both degrees. Each candidate for degree must complete all courses required for the chosen degree and must have a Cumulative Grade Point Average (CGPA) of 2.00 or better for all work attempted. It is the responsibility of the student to ensure completion of the college's degree requirements and of the college's competency requirements.

### **Graduation with Academic Honors**

Students with scholastic honors will be recognized at graduation as follows:

Cum Laude	3.50-3.64
Magna Cum Laude	3.65-3.79
Summa Cum Laude	3.80-4.00

Those so honored will have no grade lower than a "C" and will have met GMC residency requirements.

### **Graduation**

Graduation dates will vary each academic year at each location. Students are encouraged to participate in the graduation exercises at their campus or at the Milledgeville campus.



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#### **Release of Official College Transcripts**

Students requiring copies of official transcripts must be in good standing and in a conditional/unconditional admission status before requesting the release of any official transcripts or grades. Good standing means that students do not have deficiencies in the Business office, the Dean of Students' office, Commandant's office, or Vice President for Academic Affairs and Dean of Faculty's office and are not in default on a federal loan received for study at Georgia Military College. Cadets in military science programs, who have disciplinary requirements that have not been met, will not receive official transcripts; thus, each cadet must make arrangements with the Commandant of Cadets to remove all disciplinary requirements prior to the end of the academic term in order to receive an official transcript.

Students must submit written requests for transcripts to the Registrar's Office. A fee is charged for each copy of a transcript. Transcript request forms are available on the Milledgeville campus from the Registrar's Office or at the Distant Learning Center business office. No transcript will be released except by written application from the student.

The transcript of a student's academic activity with Georgia Military College is the official property of the institution. The rules and regulations of the college govern the construction, amendment, or modification of any official transcript. Only the specifically authorized personnel of the institution may construct, amend, and modify a student transcript.

A student is never authorized to construct, amend, or modify a student transcript. Any student, proven to have engaged in such activity, or any student proven to have made use of such altered transcript for academic or financial benefit, will be subject to legal and administrative sanctions including but not limited to: criminal prosecution and or civil suit under appropriate laws of the state of Georgia, permanent exclusion from the institution (which will be recorded on the official transcript), and the administrative cancellation of academic credit for academic work based upon such altered transcript.

#### **Student Academic Honesty Policy Statement**

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, learning, research, and public service, as well as the need to preserve and monitor students' academic rights and responsibilities. Since the primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at Georgia Military College. Possible consequences of academic dishonesty may range from a revision of assignment, an oral reprimand, a written reprimand, an "F" or a zero for the graded work, or with the concurrence of the Academic VP or Assistant Dean, removal from the course with a grade of "XF" to possible suspension or exclusion from the college. Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

- A. Cheating on an examination;
- B. Collaborating with others on work to be presented, contrary to the stated rules of the course;

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- C. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own. When direct quotations are used in themes, essays, term papers, tests, book reviews, and other similar work, they must be indicated; and when the ideas of another are incorporated in any paper, they must be acknowledged, according to a style of documentation appropriate to the discipline;
- D. Stealing examination or course materials;
- E. Falsifying records, laboratory results, or other data;
- F. Submitting, if contrary to the rules of a course, work previously presented in another course;
- G. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. Students who are accused of academic dishonesty may appeal through the student academic dishonesty procedures in effect at Georgia Military College.

The procedures for appealing sanctions for academic dishonesty are outlined in the [GMC Student Handbook](#).

### **Academic Appeals Policy and Process Policy Statement**

Any student or former student of Georgia Military College has the right of timely petition. Petitions are available from the VPAA/DF or Distant Learning Center Director and are to be used by the student, in consultation with the faculty advisor, to remedy undue hardships and specific inequities that may adversely affect the student's ability to fulfill the academic requirements of the college. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements. Petitions to be effective must have the approval of the Vice President for Academic Affairs and Dean of Faculty or Distant Learning Center Director.

#### **DEFINITION OF APPEAL**

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding admission, grading policies, special agreements, instructor's requirements, and academic requirements of the College. Students shall have the right to file academic grievances or appeals according to the procedures approved by the college set forth in the Student Handbook.

### **Learning Support Services (LSS)**

The Division of Learning Support Services provides instruction for students who need to improve their basic academic skills before attempting college-level courses. These students will hold Conditional Admission status. Courses include reading, English, and mathematics.

These courses:

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### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

1. do not apply towards degree requirements.
2. have no influence on grade point average (GPA), and
3. may not be transferred for credit. Students entering degree or non-degree programs who wish to register for any course which has a Learning Support Services prerequisite in an area must meet LSS requirements in that area. All first-time freshmen and transfer students must complete GMC 101, College Success, in the first quarter of enrollment. This requirement may be waived on an individual basis by appealing to the Academic Dean or DLC Assistant Dean.

#### **LSS Procedures**

GMC will honor Learning Support Services courses taught at a regionally accredited college. Test scores and course completion records will be considered valid for two years.

Students who have not successfully completed LSS courses at a previous college must enroll in equivalent courses at GMC. Students must complete all Learning Support Services courses in the first sixty (60) quarter hours attempted at GMC, excluding MSD, PED, and GMC 101 courses. All required LSS English and reading courses should be completed within the first thirty (30) quarter hours attempted at GMC.

Failure to complete the required courses as specified will require that the student enroll only in required LSS courses and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding terms until the LSS course work is successfully completed.

LSS students will enroll in at least one LSS course per term until they have completed this requirement. Failure to complete the required LSS course work in 60 hours will require that in subsequent terms the student enroll only in required LSS courses and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding terms until the LSS requirements are met.

#### **LSS Grading Scale for LSS Courses Not Requiring an Exit Exam**

A	90–100 course average
B	80-89 course average
C	70-79 course average
IP	Course average below 70

IP = In Progress

In progress (IP) indicates that the student is making progress but has not yet attained proficiency. The student must repeat the course.

W = Withdrawn

Indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

#### **WF = Withdrawn Failing**

Indicates that the student withdrew from the course and was failing at that time. A faculty member also assigns this grade when the faculty member has withdrawn a student from a course for excessive absences. Since LSS course work is not included in the GPA calculation, this grade does not affect the GPA; however, it does affect Financial Aid calculations.

#### **XF Academic Dishonesty**

This grade is assigned for repeated honor violations.

#### **LSS Grading Scale for LSS Courses Requiring an Exit Exam**

A	90–100 course average and a passing Exit exam score
B	80-89 course average and a passing Exit exam score
C	70-79 course average and a passing Exit exam score
IP	Course average below 70

In progress (IP) indicates that the student is making progress but has not yet attained proficiency. The student must repeat the course.

#### **W =Withdrawn**

Indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

#### **WF = Withdrawn Failing**

Indicates that the student withdrew from the course and was failing at that time. A faculty member also assigns this grade when the faculty member has withdrawn a student from a course for excessive absences. Since LSS course work is not included in the GPA calculation, this grade does not affect the GPA; however, it does affect Financial Aid calculations.

#### **XF = Academic Dishonesty**

This grade is assigned for repeated honor violations.

#### **LSS Policy on Repeating Course Work**

A student in Learning Support Services course work may repeat a course in any LSS subject (English, math or reading) as required to effect exit from Learning Support Services courses. If the student does not successfully complete the required LSS course(s) in three (3) attempts, the student can register for only that LSS course(s) and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding quarters until the LSS work is successfully completed.

#### **[Placement Guidelines](#)**

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

#### **Grading Policy for Regents' Skills Courses (RTE 090 and RTR 090)**

##### **S Satisfactory**

The grade of S is assigned when a student successfully completes the Regents' Skills course and successfully passes the Regents Test after completing the course.

##### **U Unsatisfactory**

The grade of U is assigned when a student fails to successfully complete the Regents' Skills course or has failed the Regents' Test after completing the course.

##### **I Incomplete**

Any student taking and passing the skills course, but who has not taken the Regents' Test by the end of the course, will be assigned the grade of I. The grade of I will be changed to a grade of S or a grade of U based on successful or unsuccessful passing of the Regents' Exam, respectively.

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

## **What Degrees Are Offered?**

### **Change of Major**

Any change of major requires a written request submitted to the Registrar's Office. If the student enrolled under a previous catalog, the change of major will result in a move to the current catalog requirements.

### **Pre-Professional Studies**

First and second-year Pre-Professional studies may be accomplished at GMC to prepare students for transfer to four-year colleges to complete undergraduate work necessary for future admission to Law, Medical, Dentistry, Physician Assistant, Allied Health, or Veterinary professional schools.

Admission to professional schools is generally very competitive. To increase the likelihood of admission students should:

Select a challenging major for which there is a strong personal interest that will contribute to a high level of academic performance (professional schools do not require a specific major for admission but do place great value on a high GPA);

- Take a full load each term (15 to 17 credit hours) and avoid withdrawing from classes;
- Choose elective courses that have demanding requirements in reading and writing as well as analytical and logical thinking;
- Be acutely aware of the requirements for the professional school admission; and
- Participate in extracurricular activities (student government, appropriate job shadowing, community service, etc.).

Students interested in Pre-Professional studies should consult closely with a GMC academic advisor.

### **Off-Campus Study Program**

Georgia Military College views student learning as more than education obtained within the walls of a classroom. The Off-Campus Study Program provides an opportunity for students to travel to international and domestic locations to broaden and deepen their understanding of the subject matter and reexamine their views and perspectives on the human condition in the context of a global community.

Georgia Military College allows each professor the opportunity to create a course in their discipline for the Off-Campus Study Program. The college assesses these courses for quality, course content, transferability, and cultural experience.

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

While some programs require proficiency in a foreign language, most do not. These courses in the Off-Campus Study Program should cost about the same as study on campus, except for the travel expenses and incidentals, which may not be included in the cost of the course.

Applications for these courses are competitive. The exact due dates are announced every year by the various professors of the specific Off-Campus Study programs. Students are encouraged to consult with campus representatives for specific programs early in the application process.

### **What Degrees Are Offered?**

The Registrar's office is located on the Milledgeville campus and can be reached at (478) 445-2683.

Augusta Campus  
(706) 993-1087

Columbus Campus  
(706) 478-1688

Fairburn Campus  
(678) 379-1414

Warner Robins Campus  
(478) 225-0215

Valdosta Campus  
(229) 375-5654

At Georgia Military College, an education has two vital components: the development of the intellect and the elevation of character. The Ethics Across the Curriculum program focuses on ethical thinking within each of the disciplines offered at the college. The Character Above All course (GMC 154), a critical element of the core requirements for all GMC degrees, utilizes critical thinking through a more traditional course structure, which focuses on the works of philosophers and writers. The Character Above All course is also a course with an exploration of ethical issues within an academic discipline.

Each degree concentration has varied requirements that are outlined on the pages following the Core Curriculum Requirements. In all cases, ROTC contract cadets must meet additional requirements in the military science area (MSD).

Please note: All degree programs are not available at every campus. Each degree program has been marked as to availability at the time this catalog was published, but availability can change. A student should ask his/her academic advisor about whether a specific degree program is offered on his/her particular GMC campus, since the degree program could have been added or discontinued at that campus.

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

The Associate in Arts (AA) and Associate in Science (AS) degrees provide the foundation, after graduation, for transfer to a four-year college or university. Each degree includes the core curriculum that mirrors the core requirements of most senior level colleges as well as elective courses in selected areas of study (the concentration) that are foundation courses in the specific fields of study. Completion of an AA or AS degree provides the most effective transfer of college course work to a senior college or university.

The Associate in Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career oriented Bachelors degree programs. While some four-year colleges offer the bachelor of applied science degree, many do not. Therefore students completing the AAS degree who have decided to pursue a higher degree need to ensure their selected four-year college offers the Bachelor of Applied Science of similar degree in the concentration degree prior to enrolling.

Please note that many colleges who do not offer the AAS degree may accept core curriculum course work on a course-by-course evaluation for transfer.

#### **Degrees Offered:**

Behavioral Science (AA/AS)

Biology (AA/AS)

Business Administration (AA/AS)

Communications (AA/AS)

Computer Information Systems (AAS)

Criminal Justice (AA/AS/AAS)

Early Care and Education (AA/AS)

Education Early Childhood (AA/AS)

Education Middle Grades (AA/AS)

Education Secondary (AA/AS)

English (AA)

General Studies (AA/AS/AAS)

Health and Human Performance (AS/AAS)



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**Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

Health and Physical Education (AS/AAS)

History (AA/AS)

Homeland Security and Emergency Management (AA/AS)

Information Technology (AA/AS)

International Affairs (AA/AS)

Logistics Management (AA/AS)

Paralegal Studies (AA/AS)

Pre-Nursing (AA/AS)

Psychology (AA/AS)

Sociology (AA/AS)

Social Work (AA/AS)

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Behavioral Science (AA/AS)

Students are no longer allowed to enter this degree program. Students currently enrolled have until March 2013 to complete.

---

##### *Associate in Arts (AA) Behavioral Science*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

###### Concentration

PSY 200.....5

SOC 200.....5

Electives\* .....15

\*Choose from remaining ANT, PSY, or SOC courses.

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at all campuses.

---

##### *Associate in Science (AS) Behavioral Science*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

###### Concentration

PSY 200.....5

SOC 200.....5

Electives\* .....15

\*Choose from remaining ANT, PSY, or SOC courses.

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at all campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Biology (AA/AS)

---

##### *Associate in Arts (AA) Biology*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

It is recommended that students complete CHE 101 and 102 as their core lab science, and complete MAT 200 as their core math/science elective.

##### Concentration

BIO 211.....	6
BIO 212.....	6
Three courses from:	
BIO 207/208/230/270/299,	
HE 200/250/251	
PHY 111/112 .....	18
Total Concentration .....	30
Total Quarter Hours .....	110/113

Offered at Augusta, Fairburn, Milledgeville, Online, Warner Robins, and Valdosta.

---

##### *Associate in Science (AS) Biology*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

It is recommended that students complete CHE 101 and 102 as their core lab science, and complete MAT 200 as their core math/science elective.

##### Concentration

BIO 211.....	6
BIO 212.....	6
Three courses from:	
BIO 207/208/230/270/299,	
HE 200/250/251	
PHY 111/112 .....	18
Total Concentration .....	30
Total Quarter Hours .....	110/113

Offered at Augusta, Fairburn, Milledgeville, Online, Warner Robins, and Valdosta.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Business Administration (AA/AS)

---

#### *Associate in Arts (AA) Business Administration*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

ACC 201.....	5
ACC 202.....	5
ECO 201.....	5
ECO 202.....	5
BUS 204 or BUS 206A.....	5
Total Concentration .....	25
Total Quarter Hours .....	105/108

Offered at all campuses.

---

#### *Associate in Science (AS) Business Administration*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

ACC 201.....	5
ACC 202.....	5
ECO 201.....	5
ECO 202.....	5
BUS 204 or BUS 206A.....	5
Total Concentration .....	25
Total Quarter Hours .....	105/108

Offered at all campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Communications (AA/AS)

---

##### *Associate in Arts (AA) Communications*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

###### Concentration

Communications Courses\* ..... 10

\*May be chosen from any Communications courses not taken in Core Requirements

Choose 3 additional courses from the following:

COM/ART 194/BUS 204/CIS 207/CIS 208/

CIS 209/ENG 110/MUS 194/PHI 200/THE 194/

PSY 200/PSY 203/PSY 205/SOC 200/

SOC 207 ..... 15

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at Augusta, Fairburn, Milledgeville, Online, Valdosta, and Warner Robins campuses.

---

##### *Associate in Science (AS) Communications*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

###### Concentration

Communications Courses\* ..... 10

\*May be chosen from any Communications courses not taken in Core Requirements

Choose 3 additional courses from the following:

COM/ART 194/BUS 204/CIS 207/CIS 208/

CIS 209/ENG 110/MUS 194/PHI 200/THE 194/

PSY 200/PSY 203/PSY 205/SOC 200/

SOC 207 ..... 15

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at Augusta, Fairburn, Milledgeville, Online, Valdosta, and Warner Robins campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Computer Information Systems (AAS)

---

##### *Associate in Applied Science (AAS) Computer Information Systems*

Successful Completion of [Core Requirements](#) 43/46 quarter hours

##### Concentration

CIS 207 ..... 5

CIS 208 ..... 5

CIS 210 ..... 5

CIS 211 ..... 5

CIS 220 ..... 5

CIS 230 ..... 5

Choose 20 Quarter Hours from the following:

CIS 202/203/204/205/209;

BUS 204/206A; MGT 210 ..... 20

Total Concentration ..... 50

Total Quarter Hours ..... 93/101

Offered at Atlanta, Augusta, and Online campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Criminal Justice (AA/AS/AAS)

---

#### *Associate in Arts (AA) Criminal Justice*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

##### Concentration

CRJ 100.....5

CRJ 208.....5

Criminal Justice Electives\* .....15

\*Any CRJ, PSY, or SOC courses not  
taken or ANT 201, HSE 299, PLS 105

Total Concentration .....25

Total Quarter Hours ..... 105/108

Students with law enforcement training may have applicable credit in some areas. (See section on transfer of credit.) Corrections officers who have completed work with GSU division of Justice Administration may apply those hours.

Offered at all campuses.

---

#### *Associate in Science (AS) Criminal Justice*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

##### Concentration

CRJ 100.....5

CRJ 208.....5

Criminal Justice Electives\* .....15

\*Any CRJ, PSY, or SOC courses not  
taken or ANT 201, HSE 299, PLS 105

Total Concentration .....25

Total Quarter Hours ..... 105/108

Students with law enforcement training may have applicable credit in some areas. (See section on transfer of credit.) Corrections officers who have completed work with GSU division of Justice Administration may apply those hours.

Offered at all campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

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#### *Associate in Applied Science (AAS) Criminal Justice*

Successful Completion of [Core Requirements](#) 43/46 quarter hours

##### Concentration

CRJ 100 .....	5
CRJ 103 .....	5
CRJ 104 .....	5
CRJ 200 .....	5
CRJ 204 .....	5
CRJ 208 .....	5

Choose 25 Quarter Hours from the following:

any CRJ, SOC or PSY classes not taken,  
or ANT 201, COM 101, HSE 101,

HSE 299, PLS 105.....25

Total Concentration .....55

Total Quarter Hours..... 98/101

Students with law enforcement training may have applicable credit in some areas. (See section on transfer of credit.) Corrections Officers who have completed work with GSU division of Justice Administration may use those hours in the AAS concentration in conjunction with CRJ 101 and CRJ 208.

Offered at Atlanta, Augusta, Milledgeville, and online campuses.



## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Early Care and Education (AA/AS)

Students are no longer allowed to enter this degree program. Students currently enrolled have until March 2013 to complete.

---

#### *Associate in Arts (AA) Early Care and Education*

(Birth to Five)

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

EDN 216 .....	5
EDN 226 .....	5
EDN 236 .....	5
ECE 206 .....	5
ECE 246 .....	5
ECE 256 .....	5
Total Concentration .....	30
Total Quarter Hours .....	110/113

Offered at Atlanta, Columbus, Milledgeville, Robins and Valdosta campuses.

---

#### *Associate in Science (AS) Early Care and Education*

(Birth to Five)

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

EDN 216 .....	5
EDN 226 .....	5
EDN 236 .....	5
ECE 206 .....	5
ECE 246 .....	5
ECE 256 .....	5
Total Concentration .....	30
Total Quarter Hours .....	105/108

Offered at Atlanta, Columbus, Milledgeville, Robins and Valdosta campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Education Early Childhood (AA/AS)

---

#### *Associate in Arts (AA) Education Early Childhood*

(Early Childhood Majors Pre-K to 5th Grade)

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

ISC 201 ..... 5

ISC 202 ..... 5

EDN 216 ..... 5

EDN 226 ..... 5

EDN 236 ..... 5

MAT 208..... 5

Total Concentration ..... 30

Total Quarter Hours ..... 110/113

Offered at all campuses.

---

#### *Associate in Science (AS) Education Early Childhood*

(Early Childhood Majors Pre-K to 5th Grade)

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

ISC 201 ..... 5

ISC 202 ..... 5

EDN 216 ..... 5

EDN 226 ..... 5

EDN 236 ..... 5

MAT 208..... 5

Total Concentration ..... 30

Total Quarter Hours ..... 110/113

Offered at all campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Education Middle Grades (AA/AS)

---

#### *Associate in Arts (AA) Education Middle Grades*

(Middle Grade Majors 4th-8th Grade)

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

EDN 216 ..... 5

EDN 226 ..... 5

EDN 236 ..... 5

Electives\* ..... 15

\*15 hours course work in concentration area

Total Concentration ..... 30

Total Quarter Hours ..... 110/113

Offered at all campuses.

---

#### *Associate in Science (AS) Education Middle Grades*

(Middle Grade Majors 4th-8th Grade)

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

Concentration

EDN 216 ..... 5

EDN 226 ..... 5

EDN 236 ..... 5

Electives\* ..... 15

\*15 hours course work in concentration area

Total Concentration ..... 30

Total Quarter Hours ..... 105/108

Offered at all campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Education Secondary (AA/AS)

---

#### *Associate in Arts (AA) Education Secondary*

(High School Majors 6th-12th grade)

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

EDN 216 ..... 5

EDN 226 ..... 5

EDN 236 ..... 5

Electives\* ..... 15

\*15 hours course work in concentration area

Total Concentration ..... 30

Total Quarter Hours ..... 110/113

Offered at all campuses.

---

#### *Associate in Science (AS) Education Secondary*

(High School Majors, 6th-12th grade)

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

EDN 216 ..... 5

EDN 226 ..... 5

EDN 236 ..... 5

Electives\* ..... 15

\*15 hours course work in concentration area

Total Concentration ..... 30

Total Quarter Hours ..... 108/108

Offered at all campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### English (AA)

---

##### *Associate in Arts (AA) English*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

SPA 201/FRE 201/GER 201..... 5

Completion of the literature survey course set started in the core curriculum (ENG 201 & 202, ENG 221 & 222, or ENG 231 & 232) 5

3 of the following courses not previously taken:

ENG 201/202/210/221/222/231/232 15

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at Fairburn, Milledgeville, Online, and Robins campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### General Studies (AA/AS/AAS)

---

#### *Associate in Arts (AA) General Studies*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

Electives\* ..... 25

\*May be chosen from any courses not taken in Core Requirements

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at all campuses.

---

#### *Associate in Science (AS) General Studies*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

Electives\* ..... 25

\*May be chosen from any courses not taken in Core Requirements

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at all campuses.

---

#### *Associate in Applied Science (AAS) General Studies*

Successful Completion of [Core Requirements](#) 43/46 quarter hours Concentration

Electives\* ..... 50/55

\*May be chosen from any courses not taken in Core Requirements

Total Concentration ..... 50/55

Total Quarter Hours ..... 93/101

Offered at Atlanta, Augusta, Milledgeville, Online, and Valdosta campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Health and Human Performance (AS/AAS)

---

##### *Associate in Science (AS) Health and Human Performance*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

###### Concentration

BIO 208.....6

BIO 103.....2

HPE 202 .....3

Electives\* .....15

\*Choose three courses from: HPE 255,

EDN 202, NTR 110, PSY 200, HPE 250

Total Concentration .....26

Total Quarter Hours ..... 101/104

Offered at Atlanta, Milledgeville, Online, Robins, and Valdosta campuses.

---

##### *Associate in Applied Science (AAS) Health and Human Performance*

Successful Completion of [Core Requirements](#) 43/46 quarter hours

###### Concentration

BIO 103.....2

BIO 207.....6

BIO 208.....6

EDN 202 .....5

HPE 200 .....5

HPE 202 .....3

HPE 250 .....5

HPE 255 .....5

NTR 110.....5

PSY 200.....5

PSY 203.....5

Total Concentration ..... 52

Total Quarter Hours ..... 95/98

Offered at Atlanta, Milledgeville, and Online campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Health and Physical Education (AS/AAS)

---

#### *Associate in Science (AS) Health and Physical Education*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

##### Concentration

EDN 236 .....	5
HPE 200 .....	5
PSY 200.....	5
BIO 208.....	6
Elective* .....	5

\*Choose one course from:

EDN 202/216/226; HPE 250

Total Concentration ..... 26

Total Quarter Hours ..... 101/104

Offered at Atlanta, Columbus, Milledgeville, Online, Robins and Valdosta campuses.

---

#### *Associate in Applied Science (AAS) Health and Physical Education*

Successful Completion of [Core Requirements](#) 43/46 quarter hours

##### Concentration

BIO 103.....	2
BIO 207.....	6
EDN 202 .....	5
EDN 216 .....	5
EDN 226 .....	5
EDN 236 .....	5
HPE 200 .....	5
HPE 202.....	3
HPE 250 .....	5
HPE 255 .....	5
PSY 200.....	5

Total Concentration ..... 51

Total Quarter Hours ..... 94/97

Offered at Atlanta, Milledgeville, and Online campuses.



## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### History (AA/AS)

---

##### *Associate in Arts (AA) History*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

History Courses\* ..... 15

Electives\*\* ..... 10

\*May be chosen from any History courses  
not taken in Core Requirements

\*\*Choose two additional courses from the  
following: ANT/ECO/HIS/PLS/PSY/SOC

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at all campuses.

---

##### *Associate in Science (AS) History*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

History Courses\* ..... 15

Electives\*\* ..... 10

\*May be chosen from any History courses  
not taken in Core Requirements

\*\*Choose two additional courses from the  
following: ANT/ECO/HIS/PLS/PSY/SOC

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at all campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Homeland Security and Emergency Management (AA/AS)

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#### *Associate in Arts (AA) Homeland Security and Emergency Management*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

##### Concentration

HSE 101 ..... 5

HSE 299 ..... 5

Electives\* ..... 15

\*Choose three courses from:

CRJ 100/103/110;

COM 101; HIS 102;

MGT 210/232; PLS 200;

SOC 200

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at all campuses.

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#### *Associate in Science (AS) Homeland Security and Emergency Management*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

##### Concentration

HSE 101 ..... 5

HSE 299 ..... 5

Electives\* ..... 15

\*Choose three courses from:

CRJ 100/103/110;

COM 101; HIS 102;

MGT 210/232; PLS 200;

SOC 200

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at all campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Information Technology (AA/AS)

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#### *Associate in Arts (AA) Information Technology*

Successful Completion of Core Requirements: 80/83 quarter hours  
Concentration

##### OPTION 1

CIS 210.....	5
CIS 211.....	5
CIS 207.....	5
CIS 208.....	5
Elective* .....	5/6
*Choose one course from the following:	
CIS 203/204/205/209/213/220/230	
MAT 112/200	
MAT 201/202/203	
ACC 201/202	

Total Concentration ..... 25/26

Total Quarter Hours ..... 105/109

OR

##### OPTION 2

CIS 210 .....	5
CIS 211 .....	5
CIS 212 .....	5
Electives* .....	10/12
*Choose two courses from the following:	
CIS 203/204/205/209/213/220/230	
MAT 112/200	
MAT 201/202/203	
ACC 201/202	

Total Concentration ..... 25/27

Total Quarter Hours ..... 105/110

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, and Warner Robins campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

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#### *Associate in Science (AS) Information Technology*

Successful Completion of [Core Requirements](#): 75/78 quarter hours  
Concentration

##### OPTION 1

CIS 210.....	5
CIS 211.....	5
CIS 207.....	5
CIS 208.....	5
Elective* .....	5/6
*Choose one course from the following:	
CIS 203/204/205/209/213/220/230	
MAT 112/200	
MAT 201/202/203	
ACC 201/202	

Total Concentration ..... 25/26

Total Quarter Hours ..... 100/104

OR

##### OPTION 2

CIS 210 .....	5
CIS 211 .....	5
CIS 212 .....	5
Electives* .....	10/12
*Choose two courses from the following:	
CIS 203/204/205/209/213/220/230	
MAT 112/200	
MAT 201/202/203	
ACC 201/202	

Total Concentration ..... 25/26

Total Quarter Hours ..... 100/104

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, and Warner Robins campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### International Affairs (AA/AS)

Students are no longer allowed to enter this degree program. Students currently enrolled have until March 2013 to complete.

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##### *Associate in Arts (AA) International Affairs*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

To include in Social Sciences, HIS 101A, HIS 102A, HIS 122, PLS 101

##### Concentration

PLS 200 ..... 5

ECO 201 ..... 5

ECO 202 ..... 5

Electives\* ..... 10

\*Choose two additional courses from the following:

REL 220, HIS 200, SOC 200 or PSY 200

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at Atlanta, Augusta, Milledgeville, Robins and Valdosta campuses.

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##### *Associate in Science (AS) International Affairs*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

To include in Social Sciences, HIS 101A, HIS 102A, HIS 122, PLS 101

##### Concentration

PLS 200 ..... 5

ECO 201 ..... 5

ECO 202 ..... 5

Electives\* ..... 10

\*Choose two additional courses from the following:

REL 220, HIS 200, SOC 200 or PSY 200

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at Atlanta, Augusta, Milledgeville, Robins and Valdosta campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Logistics Management (AA/AS)

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##### *Associate in Arts (AA) Logistics Management*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration (choose one group from the following three groups)

ACC 201 and ACC 202 .....	10
ECO 201 and ECO 202 .....	10
BUS 204 or BUS 206A.....	5
OR	
ACC 201 and ACC 202 .....	10
BUS 204 and BUS 206A .....	10
MGT 210.....	5
OR	
ECO 201 and ECO 202 .....	10
BUS 204 and BUS 206A .....	10
MGT 210.....	5
Total Concentration .....	25
Total Quarter Hours .....	105/108

Offered at Atlanta, Milledgeville, Online, Robins, and Valdosta campuses.

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##### *Associate in Science (AS) Logistics Management*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration (choose one group from the following three groups)

ACC 201 and ACC 202 .....	10
ECO 201 and ECO 202 .....	10
BUS 204 or BUS 206A.....	5
OR	
ACC 201 and ACC 202 .....	10
BUS 204 and BUS 206A .....	10
MGT 210.....	5
OR	
ECO 201 and ECO 202 .....	10
BUS 204 and BUS 206A .....	10
MGT 210.....	5
Total Concentration .....	25
Total Quarter Hours .....	100/103

Offered at Atlanta, Milledgeville, Online, Robins, and Valdosta campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Paralegal Studies (AA/AS)

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##### *Associate in Arts (AA) Paralegal Studies*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

PLG 110 ..... 5

PLG 120 ..... 5

Electives\* ..... 15

\*Choose three additional courses from:

BUS 206; CRJ 100/103/201/208

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, Robins, and Valdosta campuses.

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##### *Associate in Science (AS) Paralegal Studies*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

PLG 110 ..... 5

PLG 120 ..... 5

Electives\* ..... 15

\*Choose three additional courses from:

BUS 206; CRJ 100/103/201/208

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at Augusta, Columbus, Fairburn, Milledgeville, Online, Robins, and Valdosta campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Pre-Nursing (AA/AS)

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##### *Associate in Arts (AA) Pre-Nursing*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

BIO 207..... 6

BIO 208..... 6

BIO 299..... 6

PSY 203 or PSY 205 ..... 5

Math/Science Elective\* ..... 5

(MAT 200 or NTR 110 recommended.)

\*May be chosen from BIO/BOT/CHE/MAT/NTR/PHY/PSC

Total Concentration ..... 28/29

Total Quarter Hours ..... 108/113

Note: Requirements at four-year nursing schools vary. The student is charged with coordinating his or her course of study with the requirements listed in the catalog published by the nursing school of choice.

Offered at all campuses.

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##### *Associate in Science (AS) Pre-Nursing*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

BIO 207..... 6

BIO 208..... 6

BIO 299..... 6

PSY 203 or PSY 205 ..... 5

Math/Science Elective\* ..... 5

(MAT 200 or NTR 110 recommended.)

\*May be chosen from BIO/BOT/CHE/MAT/NTR/PHY/PSC

Total Concentration ..... 28/29

Total Quarter Hours ..... 103/104

Note: Requirements at four-year nursing schools vary. The student is charged with coordinating his or her course of study with the requirements listed in the catalog published by the nursing school of choice.

Offered at all campuses.



## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Psychology (AA/AS)

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##### *Associate in Arts (AA) Psychology*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

PSY 200..... 5

MAT 200..... 5

Any two PSY courses not previously used                      10

Elective\* ..... 5/6

\*Choose one course from the following:

BIO/CHE/FRE/GEO/GER/HIS/MAT/PHI/PSC/PHY/SOC/SPA

Total Concentration ..... 25/26

Total Quarter Hours ..... 105/109

Offered at all campuses.

---

##### *Associate in Science (AS) Psychology*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

PSY 200..... 5

MAT 200..... 5

Any two PSY courses not previously used                      10

Elective\* ..... 5/6

\*Choose one course from the following:

BIO/CHE/FRE/GEO/GER/HIS/MAT/PHI/PSC/PHY/SOC/SPA

Total Concentration ..... 25/26

Total Quarter Hours ..... 100/104

Offered at all campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Social Work (AA/AS)

##### *Associate in Arts (AA) Social Work*

Successful Completion of Core Requirements: 80/83 quarter hours

##### Concentration

SOC 200.....	5
SOC 205.....	5
SWK 101 .....	5
SWK 150 .....	5
SWK 200 .....	5
Total Concentration .....	25
Total Quarter Hours .....	105/108

Offered at Augusta, Columbus, Fairburn, Online, and Valdosta campuses.

##### *Associate in Science (AS) Social Work*

Successful Completion of Core Requirements: 75/78 quarter hours

##### Concentration

SOC 200.....	5
SOC 205.....	5
SWK 101 .....	5
SWK 150 .....	5
SWK 200 .....	5
Total Concentration .....	25
Total Quarter Hours .....	100/103

Offered at Augusta, Columbus, Fairburn, Online, and Valdosta campuses.

## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

#### Sociology (AA/AS)

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##### *Associate in Arts (AA) Sociology*

Successful Completion of [Core Requirements](#): 80/83 quarter hours

Concentration

Sociology Courses\* ..... 15

Electives\*\* ..... 10

\* May be chosen from any Sociology courses not taken in Core Requirements

\*\*Choose two additional courses from the following:

ANT/ECO/HIS/PLS/PSY/SOC

Total Concentration ..... 25

Total Quarter Hours ..... 105/108

Offered at all campuses.

---

##### *Associate in Science (AS) Sociology*

Successful Completion of [Core Requirements](#): 75/78 quarter hours

Concentration

Sociology Courses\* ..... 15

Electives\*\* ..... 10

\* May be chosen from any Sociology courses not taken in Core Requirements

\*\*Choose two additional courses from the following:

ANT/ECO/HIS/PLS/PSY/SOC

Total Concentration ..... 25

Total Quarter Hours ..... 100/103

Offered at all campuses.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Core Curriculum for the Associate in Arts Degree

The core curriculum of the AA degree at GMC includes those courses that the faculty members of the college have identified as central to the development of the proficiencies of a Georgia Military College student. The core courses are also those in common with the core requirements of most senior colleges and universities throughout the United States. This curriculum facilitates transfer, after graduation from GMC, to a four-year program at senior colleges.

#### Essential Skills (15 quarter hours)

ENG 101 .....	5
ENG 102 .....	5
MAT 106, 109 or higher .....	5

#### Institutional Options (8-9 quarter hours)

GMC 101 (College Success)* .....	3
GMCA 154 (Character Above All) .....	3
One of the following:	
PED .....	2
WEL 154 .....	2
HPE 202* .....	3
HPE 204 .....	2
HPE 205 .....	2

\*All first-time freshmen and transfer students in unsatisfactory academic standing must complete must complete GMC 101, College Success, in the first quarter of enrollment. This requirement may be waived on an individual basis by appealing to the Academic Dean or DLC Assistant Dean.

\*\*HPE 202 recommended for Education Majors

#### Humanities/ Fine Arts (15 quarter hours)

One of the following:	
ENG 201/202/221/222 .....	5
Foreign Language* .....	10
Choose from the following:	
FRE 101 and 102 or	
GER 101 and 102 or	
SPA 101 and 102	

\*GMC accepts foreign language credit for other languages completed at regionally accredited colleges or universities and foreign languages certified by the ACE Guide for armed forces personnel under SOCAD, SOCNAV or from CCAF.

#### Natural Science, Math and Technology (22-24 quarter hours)

Choose any two lab sciences .....	12
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## Georgia Military College Catalog

### Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

CIS 200 or equivalent ..... 5/6  
Math or Science elective..... 5/6  
    Choose one course from the following: BIO/CHE/MAT\*/NTR/PHY/PSC  
    (MAT 200 recommended for Education Majors)

\*A student who successfully completes MAT 106 or MAT 109 for the Essential Skills requirement cannot use MAT 106 or MAT 109 to satisfy the Math/Science Elective

#### **Social Sciences (20 quarter hours)**

HIS 101A or 102A ..... 5  
HIS 121 or 122 ..... 5  
PLS 101 ..... 5  
Social Science elective ..... 5  
    Choose one course from the following:  
    ANT/ECO/GEO/HIS/PLS/PSY/SOC  
    (ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education Majors)

Core Curriculum ..... 80/83  
Concentration AA..... 25/30  
Total Quarter Hours ..... 105/113

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Core Curriculum for the Associate in Science Degree

The core curriculum of the AA degree at GMC includes those courses that the faculty members of the college have identified as central to the development of the proficiencies of a Georgia Military College student. The core courses are also those in common with the core requirements of most senior colleges and universities throughout the United States. This curriculum facilitates transfer, after graduation from GMC, to a four-year program at senior colleges.

#### Essential Skills (15 quarter hours)

ENG 101 .....	5
ENG 102 .....	5
MAT 106, 109 or higher .....	5

#### Institutional Options (8-9 quarter hours)

GMC 101 (College Success)* .....	3
GMCA 154 (Character Above All) .....	3
One of the following:	
PED .....	2
WEL 154 .....	2
HPE 202* .....	3
HPE 204 .....	2
HPE 205 .....	2

\*All first-time freshmen and transfer students in unsatisfactory academic standing must complete must complete GMC 101, College Success, in the first quarter of enrollment. This requirement may be waived on an individual basis by appealing to the Academic Dean or DLC Assistant Dean.

\*\*HPE 202 recommended for Education Majors

#### Humanities/ Fine Arts (10 quarter hours)

One of the following:	
ENG 201/202/221/222 .....	5
Humanities elective: .....	5
One of the following:	
ART 194/ENG/FRE/GER/MUS 194/REL/SPA/COM/THE 194	5

\*GMC accepts foreign language credit for other languages completed at regionally accredited colleges or universities and foreign languages certified by the ACE Guide for armed forces personnel under SOCAD, SOCNAV or from CCAF.

#### Natural Science, Math and Technology (22-24 quarter hours)

Choose any two lab sciences .....	12
CIS 200 or equivalent .....	5/6
Math or Science elective .....	5/6

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Choose one course from the following: BIO/CHE/MAT\*/NTR/PHY/PSC  
(MAT 200 recommended for Education Majors)

\*A student who successfully completes MAT 106 or MAT 109 for the Essential Skills requirement cannot use MAT 106 or MAT 109 to satisfy the Math/Science Elective

#### **Social Sciences (20 quarter hours)**

HIS 101A or 102A ..... 5

HIS 121 or 122 ..... 5

PLS 101 ..... 5

Social Science elective ..... 5

Choose one course from the following:

ANT/ECO/GEO/HIS/PLS/PSY/SOC

(ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education Majors)

Core Curriculum ..... 75/78

Concentration AA..... 25/30

Total Quarter Hours ..... 100/108

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### Core Curriculum for the Associate in Applied Science Degrees

The Associate in Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career oriented Bachelors degree programs. While some four-year colleges offer the bachelor of applied science degree, many do not. Therefore, students completing the AAS degree who have decided to pursue a higher degree need to ensure their selected four-year college offers the Bachelor of Applied Science or similar degree in their concentration degree prior to enrolling.

Please note that many colleges who do not offer the AAS degree may accept core curriculum course work on a course-by-course evaluation for transfer.

#### Essential Skills (15 quarter hours)

ENG 101 .....	5
ENG 102 or COM 101 .....	5
MAT 106/109 or higher.....	5

#### Institutional Options (8-9 quarter hours)

GMC 101 (College Success)* .....	3
GMCA 154 (Character Above All).....	3
Choose one of the following:	
PED.....	2
WEL 154 .....	2
HPE 202 .....	3
HPE 204 .....	2
HPE 205 .....	2

\*All first-time freshmen and transfer students in unsatisfactory academic standing must complete must complete GMC 101, College Success, in the first quarter of enrollment. This requirement may be waived on an individual basis by appealing to the Academic Dean or DLC Assistant Dean.

#### Natural Science and Technology (10-12 quarter hours)

Choose one of the following:.....	5-6
BIO 105/BIO 115/BIO 123*/NTR 110**/PSC 100/PSC 101/PSC 102	5/6

\*BIO 123 recommended for AAS Health and Human Performance and Health and Physical Education Majors

\*\*The following can be used for NTR 110: NTR 107, 108 & 109  
CIS 200 or equivalent ..... 5/6

#### Social Sciences (10 quarter hours)

HIS 121 or 122.....	5
PLS 101 .....	5



**Georgia Military College Catalog**  
**Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

Core.....	43/46
Concentration .....	50/55
Total .....	93/101

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

#### **Regents' Exam**

##### **WHO SHOULD TAKE THE REGENTS' EXAM**

Students entering Georgia Military College in programs leading to the award of the Associate in Arts or Associate in Science degree will want to pass the Regents' Exam before transferring to an educational institution in Georgia that requires the Board of Regents' exam for graduation. If a student has not passed both parts of this exam, then the follow-on institution may require transfer students to enroll in a Regents' remedial course before attempting the test again. Students are advised to check with their follow-on institution concerning this requirement.

##### **REGENTS' EXAM POLICY DESCRIPTION AND SCORING OF THE EXAM**

The Regents' Exam consists of two parts. Part one is a sixty-minute Reading Exam where students read passages and answer multiple choice questions relating to vocabulary, inference, analysis, and fact finding. Part two is a sixty-minute Writing Exam where students are given several topics and are asked to select a topic and write an essay addressing that topic.

To receive a passing score on the Regents' Reading Exam, a student must make a 61 or higher, and to receive a passing score on the Regents' Writing Exam, a student must make a 2 or higher.

##### **REGENTS' EXAM ACCOMMODATIONS POLICY**

Limited accommodations may be arranged for students with learning disabilities that have been certified by the college's Assistant Director of Academic Support Services and that have been in place while the student has been attending Georgia Military College. The college will not certify an accommodation request for any student who has not had such accommodation prior to registration for the Regents' Exam. Students with certification should consult with the Assistant Director of Academic Support Services or the Distant Learning Center Director prior to requesting to register for the Regents' Exam.

##### **EXEMPTION FOR NON-NATIVE SPEAKERS OF ENGLISH**

Students who can demonstrate that their native language is not English will be given the option of taking the standard Regents' Exam or of following special procedures, where students are allowed extended time and may use a translation dictionary that they supply. The essay test is locally developed and uses topics not requiring knowledge specific to American culture. The essays are evaluated locally by three raters selected from Georgia Military College faculty and staff who use scoring procedures comparable to those used for the Regents' Exam. The reading test will be administered and graded by a Georgia Military College faculty or staff person. However, if a student selects this option, then this policy can only be guaranteed to apply to Georgia Military College guidelines and policies and may not fulfill the Regents' requirement at another institution.

##### **WHEN AND HOW TO REGISTER FOR THE REGENTS' EXAM**

When to Take the Regents' Exam:

Georgia Military College students can register for the Regents' Exam while enrolled in ENG 102; however, the student must attempt the Regents' Test after completing ENG 102 with a "C" or better. Students not completing the Regents' Exam before accruing 60 quarter hours must enroll in RTR 090 and

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

RTE 090 and shall continue such enrollment until such time as the Regents' Exam is successfully completed.

Students transferring to Georgia Military College who have transferred in the course equivalency of ENG 102, Composition II, or who come from a program where the Regents' Exam is not required should take the Regents' Exam during their first or second quarter of enrollment in a degree program with GMC. Those transfer students who have not passed the Regents' Exam before their third quarter of enrollment must take the RTR 090 and RTE 090 classes.

#### **Registering for the Regents' Exam:**

No student shall be allowed to sit for the Regents' Exam unless they are enrolled in the college for the term of the test. Georgia Military College students enrolled for that term must arrange for the Regents' Exam through the appropriate office of their campus to secure a test date and time and pay their Regents' Exam fee. If taking the Regents' Exam for the first time, the student must register for both elements. This is a non-refundable fee payable each time a test date is arranged. GMC students may only take their test at their campus designated Regents' College or University Test Center and must show proper photo identification before being admitted to take the test. A student's advisor can assist the student in registering for the Regents' Exam.

#### **CONSEQUENCES FOR FAILING THE REGENTS' EXAM**

##### **Failing the Regents' Exam Once:**

A student, who fails both the Reading and Writing elements, is allowed to retake one or both parts of the Regents' Exam. If one component is passed and another failed, then only that portion failed must be retaken.

##### **Failing the Regents' Exam More Than Once:**

If a student fails a portion of the Regents' Exam on the second attempt, then a skills course is required in the area that the student failed prior to attempting the failed test succeeding times. The required skills course is either or both RTR 090, Regents' Reading Exam or RTE 090, Regents' Essay Writing. (See below for an explanation of these skills courses.) A student must continue to take the course or courses required until that student passes the Regents' Exam.

##### **Explanation of Regents' Courses:**

Regents' skills courses, RTR 090, Regents' Reading Test and RTE 090, Regents' Essay Writing, are institutional credit courses designed to assist students in improving their skills to a level of proficiency essential to successful completion of the tests. If a student fails the Regent's Reading Exam twice, then the student must enroll in the RTR 090 Regents' Reading Exam Preparation course. If the student fails the Regents' Writing Exam twice, then the student must enroll in the RTE 090, Regents' Writing Exam Preparation course. The description of these courses is located in the course description section of the catalog.

The course is graded using the following scale: S, U, or I. These grades will be determined according to the following guidelines:

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### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

**S (Satisfactory)** = The grade of S is assigned when a student successfully completes the Regents' skills course and successfully passes the Regents' Test after completing the course.

**U (unsatisfactory)** = The grade of U is assigned when a student fails to successfully complete the Regents' skills course or has failed the Regents' Test after completing the course.

**I (incomplete)** = Any student taking and passing the skills course, but who has not taken the Regents' Test by the end of the course, will be assigned the grade of I. The grade of I will be changed to a grade of S or a grade of U based on successful or unsuccessful completion of the Regents' Test, respectively.

**Appeal a Failing Score on the Regents' Writing Exam:**

A student may appeal a failing score on the Regents' Essay Exam if the student received at least one passing grade. To initiate the appeal, the student must contact his/her advisor, who will notify the Chair of the Humanities and Education Division after determining, from the Registrar's office, if the student obtained at least one passing score of a 2 or 3. The review must be initiated within the first three weeks of the student's quarter of enrollment after the quarter in which the Writing Test was failed. The Humanities and Education Division Chair will have the essay reviewed by a committee of at least three Georgia Military College English faculty members, and this committee decides whether the essay should be appealed to the Regents' Board, or the test score should not be contested. If the committee chooses to forward the essay to the Regents' Board, then that committee will decide if the essay score should remain the same or change. The Regents' Board will then notify the Chair of the Humanities and Education Department, who will notify the advisor and the student as soon as the determination has been made by the board.

**Appeal a Failing Score on the Regents' Reading Exam:**

Students may elect to pay a fee to have their Reading Exam hand-scored. However, the scoring methods used for the Regents' Reading Exam are highly reliable and accurate. Each reading test answer sheet is machine-scored twice, and hand-scoring has never resulted in a change in a student's score. If you first bubbled in an incorrect answer, erased it and then marked the correct answer, the machine would detect the difference between the erasure and your correct answer.

# Georgia Military College Catalog

## Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)

### What Classes Are Offered?

#### Course Numbering

A uniform course numbering system is used for all courses in accordance with the following guidelines.

- Courses numbered 000 – 099 are for Learning Support Services courses. Credits in these courses are not applicable toward any degree programs.
- Courses numbered 100 – 199 are freshman level courses applicable toward associate degrees.
- Courses numbered 200 – 299 are sophomore level courses applicable toward associate degrees.
- Course numbers ending in zero are generally introductory courses.
- Course numbers ending in 1, 2, 3, 4, and 5 are generally sequence courses. For example: English 101 precedes English 102.

#### Course Descriptions

Courses offered at Georgia Military College are listed in this section of the catalog. Not every course is offered every term. A student should check the schedule of classes at each campus for the particular term he/she wishes to attend.

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#### Accounting (ACC)

##### *ACC 201 Principles Of Accounting I ..... 5 qh*

A study of the underlying theory and application of managerial accounting concepts. It includes the study of accounting cycle, the preparation and interpretation of basic financial statements, and the study of fundamental accounting principles.

##### *ACC 202 Principles Of Accounting II ..... 5 qh*

A study of the underlying theory and application of managerial accounting concepts. It is a continuation of ACC 201 as a decision making tool. It includes introductions to concepts, principles, and procedures used by managers for planning, control, and other business decisions. Prerequisite: ACC 201.

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#### Anthropology (ANT)

##### *ANT 201 Anthropology ..... 5 qh*

An introduction to the study of human origins, development, behavior and culture. Includes paleontology, archeology, and principal aspects of sociocultural organization.

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#### Aerospace Studies (ARS)

**ARS 101 U. S. Air Force and Officership ..... 1 qh**

Introduction to the history, mission, organization, and doctrine of the United States Air Force. Includes military customs and courtesies, communication, officership, and Air Force job specialties.

**ARS 102 Air Force Commands ..... 1 qh**

A study of the various specified, unified, and joint commands that make up the structure of the Air Force. Focus is on the mission, organization, capabilities, and weapon systems of each command.

**ARS 103 The Air Force Today ..... 1 qh**

Introduction to flight, geopolitics, the military balance, and terrorism. Includes a survey of relations with other branches of the Armed Services.

**ARS 104 Team Building ..... 1 qh**

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include team building, diversity training, and Oath of Office. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. Prerequisite: ARS 103.

**ARS 201 Growth of Air Power ..... 1 qh**

Traces the events and elements in the history of air power that provided a significant impact on United States strategy.

**ARS 202 Concepts of Air Power ..... 1 qh**

Traces the development of concepts for the employment of air power to support national objectives.

**ARS 203 Air Power Technology ..... 1 qh**

Focuses upon factors that prompted research and technological change to improve the effectiveness of air power.

**ARS 204 Air Power in the Post-Cold War Era..... 1 qh**

Course is designed to introduce students to the evolution of the United States Air Force in the Post-Cold war era. Featured topics include the Persian Gulf War, conflict in the former Republic of Yugoslavia, and Post-Cold war operations. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. Prerequisite: ARS 203.

**ARS 299 Air Force ROTC Leadership Lab ..... 1 qh**

Focus upon the practical application of the leadership principles for Air Force officers. Note: AFROTC courses are taught at Valdosta State University by the VSU Military Science faculty.

# Georgia Military College Catalog

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### Art (ART)

#### **ART 191 Art Appreciation I ..... 2 qh**

A history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values.

#### **ART 192 Art Appreciation II ..... 2qh**

A continuation of Art 191.

#### **ART 193 Art Appreciation III ..... 2qh**

A continuation of Art 192.

#### **ART 194 Art Appreciation ..... 5 qh**

A history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values. (Art 191, 192, and 193 combined and taught in one course.)

#### **ART 195 Design I 5..... qh**

A course that helps students develop the skills and understanding of basic two dimensional design, color use, perspective, texture, intensity, and composition. Students will be required to complete projects that will aid in developing these skills and concepts.

#### **ART 196 Drawing I ..... 5 qh**

A beginning drawing course with specific concentration on tools, materials, design, composition, and display and mounting procedures. Some art supplies will be needed.

#### **ART 197 Drawing II ..... 5 qh**

A second level drawing class with an emphasis on mixed media. Students will also learn how to display and conserve their art, and they will be required to produce a portfolio. Prerequisite: ART 196.

#### **ART 198 Painting I ..... 5 qh**

A beginning painting class using acrylics and oil painting on canvas, paper, and board. Slides and lectures about present and past painters will be given, as well as a lecture on the dangers of toxic materials.

#### **ART 199 Painting II ..... 5 qh**

A second level painting class covering advanced techniques and applications. Prerequisite: ART 198.

#### **ART 200 Art and Technology ..... 5 qh**

Art class based on the use and limited mastery of software enabling student to use a digital camera, scanner, and printer. Includes creating and enhancing art.

#### **ART 205 3 Dimensional Design ..... 5 qh**

Continuation of Design I (ART 195). Student will organize in space, employing the use of design elements to create three dimensional sculpture.

# Georgia Military College Catalog

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### Biology (BIO)

#### **BIO 100 Survey of Biology ..... 5 qh**

A survey course emphasizing basic biological principles operating in living organisms with particular reference to the application of these principles to human welfare. This is a non-laboratory science with five lecture/demonstration classes a week. Not designed for transfer.

#### **BIO 103 Medical Terminology ..... 2 qh**

A study of the meanings and origins of medical and scientific terminology to include relevant medical and biological abbreviations and symbols. This course includes basic vocabulary to facilitate understanding and use of terminology in courses required for pre-professional degrees such as Pre-nursing and for other medically related fields.

#### **BIO 105 Environmental Studies ..... 5 qh**

A survey of basic principles of ecology and sources of environmental degradation, with emphasis on the impact of man on the biosphere and potential solutions to environmental problems.

#### **BIO 106 Animal Behavior ..... 5 qh**

An introductory course that includes history, genetics, evolution, mechanisms, behavior, learning and motivation, communication, aggression, mating, and the evolution of behavior patterns and social systems.

#### **BIO 111 Intro to Pharmacology ..... 5 qh**

An introduction to the basic concepts of Pharmacology. Includes drug legislation, the FDA approval process, interpretation of physician's orders, methods of drug delivery, systems of measurement, dosage calculations, mechanisms of absorption, biotransformation and excretion of drugs. The scheduled drugs and substance abuse will be examined along with the study of commonly prescribed drugs influencing the major systems of the body. Prerequisite: MAT 106/109 or higher required; BIO 207 recommended.

#### **BIO 112 Pharmacology I ..... 2 qh**

An introduction to the basic concepts of Pharmacology, focusing on the interpretation of physician's orders, dosage calculations, methods of drug delivery, mechanisms of absorption, biotransformation, excretion of drugs, and the study of drugs targeting the nervous and cardiovascular systems. Prerequisite: MAT 106/109 or higher required; BIO 207 recommended.

#### **BIO 113 Pharmacology II ..... 2 qh**

A study of drugs functioning in infection fighting, the treatment of neoplasia, and treatment of inflammation and immune disorders as well as the study of drugs used in treatment of disorders of respiratory, digestive, and urinary systems. Prerequisite: MAT 106/109 or higher required; BIO 207 recommended.

#### **BIO 114 Pharmacology III ..... 2 qh**

A study of drugs functioning within the endocrine and reproductive systems, along with drugs targeting the musculo-skeletal and integumentary systems, the eyes, and the ears. Prerequisite: MAT 106/109 or higher required; BIO 207 recommended.



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#### **BIO 115 Marine Biology ..... 5 qh**

A basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include: adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there.

#### **BIO 123 General Biology I ..... 6 qh**

An introduction to life processes including principles of cell and molecular biology; the perpetuation of life, origin and diversity; and a study of plants, invertebrates, and vertebrates. Lecture 4 hours; Laboratory 2 hours. Prerequisite: RDG 099 or placement. Students must take BIO 211 to satisfy the requirements of the AA/AS Biology degree.

#### **BIO 124 General Biology II ..... 6 qh**

A continuation of BIO 123, including evolution and a comprehensive survey of organisms within the 5 kingdoms and their adaptations to their environment. Students completing BIO 124 will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises are related to lecture topics. Lecture 4 hours; Laboratory 2 hours. Students must take BIO 212 to satisfy the requirements of the AA/AS Biology degree. Prerequisite: BIO 123.

#### **BIO 207 Human Anatomy & Physiology I ..... 6 qh**

An integration of anatomical structure with physiological function, systematically examining basic histology and the integumentary, skeletal, muscular, nervous, and sensory systems. Laboratory work includes histology, dissection, and physiological experiments. Lecture 4 hours; Laboratory 2 hours. Prerequisite: BIO 123 or BIO 211.

#### **BIO 208 Human Anatomy & Physiology II 6 ..... qh**

A continuation of the study of human systems, with emphasis on the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Laboratory work includes extensive histology, dissection, and physiological experiments appropriate to systems studies. Lecture 4 hours; Laboratory 2 hours. Prerequisite: BIO 207.

#### **BIO 211 Principles of Biology I ..... 6 qh**

This is a majors course designed to explore basic concepts of biology including science as a process, biochemistry, energy transfer, mitosis and meiosis, cell structure and function, cellular energetic, molecular genetics, molecular basis of evolution, reproduction and development. Students completing Principles of Biology I will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises will include, but not be limited to: introductory laboratory techniques and safety, data collection and analysis, microscopy, basic microbiological and biotechnology techniques, genetics and bioenergetics. Students cannot receive credit for BIO 123 and BIO 211. Lecture 4 hours; Laboratory 3 hours. Prerequisites: MAT 106 or higher, RDG 099, ENG 099 or placement.

## Georgia Military College Catalog

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#### **BIO 212 Principles of Biology II ..... 6 qh**

This is the second in a two-part majors course. Principles of Biology II will focus on organisms including diversity and phylogeny, the relationship of biological history to geological time, structure and function of living organisms, principles of ecology, and interaction with the environment. Students completing Principles of Biology II will become biologically literate citizens able to apply biological concepts to the ethical choices they must make throughout life. This course is for science majors. Laboratory exercises will include, but not be limited to: survey of animal phyla including comparative form and function; survey of plant divisions; basic ecological techniques; data collection, analysis, and presentation. Students cannot receive credit for BIO 124 and BIO 212. Lecture 4 hours; Laboratory 3 hours. Prerequisites: BIO 211

#### **BIO 230 General Botany 6 qh**

A study of the structure of leaves, stems, roots, growth, and nutritive processes of plants; the relationship of plants to their environments and plant taxonomy. Lecture 4 hours; Laboratory 2 hours.

#### **BIO 255 Marine Biology ..... 6 qh**

A basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include: adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there. Lecture 4 hours; laboratory 2 hours per week.

#### **BIO 270 General Zoology ..... 6 qh**

A general introduction to zoology, a survey of the structure, physiology, adaptations, and life cycles of animals in each major group from protozoans to humans. Lecture 4 hours; Laboratory 2 hours.

#### **BIO 299 Microbiology ..... 6 qh**

A study of microbial morphology, growth, colonial morphology, biochemistry, physiology, drug resistance, methods of disinfection, and methods of sterilization. Lecture 4 hours; Laboratory 2 hours. Prerequisite: BIO 123 or BIO 211.

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### **Business Office Administration (BOA)**

#### **BOA 101 Introductory Keyboarding ..... 3 qh**

Correct keyboarding techniques and application of skill in entering data related to a business environment.

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# Georgia Military College Catalog

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### Business (BUS)

#### ***BUS 204 Business Communications* ..... 5 qh**

Theory and practice in the organization, content, and style of business letters; the role of business reports and their types; collecting, organizing, and interpreting data; written presentations; oral presentations; practice in writing business letters and reports; and practice in making oral presentations. Prerequisite: ENG 101

#### ***BUS 206A Legal Environment of Business* ..... 5 qh**

A discussion of the ethical, political, social, legal, and regulatory issues of a business environment. Topics will focus on the conflicting rights and duties of individuals, organizations, and other factions in a domestic and global society that lead to the development of ethical awareness, social responsibility, and law.

#### ***BUS 210 Marketing* ..... 5 qh**

Study of marketing channels and institutions; market structure, organization, and behavior; retail, wholesale, and industrial marketing; and governmental regulations.

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### Chemistry (CHE)

#### ***CHE 101 General Chemistry I* ..... 6 qh**

A systematic treatment of atomic structure, molecular formulas, reactions in aqueous solutions, calculations with chemical formulas and equations, the gas laws, thermochemistry, and electronic structure. Lecture 4 hours; Laboratory 2 hours. Prerequisite: MAT 099 or placement.

#### ***CHE 102 General Chemistry II* ..... 6 qh**

A continuation of CHE 101 with emphasis on bonding, molecular geometry, states of matter, solutions, acid-base and oxidation reduction concepts, equilibrium, and nuclear chemistry. Lecture 4 hours, Laboratory 2 hours. Prerequisite: CHE 101.

#### ***CHE 105 Descriptive Chemistry I* ..... 6 qh**

An introduction to general chemistry. A systematic look at the fundamental concepts of the structure and properties of matter. Topics include formulas, chemical structures and equations, solution chemistry, stoichiometric calculations, and equilibrium including acid/base equilibria. Lecture 4 hours; Laboratory 2 hours. Prerequisite: MAT 099 or placement.

#### ***CHE 106 Descriptive Chemistry II* ..... 6 qh**

An overview of the chemistry of organic molecules and an introduction to biochemical concepts. Lecture 4 hours; Laboratory 2 hours. Prerequisite: CHE 105.

#### ***CHE 200 Introductory Biochemistry* ..... 6 qh**

An introduction to the structure and function of biological molecules, their enzymology, metabolism, and energy relationships, DNA and RNA structure, transcription and molecular biology. Prerequisite: CHE 101 and 102 or permission.

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#### ***CHE 250 Organic Chemistry I ..... 6 qh***

An introduction to organic chemistry. A systematic study of the chemistry of alkanes, alkenes, alkyl halides, dienes, alkynes, alicyclic hydrocarbons, and aromatic hydrocarbons, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4 hours; laboratory, 2 hours. Prerequisite: CHE 101 and 102.

#### ***CHE 251 Organic Chemistry II ..... 6 qh***

A continuation of CHE 250 focusing on the chemistry of alcohols, ethers, epoxides, aldehydes, ketones, carboxylic acids, and amines, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4 hours; laboratory, 2 hours. Prerequisite: CHE 250.

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### **Communications (COM)**

#### ***COM 101 Fundamentals of Speech Communication ..... 5 qh***

This course offers an opportunity to learn and apply, in daily life, practical principles of communication. Emphasis is placed on psychological, social, cultural, and linguistic factors, which affect person-to-person interaction. This course is designed to help students improve their communication in both personal and professional contexts. Attention is given to human perceptions, interpersonal dynamics, patterns of inference, listening, and verbal and visual symbols. Pre-requisites: None

#### ***COM 201 Public Speaking ..... 5 qh***

This course is designed to provide extensive practice in preparing and presenting effective public speeches. Special emphasis is devoted to organization, outlining, audience analysis, analytical reasoning, and delivery skills. Pre-requisites: None

#### ***COM 210 Introduction to Mass Communications ..... 5 qh***

This course is a basic study of the structure and dynamics of the contemporary mass media and its producer to audience relationship. The history, ethics, and social importance of media will be explored in the context of our own diverse society. Students will investigate the elements of media, discern between the press and other forms of media, and develop a basic understanding of how and why messages are created and communicated and the effects of these messages. Pre-requisites: COM 101 or COM 201

#### ***COM 220 Interpersonal Communications..... 5 qh***

This course provides students the skills necessary to become better communicators. This course is a study in the theories and practices of communication in two person or small group settings. Primary emphasis is placed on understanding verbal and non-verbal communication and the cultural context in which this communication occurs. Pre-requisites: COM 101 or COM 201

#### ***COM 230 Introduction to Communication Theory ..... 5 qh***

This course provides an overview of the four disciplines within the communication field (interpersonal, small group, public speaking and mass communication,) and how to apply the various theories within these disciplines. Pre-requisites: COM 101 or COM 201

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#### **COM 240 Basic News Writing and Reporting ..... 5 qh**

This course is a study of the basic skills required for writing in a professional journalistic atmosphere. Students will learn about reporting and “news gathering” practices while practicing the writing techniques of journalism, such as writing leads, organizing stories, and referencing sources. Students will evaluate and practice producing news writings for newspapers, television, and online sources. Prerequisites: ENG 101 and COM 101 or COM 201

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### **Computer Information Systems (CIS)**

#### **CIS 100 Computer Literacy ..... 2 qh**

An introductory course on basic computer usage. The student is introduced to basic windows applications, e-mail, and the Internet. Other topics include the use of microcomputers and local area networks in business, hardware considerations, and ethical issues relative to computers.

#### **CIS 105A Intro to Word Processing and Presentation Graphics..... 2 qh**

An introduction to basic word processing concepts and to the basic concepts of a presentation graphics program. A student who has successfully completed CIS 200 with a grade of “C” or better may not take this course. If a student chooses to take CIS 200 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

#### **CIS 106 Intro to Spreadsheets ..... 2 qh**

An introduction to computer spreadsheets as used in a business environment. Basic spreadsheet operations are presented within a popular PC program. A student who has successfully completed CIS 200 with a grade of “C” or better may not take this course. If a student chooses to take CIS 200 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

#### **CIS 107 Intro to PC Database Management ..... 2 qh**

An introduction to database management as used in a business environment. Basic database operations are presented within a popular PC program. A student who has successfully completed CIS 200 with a grade of “C” or better may not take this course. If a student chooses to take CIS 200 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

#### **CIS 200 Computer Concepts And Applications..... 5 qh**

A hands-on course emphasizing word processing, spreadsheets, database management, presentation graphics, Internet and e-mail. Other topics include the use of microcomputers and local area networks in business, hardware considerations, and ethical issues in the computer field. Completion of this course with a grade of “C” or better will establish computer competency, which is required for graduation.

#### **CIS 202 Intro to Computer Hardware ..... 5 qh**

A hands-on introduction to computer hardware. Special emphasis is given to how the components work and how they are configured. Provides an introduction to installing and maintaining microcomputers, troubleshooting, resolving minor hardware problems, and preventative maintenance.

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### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

#### ***CIS 203 Advanced Word Processing Applications..... 5 qh***

Advanced study of word processing that uses a popular word processing program in a hands-on environment. Emphasis is on table creation and manipulation, form letters and interfacing with other popular spreadsheet and database programs, creating newsletters, working with indexes and table of contents, and creating forms. Prerequisite: CIS 200

#### ***CIS 204 Advanced Spreadsheet Applications..... 5 qh***

Advanced study of spreadsheet applications using a popular spreadsheet program in a hands-on environment. Emphasis is on absolute addressing, what if analysis, advanced graphs, financial functions, database worksheet integration, templates, auditing, and working with multiple worksheets. Prerequisite: CIS 200

#### ***CIS 205 Advanced Database Applications ..... 5 qh***

Advanced study of database applications using a popular database program in a hands-on environment. Emphasis is on updating a database, creation and manipulation of reports, using forms, sub forms, and combo boxes, incorporation OLE (pictures, etc.) and hyperlinks, creating macros and advanced report design. Prerequisite: CIS 200.

#### ***CIS 207 Web Design I..... 5 qh***

Designing and implementing a Web page using a popular web page design tool. Emphasis is placed on learning proper web page design techniques in an exercise oriented approach, while learning common web page formats and functions. Prerequisite: CIS 200.

#### ***CIS 208 Web Design II ..... 5 qh***

Designing and implementing Web pages using Hypertext Mark-up Language. Hands-on design that includes web elements such as links, tables, image maps, forms, and frames. Prerequisite: CIS 207.

#### ***CIS 209 Desktop Publishing ..... 5 qh***

This course is designed to introduce students to the procedures used to create professional quality publications suitable for coursework, professional purposes, and personal use. Prerequisite: CIS 200.

#### ***CIS 210 Principles of Computer Programming I..... 5 qh***

The study of computer programming with emphasis on problem solving utilizing well structured code. Additional topics include straight line coding and conditional code, data representation, control structures, and functions. Course includes programming assignments using a popular programming program. Prerequisite: CIS 200.

#### ***CIS 211 Principles of Computer Programming II ..... 5 qh***

A continuation of computer programming including algorithm development, array manipulation, advanced structure analysis, documentation, and problem solving. Course includes programming assignments using a popular programming program. Prerequisite: CIS 210.

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#### ***CIS 212 Web Page Development ..... 5 qh***

This course will cover the theory and design of web pages and web sites. Topics covered include: the hypertext markup language, the Java script, graphical design considerations, search engine ranking strategies, and the use of higher-level software in the creation and design of web sites and pages.  
Prerequisite: CIS 210.

#### ***CIS 213 Networking ..... 5 qh***

This course serves as an introduction to networks. Course will cover the creation and functions of computer networking systems. Topics to be covered include networking terminology, network theory, network planning and configuration, network management, standards bodies, and network models.  
Prerequisite: CIS 200.

#### ***CIS 220 Data Systems Analysis & Design ..... 5 qh***

An introduction to problems from business and science using logical and mathematical techniques particularly suited to characteristics of the digital computer. Problems involve qualification of descriptive data, manipulation of these data, and expression of analysis in descriptive terms. Includes documentation and flowcharting methods.

#### ***CIS 230 Management Information Systems ..... 5 qh***

This course integrates EDP methodology, human behavior and organizational structures. Management information needs, decision support systems, expert systems and integrated database technology are stressed.

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### **Criminal Justice**

#### ***CRJ 100 Intro to Criminal Justice ..... 5 qh***

A general overview of the American criminal justice system. Each of the major components (police, courts, and corrections) will be examined.

#### ***CRJ 101 Correctional Institutions ..... 5 qh***

An introduction to correctional procedures, punishment, deterrence, incarceration, and rehabilitation.

#### ***CRJ 102 Corrections ..... 5 qh***

Reviews judicial decisions that have had significant implications for the operation of prisons/jails. Explains how the correctional professional can incorporate mandated changes into the operation of prisons/jails.

#### ***CRJ 103 Criminal Procedures ..... 5 qh***

A study of the nature and function of the law with relation to the criminal process, policies and procedures in the administration of criminal justice.

#### ***CRJ 104 Juvenile Delinquency and Procedure ..... 5 qh***

A detailed examination of juvenile delinquency in the United States. Course topics will include: social causes, apprehension and processing, court procedures, and rehabilitation. Cross-listed as SOC 206.

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<b><i>CRJ 109 Probation and Parole</i></b> .....	<b><i>5 qh</i></b>
The course examines the theory, practices and processes of probation and parole.	
<b><i>CRJ 110 Principles of Private Security</i></b> .....	<b><i>5 qh</i></b>
The historical development of security as a vocation, types of security, personnel requirements, and legal support constraints placed on security programs are studied.	
<b><i>CRJ 200 Intro to Criminology</i></b> .....	<b><i>5 qh</i></b>
An examination of crime theories and causation. The relationship between crime, the criminal, and society is presented. The nature of criminal behavior, moral law, and criminal law are discussed.	
<b><i>CRJ 201 Criminal Investigation</i></b> .....	<b><i>5 qh</i></b>
Introduces the student to the techniques of criminal investigation to include: crime scene, search and recording, collection and preservation of evidence, scientific aids, modus operandi, sources of information, and interviewing witnesses.	
<b><i>CRJ 202 Intro to Criminalistics</i></b> .....	<b><i>5 qh</i></b>
The study of the scientific aspects of criminal investigation to include: collection, preservation, and examination of physical evidence, chemical and other scientific methods used in a modern crime investigation laboratory.	
<b><i>CRJ 203 Police Community Relations</i></b> .....	<b><i>5 qh</i></b>
This course examines the historical development of criminal justice agencies with emphasis on community relationships, police and community perceptions, attitudes and values.	
<b><i>CRJ 204 Ethics in Criminal Justice</i></b> .....	<b><i>5 qh</i></b>
An introduction to concepts of ethics and the examination of contemporary ethical issues in criminal justice.	
<b><i>CRJ 205 Criminal Law I</i></b> .....	<b><i>2qh</i></b>
This course examines substantive criminal law an its procedures for implementation. Emphasis will be given to historical developments, contemporary forms of criminal definitions and Supreme Court decisions that govern criminal procedures.	
<b><i>CRJ 206 Criminal Law II</i></b> .....	<b><i>2qh</i></b>
Continuation of CRJ 205.	
<b><i>CRJ 207 Criminal Law</i></b> .....	<b><i>2 qh</i></b>
Continuation of CRJ 206.	
<b><i>CRJ 208 Criminal Law</i></b> .....	<b><i>5 qh</i></b>
CRJ 205, 206, 207 combined and taught in one course.	
<b><i>CRJ 209 Police Supervision &amp; Management</i></b> .....	<b><i>5 qh</i></b>
An examination of public administration as it applies to criminal justice organizations. Emphasis will be given to organizational theory, leadership, decision-making, and human resource management.	



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### Economics (ECO)

#### ***ECO 180 Survey of Economics ..... 5 qh***

This course is designed to create student interest and enhance general understanding of the basic tenets of economics. Basic microeconomic and macroeconomic theories are offered and explored relative to real world issues that students face every day. Students will become better prepared to critically evaluate the world around them. This course can be used as an elective in area E of the core.

#### ***ECO 201 Macroeconomics ..... 5 qh***

An introduction to the study of economics through an examination of the nature and operation of the American economic system. The study will include the economic components of the American and international economy, supply and demand, the circular flow diagram and gross domestic product, fiscal policy, monetary system and monetary theory and policy.

#### ***ECO 202 Microeconomics ..... 5 qh***

An introduction to the study of economics and microeconomics through examination of the principles involved in the production and distribution of goods within a market economy under conditions of pure competition, imperfect competition, and monopoly.

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### Education (EDN)

#### ***EDN 202 Personal Health 5 qh***

An introduction to methods of promoting health in the individual.

#### ***EDN 216 Exploring Socio-Cultural Perspective on Diversity in Educational Settings ..... 5 qh***

This course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy.

#### ***EDN 226 Investigating Critical and Contemporary Issues in Education ..... 5 qh***

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy.

#### ***EDN 236 Teaching and Learning ..... 5 qh***

This course allows students to explore key aspects of learning and teaching. The students will examine their own learning processes and those of others, with the goal of applying this knowledge to enhance the learning of all students in a variety of educational settings and contexts.

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### English (ENG)

#### **ENG 097 LSS English I ..... 5 qh**

Institutional credit only

This course is primarily a comprehensive review of grammar and mechanics to prepare students for success in college-level English courses. Paragraph writing is also included. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### **ENG 099 LSS English II ..... 5 qh**

Institutional credit only

This course, an extension of ENG 097, emphasizes paragraph structure and the writing of short expository essays, with special attention to organization, logic, usage, tone, and style. The course is designed to prepare students for college-level writing in English 101 and in other disciplines. Prerequisite: ENG 097 or placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Asst. Dean.

#### **ENG 101 Composition I ..... 5 qh**

An introduction to writing and reading expository prose. Focuses on unity, coherence, emphasis, organization, correctness of grammar and punctuation, editing, and proofreading. Prerequisite: Placement by exam or completion of ENG 099 and RDG 099 with a "C" or better. A student who takes this course must receive a "C" or better in order to graduate, and students enrolled in Applied Science degree programs must pass ENG 101 with a "C" or better to receive credit for the written competency.

#### **ENG 102 Composition II ..... 5 qh**

ENG 102 is a continuation of ENG 101, as well as an introduction to literature and the research paper. In order to graduate, a student must receive a "C" or better in ENG 102. Prerequisite: ENG 101 with a "C" or better or a satisfactory score on an ENG 101 CLEP test.

#### **ENG 201 World Literature I ..... 5 qh**

An introduction to the masterpieces of the World, from the ancient Greeks through the Renaissance. Prerequisite: ENG 102 with a "D" or better.

#### **ENG 202 World Literature II ..... 5 qh**

An introduction to the masterpieces of the World from the mid-seventeenth century to the present. Prerequisite: ENG 102 with a "D" or better.

#### **ENG 210 Creative Writing ..... 5 qh**

This course offers instruction in how to write creatively in a variety of forms, including poetry, short stories, drama, and nonfictional essays, and in how to critique and edit others' works. Main Campus students will also assist in editing and formatting the college's literary magazine. Prerequisite: ENG 101.

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#### **ENG 221 American Literature I ..... 5 qh**

A survey of American literature from the Colonial period through the mid-nineteenth century.

Prerequisite: ENG 102 with a "D" or better.

#### **ENG 222 American Literature II ..... 5 qh**

A survey of American literature from the mid-nineteenth century to the present. Prerequisite: ENG 102 with a "D" or better.

#### **ENG 231 British Literature I ..... 5 qh**

ENG 231, British Literature I, is a chronological survey, which helps students gain a broad background in medieval, renaissance, and eighteenth century literature through a close reading of various texts, as well as considering historical and literary contexts. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. Prerequisite: ENG 102 with a "D" or better.

#### **ENG 232 British Literature II ..... 5 qh**

English 232, British Literature II, is a chronological survey of British Literature from the Romantic age to the modern period. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. Prerequisite: ENG 102 with a "D" or better.

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### **French (FRE)**

#### **FRE 101 Elementary French I ..... 5 qh**

A course for beginners, covering the elements of French grammar, pronunciation, composition, translation, and reading.

#### **FRE 102 Elementary French II ..... 5 qh**

A continuation of the study of French grammar, pronunciation, composition, translation, and reading begun in FRE 101. Prerequisite: FRE 101.

#### **FRE 201 Intermediate French I ..... 5 qh**

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 102. Prerequisite: FRE 102

#### **FRE 202 Intermediate French II ..... 5 qh**

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 201. Prerequisite: FRE 201

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### Geography (GEO)

#### **GEO 219 World Geography ..... 5 qh**

An introduction to geographical place names, land masses, oceans and seas, climate and cultures and their interrelationship.

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### Georgia Military College Courses (GMC)

#### **GMC 101 College Success ..... 3 qh**

College Success is the cornerstone of Georgia Military College's First Year Experience program. College Success introduces first-time GMC students to the foundational concepts of liberal arts education, critical thinking, and character development, to include the core values of duty, honor, country, as well as to campus resources and opportunities. Additionally, College Success teaches time management, test-taking, goal setting, and numerous other skills to facilitate successful learning and rewarding college, career, and life experiences. This course is required for all first-time freshmen as well as transfer students in unsatisfactory standing and should be taken during a students' first term at GMC. Students may not receive credit for both GMC 101 and GMC 100A.

#### **GMCA 154 Character Above All ..... 3 qh**

This course emphasizes the Georgia Military College mission to produce educated, contributing citizens through the development of the intellect and character by developing virtues that are central to good citizenship and the various ways in which these virtues might be applied in everyday life. This course is required for graduation.

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### German (GER)

#### **GER 101 Elementary German I ..... 5 qh**

A course for beginners covering the elements of German grammar, pronunciation, composition, translation, and reading.

#### **GER 102 Elementary German II ..... 5 qh**

A continuation of the study of German grammar, pronunciation, composition, translation, and reading begun in GER 101. Prerequisite: GER 101.

#### **GER 201 Intermediate German I ..... 5 qh**

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 102. Prerequisite: GER 102

#### **GER 202 Intermediate German II ..... 5 qh**

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 201. Prerequisite: GER 201

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### Health and Physical Education (HPE)

#### ***HPE 200 Introduction to Health & Physical Ed. .... 5 qh***

An overview of the history, philosophy, theory and application of the profession of Health and Physical Education.

#### ***HPE 202 First Aid and Emergency Care ..... 3 qh***

This course provides instruction in basic First Aid and Emergency Care. This course will also offer certification in Community First Aid/CPR (adult, child, infant) through the American Red Cross.

#### ***HPE 204 Cardio Respiratory Fitness I ..... 2 qh***

A highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off-season. Prerequisite: Enrollment in Intercollegiate Athletics.

#### ***HPE 205 Cardio Respiratory Fitness II ..... 2 qh***

A highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off-season. Prerequisite: Enrollment in Intercollegiate Athletics.

#### ***HPE 250 Strength Training & Conditioning ..... 5 qh***

A course designed to teach the theoretical basis and principals involved in design, implementation and development of individual and sport specific testing and strength and conditioning programs.

#### ***HPE 255 Essentials of Athletic Healthcare ..... 5 qh***

This course is designed to provide information on basic injury prevention, identification, rehabilitation and overall healthcare for recreational and competitive athletes.

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### History (HIS)

#### ***HIS 101 World Civilization I ..... 5 qh***

World Civilization I is a survey of the history of the world from prehistoric times through the 16th century.

#### ***HIS 102 World Civilization II ..... 5 qh***

World Civilization II is a survey of the history of the world from the 17th century to the Modern Age.

#### ***HIS 121 American History I 5 ..... qh***

American History I is a survey of the social, cultural, economic, and political aspects of the development of this nation from the voyages of discovery through the Civil War. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

## Georgia Military College Catalog

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#### ***HIS 122 American History II ..... 5 qh***

American History II is a survey of the social, cultural, economic, and political aspects of the development of this nation since 1865. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

#### ***HIS 200 Military History ..... 5 qh***

A general study of military activities in war and peace including policy, administration and the role of armed services in history from 1650 to the present. Required of advanced Cadet Corps members.

#### ***HIS 201 Georgia History/Constitution..... 5 qh***

A survey of the social, cultural, economic, and political history of Georgia from the pre-Columbian Era to the present. This course satisfies the Georgia legislative requirements in Georgia's history and constitution.

#### ***HIS 202 African-American History ..... 5 qh***

A survey of the African American experience from the colonial period to the present.

#### ***HIS 220 World Religions ..... 5 qh***

A study of the origins, beliefs, development, and cultural significance of major world religions.

#### ***HIS 225 Religion in America ..... 5 qh***

A survey of major religion patterns and developments in the United States from colonial period to present. Emphasis on development of Western and non-Western religious bodies.

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### **Homeland Security (HSE)**

#### ***HSE 101 Introduction to Homeland Security and Emergency Management ..... 5 qh***

This course is a broad overview of the expanding Homeland Security and Emergency Management field. This history of homeland security as it evolved from the fields of civil defense, emergency preparedness and the traditional intelligence community will be discussed.

#### ***HSE 299 Terrorism and International Crime ..... 5 qh***

This course examines the modern problem of terrorism, including its political roots. The history of terrorism both domestically and internationally as well as the structure of operations of terrorist organizations will be discussed.

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### **Interdisciplinary Science (ISC)**

#### ***ISC 201 Life and Earth Sciences ..... 5 qh***

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the life and earth sciences. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.)

Prerequisites: RDG 099 or Placement

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#### ***ISC 202 Physical Science and Astronomy ..... 5 qh***

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the physical sciences and astronomy. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.)

Prerequisites: RDG 099 or Placement

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#### **Mathematics (MAT)**

#### ***MAT 096 LSS Pre-Algebra ..... 5 qh***

Institutional Credit only

Review of basic skills of arithmetic: common and decimal fractions, computational skills, and ratio and proportion. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### ***MAT 097 LSS Math I ..... 5 qh***

Institutional Credit only

Introduction of elementary algebraic concepts: variables, polynomials, solutions of simple equations, and graphing. Prerequisites: MAT 096 or placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### ***MAT 099 LSS Math II ..... 5 qh***

Institutional Credit only

Continuation of MAT 097, covering rational, radical, and quadratic equations and complex numbers. Prerequisite: MAT 097 or placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### ***MAT 106 Intro to Mathematical Modeling ..... 5 qh***

This course is designed as an alternative to college algebra for those students who will not require calculus in their future study. This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world phenomena. Completion of this course with a grade of "C" or better will establish math competency, which is required for graduation. Prerequisite: Satisfactory score in Math Placement Exam or completion of MAT 099 with a grade of "C" or better. A student who successfully completes MAT 109 for the Essential Skills requirement cannot use MAT 106 to satisfy the Math/Science elective.

#### ***MAT 109 College Algebra ..... 5 qh***

A college algebra course with applications. Topics include the study of linear, quadratic, exponential and logarithmic functions, the real number axioms, equations, inequalities and systems of equations. Completion of this course with a grade of a "C" or better will establish math competency, which is required for graduation. Prerequisite: Satisfactory score in Math Placement Exam or completion of MAT 099 with a grade of "C" or better. A student who successfully completes MAT 106 for the Essential Skills requirement cannot use MAT 109 to satisfy the Math/Science elective.

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***MAT 110 Plane Trigonometry ..... 5 qh***

The study of basic trigonometric functions, graphs of trigonometric functions, identities, right triangles, the law of sines, the law of cosines, oblique triangles and their areas. Prerequisite: By placement.

***MAT 111 Survey of Calculus ..... 5 qh***

A brief survey of the key elements of elementary calculus. Emphasis on the application of calculus to problems in management and economics. Prerequisite: By placement.

***MAT 112 Precalculus ..... 5 qh***

The study of polynomials, exponential and logarithmic functions, conic sections, and an introduction to trigonometric functions. The focus of this course is on an in-depth study of topics in algebra which are essential for an understanding of calculus. Students with strong backgrounds in mathematics who are planning to major in areas of science or technology should take MAT 112 instead of MAT 109. Prerequisite: By placement.

***MAT 200 Applied General Probability & Statistics ..... 5 qh***

An overview of the ideas and concepts that are basic to modern statistics. Topics include descriptive statistics, probability, estimation, hypothesis testing, and linear regression. Students will be exposed to applications from a variety of fields. Prerequisite: MAT 106 or MAT 109 or permission of instructor.

***MAT 201 Calculus I ..... 6 qh***

The first quarter of Calculus will involve the study of limits and continuity, derivatives, the applications of the derivatives, definite and indefinite integral, fundamental theorem of calculus and applications of integration to areas and volumes of solids revolution. Prerequisite: By placement.

***MAT 202 Calculus II ..... 6 qh***

The second quarter of calculus will involve the study of exponential, logarithmic, hyperbolic and inverse trigonometric functions, techniques of integration, infinite series, sequences, polar coordinates and conics. Prerequisite: MAT 201

***MAT 203 Calculus III ..... 6 qh***

The third quarter of calculus will involve the study of vectors, partial derivatives, multiple integrals and their applications, Greene's and Stoke's Theorems. Prerequisite: MAT 202.

***MAT 208 Foundations of Numbers and Operations ..... 5 qh***

This course is an introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. (\*This course cannot be used to satisfy any mathematic requirement other than the concentration requirements of the early childhood education track.) Prerequisite: MAT 106, MAT 109 or MAT 112.



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### Management (MGT)

#### ***MGT 100 Intro To Supervision and Mgmt. .... 5 qh***

The study of the rudiments of supervision, giving the student an appreciation for the scope of related responsibilities in management systems and organizations. Role-playing and problem-solving of case studies and techniques employed.

#### ***MGT 210 Management and Organization .... 5 qh***

A study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Management principles and functions of management together with planning, organizing, and controlling are studied.

#### ***MGT 232 Personnel Mgmt. and Adm. .... 5 qh***

Introduction to personnel management; major personnel problems and issues; policies and practices in the personnel field; application of theory in selecting, developing, rewarding and utilizing human resources.

#### ***MGT 252 Small Business Management .... 5 qh***

Course explores the place of the small business enterprise in the national economic scene, the method of establishing such a venture, the operation of the small business, and problems confronting the entrepreneur in small business.

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### Military Science (MSD)

#### ***MSD 101 Course Overview: Leadership and Personal Development .... 1 qh***

MSD 101 introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of ROTC, its purpose in the Army, and its advantages for the student.

#### ***MSD 102 Course Overview: Introduction to Tactical Leadership .... 1 qh***

MSD 102 overview leadership fundamentals such as setting direction, problem solving, and listening. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and the building of stronger relationships among the Cadets through common experience and practical interaction are critical aspects of the MSD 102 experience.

#### ***MSD 103 Course Overview: Introduction to Tactical Leadership I .... 1 qh***

MSD 103 overviews leadership fundamentals such as presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and the building of stronger relationships among the Cadets through common experience and practical interaction are critical aspects of the Military Science experience.

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#### ***MSD 201 Course Overview: Innovative Team Leadership ..... 2 qh***

MSD 201 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in Leadership Labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE).

#### ***MSD 202 Overview: Foundation of Tactical Leadership I ..... 2 qh***

MSD 202 examines the challenges of leading tactical teams in the complex COE. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

#### ***MSD 203 Course Overview: Foundations of Practical Leadership I ..... 2 qh***

MSD 203 continues to build on MSD 202 coursework by continuing to examine the challenges of leading tactical teams in the complex COE. The Course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. MSD 203 provides a smooth transition into MSD 301. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

#### ***MSD 301 Course Overview: Adaptive Team Leadership ..... 3 qh***

MSD 301 challenges Cadets to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of preparing for the ROTC Leader Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self awareness and critical thinking skills. Cadets at the MSD III level begin to analyze and evaluate their own leadership values, attributes, skills and actions. Primary attention is given to preparation for LDAC and the development of leadership abilities. weekly requirements: three hours and a 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training.

#### ***MSD 302 Course Overview: Leadership in Changing Environments I ..... 3 qh***

MSD 302 uses increasing intense situation leadership challenges to build Cadet awareness and skills in leading tactical operations. Having learned squad tactics in MSD 302, Cadets now learn to lead up to platoon level. Cadets review aspects of combat stability and support operations. They also conduct military briefings and develop proficiency in garrison operations orders. Primary attention is given to preparation for LDAC and the development of leadership abilities. Weekly requirements: three hours and a 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Participation in weekend exercises is also required.

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### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

#### ***MSD 303 Course Overview: Leadership in Changing Environments II ..... 3 qh***

MSD 303 uses increasing intense situation leadership challenges to build Cadet awareness and skills in leading tactical operations. They also conduct military briefings and develop proficiency in garrison operations orders. The focus is on exploring, evaluating, and developing skills in decision-making, persuading, and motivating team members in the COE. MSD 302 Cadets are evaluated on what they know and do as leaders as they prepare to attend LDAC. Weekly requirements: three hours and 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Participation in weekend exercises is also required.

#### ***MSD 401 Course Overview: Developing Adaptive Leaders ..... 3 qh***

MSD 401 develops student proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership-performance feedback to subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC students. MSD IV Cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSD IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSD III Cadets while simultaneously considering their own leadership skills. Weekly requirements: three hours and 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Staff meetings with peers. Participation in weekend exercises is also required.

#### ***MSD 402 Course Overview: Leadership in a Complex World I ..... 3 qh***

MSD 402 explores dynamics of leading in the complex situations of current military operations in the COE. Cadets examine differences in customs and courtesies, military law, principals of war, and rules of engagement in the face of international terrorism. They also explore aspects of interacting with nongovernmental organizations, civilians on the battlefield, and host nation support. Weekly requirements: three hours and 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Staff meetings with peers. Participation in weekend exercises is also required.

#### ***MSD 403 Course Overview: Leadership in a Complex World II ..... 3 qh***

Continues the lessons from MSD 402. The course places significant emphasis on preparing Cadets for their first unit of assignment. It uses case studies, scenarios, and "What Now, Lieutenant?" exercises to prepare Cadets to face the complex ethical and practical demands of leading as commissioned officers in the United States Army. Attention is given to preparation for BOLC II and the development of leadership abilities. Weekly requirements: three hours and 2 hour 45 minute leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Staff meetings with peers. Participation in weekend exercises is also required.

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### Music (MUS)

**MUS 101 Chorus** ..... 2 qh

Performance activities open to all qualified students.

**MUS 102 Chorus** ..... 2 qh

Performance activities open to all qualified students.

**MUS 103 Chorus** ..... 2 qh

Performance activities open to all qualified students.

**MUS 104 Chorus** ..... 2 qh

Performance activities open to all qualified students.

**MUS 105 Chorus** ..... 2 qh

Performance activities open to all qualified students.

**MUS 106 Chorus** ..... 2 qh

Performance activities open to all qualified students.

**MUS 115 Band I** ..... 2 qh

Performance activities open to all qualified students. May be repeated for credit.

**MUS 116 Band II** ..... 2 qh

Performance activities open to all qualified students. May be repeated for credit.

**MUS 117 Band III** ..... 2 qh

Performance activities open to all qualified students. May be repeated for credit.

**MUS 118 Band IV** ..... 2 qh

Performance activities open to all qualified students. May be repeated for credit.

**MUS 191 Music Appreciation I** ..... 2 qh

A historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music.

**MUS 192 Music Appreciation II** ..... 2 qh

This class is a continuation of MUS 191.

**MUS 193 Music Appreciation III** ..... 2 qh

This class is a continuation of MUS 192.

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#### ***MUS 194 Music Appreciation ..... 5 qh***

A historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music. Designed for general college student, as well as the freshman music major. MUS 191, 192, and 193 are combined and taught as one course.

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#### **Nutrition (NRT)**

#### ***NTR 107 Nutrition I ..... 2 qh***

An introduction to the principals of nutrition and health promotion, including the health promotion concept, dietary trends and guidelines, tools and methods, and food safety and labeling.

#### ***NTR 108 Nutrition II ..... 2 qh***

A study of energy in nutrition; the role of vitamins, minerals, and water; and weight management.

#### ***NTR 109 Nutrition III ..... 2 qh***

A study of nutrition throughout the life cycle, including nutrients of healthy mothers and infants, nutrition in childhood and adolescence, and nutrition and aging.

#### ***NTR 110 Nutrition ..... 5 qh***

A course designed to cover the measurement of diet and the role of nutrients in body function and throughout the life cycle in order to promote changes to increase life expectancy, to decrease cardiovascular disease, and to improve dietary patterns. (NTR 107, NTR 108, and NTR 109 combined, condensed, and taught in one single course.)

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#### **Paralegal (PLG)**

#### ***PLG 110 Introduction to Law and Ethics ..... 5 qh***

An introduction to the legal system and legal practice and principles. This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques.

#### ***PLG 120 Legal Research and Writing ..... 5 qh***

The course includes the regulation of practice and the skills necessary for successful practice. There will be an emphasis on computer skills necessary for the preparation of legal documents, which includes dictation, drafting, motions, complaints, and answers, and researching precedent. Prerequisite: ENG 101.

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# Georgia Military College Catalog

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### Philosophy (PHI)

***PHI 200 Intro to Philosophy ..... 5 qh***

A first study of the major themes and issues of philosophy, as well as some of the world's greatest philosophers.

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### Physical Education (PED)

***PED 103 Beginning Badminton ..... 2 qh***

A course designed to teach basic skills and rules of badminton.

***PED 108 Bowling ..... 2 qh***

An introduction to the sport of bowling.

***PED 111 Beginning Basketball ..... 2 qh***

A course designed to teach the rules and basic skills in basketball.

***PED 115 Beginning Golf ..... 2 qh***

A course designed to introduce golf skills and fundamentals.

***PED 118 Beginning Softball ..... 2 qh***

A course designed to introduce the skills, strategy, and rules of softball.

***PED 121 Beginning Tennis ..... 2 qh***

A course designed to introduce the skills, strategies, and rules of tennis.

***PED 124 Beginning Volleyball ..... 2 qh***

A course designed to provide knowledge and skills necessary to enjoy recreational volleyball.

***PED 125 Beginning Walking ..... 2 qh***

A course in the theory and practice of walking.

***PED 137 Jogging ..... 2 qh***

A course in the theory and practice of jogging.

***PED 141 Beginning Weight Training ..... 2 qh***

A course in the theory and practice of weight training.

***PED 155 Beginning Step Aerobics ..... 2 qh***

A course in the theory and practice of aerobic exercise.

***PED 158 Beginning Clogging ..... 2 qh***

An introductory course in the fundamentals and practice of precision clogging.

***PED 159 Intermediate Clogging ..... 2 qh***

This course is a continuation of PED 158 (Beginning Clogging).

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***PED 165 Backpacking ..... 2 qh***

A survey of basic principles of backpacking and overnight camping.

***PED 166 Yoga ..... 2 qh***

A course in the theory and practice of basic yoga posture, breathing practices, stretching and relaxation techniques as a method to improve flexibility, decrease stress and improve physical and mental well being.

***PED 170 Canoeing ..... 2 qh***

This course develops aquatic skills and emphasizes safety and basic proficiency in canoeing.

***PED 180 Rock Climbing & Rappelling ..... 2 qh***

A course designed to develop basic mountaineering skills.

***PED 190 Officiating Basketball/Softball ..... 2 qh***

A course in officiating basketball and softball.

***PED 204 Cardio-Respiratory Fitness I ..... 2 qh***

A course designed to develop cardio-respiratory fitness by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

***PED 205 Cardio-Respiratory Fitness II ..... 2 qh***

This course continues to improve cardio-respiratory fitness developed in PED 204 by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

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### Physics (PHY)

***PHY 111 Introductory Physics I ..... 6 qh***

Part I of an introductory trigonometry based physics course. Topics include Mechanics, Waves, and Thermodynamics. Prerequisites: MAT 109 College Algebra and either MAT 110 Plane Trigonometry as co-requisite/prerequisite or MAT 111 Survey of Calculus as a prerequisite.

***PHY 112 Introductory Physics II ..... 6 qh***

Part II of an introductory trigonometry based physics course. Topics include Electromagnetism, Optics, and Modern Physics. Prerequisites: PHY 111 Introductory Physics I.

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### Physical Science (PSC)

***PSC 100 Survey of Physical Science ..... 5 qh***

Survey of the physical sciences, including the basic elements of physics, chemistry, geology, and astronomy. Prerequisite: Successful completion of MAT 106/109 or higher.

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#### ***PSC 101 Intro to Physical Science I ..... 6 qh***

An introductory course in the physical science drawing its material from the elements of physics and chemistry. Stress is given to the basic principles and laws of physical science. Not open to students who have college credit in chemistry or physics. Includes lab. Prerequisite: Successful completion of MAT 099 or placement.

#### ***PSC 102 Intro to Physical Science II ..... 6 qh***

An introduction to physical science, focusing on elements of astronomy, meteorology, oceanography, and geology. Emphasis is placed on examining the interrelationships of the forces acting upon the earth and its structures. Not open to students who have college credit in astronomy or geology. Includes lab. Prerequisite: Successful completion of MAT 099 or placement.

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### **Political Science (PLS)**

#### ***PLS 101 Intro to American Government ..... 5 qh***

An introduction to national, state, and local government in the United States that examines the evolution of government from the writing of the U.S. Constitution to the modern day struggles of American politics. Special attention will be given to political development in the last thirty years. This course satisfies legislative requirements for U. S. and Georgia Constitutions.

#### ***PLS 105 State and Local Governments ..... 5 qh***

This is an introduction to state and local government that examines the types and forms of governments that exist. The primary focus will be the functions and problems of state and local governments .

#### ***PLS 200 Intro to International Politics ..... 5 qh***

An introduction to the contemporary international system. State and non-state actors and instruments used to achieve their objectives. Approaches to peace including arms control, international organizations and international law will be examined.

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### **Psychology (PSY)**

#### ***PSY 200 Intro to Psychology ..... 5 qh***

The course is a study of general psychology that includes the fundamental theories of psychology, the relationship of psychology to other disciplines and the application of psychology to human relations.

#### ***PSY 203 Human Growth and Development ..... 5 qh***

The study of the various areas of human development from conception to old age and death.

#### ***PSY 205 Psychology of Adjustment ..... 5 qh***

A study of the fundamental principles of good mental health. Normal and abnormal reactions to stress and conflict are examined, with an emphasis on healthy techniques of adjustment.



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#### ***PSY 207 Educational Psychology ..... 5 qh***

A study of the application of behavioral science to issues related to teaching and student learning with a focus on the cognitive and emotional learning of children and adolescents.

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#### **Reading (RDG)**

#### ***RDG 097 LSS Reading I ..... 5 qh***

Institutional credit only

This is an introductory reading course designed to meet the needs of students with deficiencies in reading skills. Emphasis is on word recognition, vocabulary improvement, comprehension, concentration, and retention. Required of all students scoring below the designated level on the placement test. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

#### ***RDG 099 LSS Reading II ..... 5 qh***

Institutional credit only

A course for students needing supplemental preparation in basic reading. Prerequisite: Placement by examination and/or recommendation of the Division Chair of Learning Support Services or the Assistant Dean.

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#### **Regents' Exam Skills (RTE, RTR)**

#### ***RTE 090 Regents' Essay Writing ..... 3 qh***

Institutional credit only

A course designed to improve writing skills and to practice the principles of composition—sentence structure, diction, and editing—for the University System of Georgia Regents' Essay Test.

#### ***RTR 090 Regents' Reading Exam ..... 3 qh***

Institutional credit only

A course designed to prepare students for the University System of Georgia Regents' Reading Test. The course focuses on improved comprehension skills, critical thinking skills, vocabulary development, and test-taking techniques related to the four basic areas covered by the exam: vocabulary, fact-finding, analysis, and inference.

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#### **Religion (REL)**

#### ***REL 210 Old Testament ..... 5 qh***

A study of the nature, content, and problems of the Old Testament literature with emphasis given to historical data, literary forms and outstanding personalities.

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#### **REL 213 New Testament ..... 5 qh**

A study of the nature, content, and problems of the New Testament literature with emphasis given to historical data, literary forms and outstanding personalities and usage in the early Christian community.

#### **REL 220 World Religions ..... 5 qh**

A study of the origins, beliefs, development, and cultural significance of major world religions.

#### **REL 225 Religion in America ..... 5 qh**

A survey of major religion patterns and developments in the United States from colonial period to present. Emphasis on development of Western and non-Western religious bodies.

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### **Social Work (SWK)**

#### **SWK 101 Careers in Social Work ..... 5 qh**

This course focuses on the various roles and functions that social workers perform and highlights the dynamism and vitality of the social work profession. It offers practical information about jobs available in specific service areas; the course will cover the spectrum of social work roles and functions, the nature of the social work practice, and best career opportunities for the future. Interdisciplinary relationships, technology, and the unique qualities of social work are all highlighted.

#### **SWK 150 Self-Awareness and Professional Development ..... 5 qh**

This course is designed to address self-awareness and effective learning that is necessary to become effective and professional social work practitioners. Further it is to enhance students' development of self and the use of self to empower others in social work practice. The students will examine their identity, interpersonal relationship skills, problem-solving skills, styles of communication, and value system. Prerequisite: SWK 101

#### **SWK 150 Introduction to Social Work ..... 5 qh**

This is the second introductory course to the field of Social Welfare and the Social Work Profession. It provides a foundation for the Social Work Program and helps students decide if they are interested in pursuing further study. This course explores a wide range of human problems, intervention strategies and professional practice choices from a generalist perspective. This course also focuses on the problem solving process for people at risk from a system's perspective.

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### **Sociology (SOC)**

#### **SOC 200 Intro to Sociology ..... 5 qh**

The study of human society, the nature of culture and its organizations. Applications of communication, socialization, mobility, and population growth are analyzed. A comprehensive study of research methods, theories, and principle findings in the field of sociology.

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#### ***SOC 201 Social Problems ..... 2 qh***

An analysis of a diversified society in relation to social events that occur in contemporary society. Changes in social norms, social goals, and values are a primary concern. Social disorganization as it applies to family, economics, religion, and other social institutions is discussed.

#### ***SOC 202 Social Problems ..... 2 qh***

A continuation of SOC 201.

#### ***SOC 203 Social Problems ..... 2 qh***

A continuation of SOC 202.

#### ***SOC 205 Social Problems ..... 5 qh***

SOC 201, 202, and 203 combined and taught in one course.

#### ***SOC 206 Juvenile Delinquency and Procedures ..... 5 qh***

A detailed examination of juvenile delinquency in the United States. Course topics will include: social causes, apprehension and processing, court procedures, and rehabilitation. Cross-listed as CRJ 104.

#### ***SOC 207 The Family ..... 5 qh***

The study of the family as a basic social institution. Course includes alternative behaviors in contemporary family life, changes in family patterns, and marital adjustments and challenges.

### **Spanish (SPA)**

#### ***SPA 101 Elementary Spanish I ..... 5 qh***

A course for beginners, covering the elements of Spanish grammar, pronunciation, composition, translation, and reading.

#### ***SPA 102 Elementary Spanish II ..... 5 qh***

A continuation of the study of Spanish grammar, pronunciation, composition, translation, and reading begun in SPA 101. Prerequisite: SPA 101.

#### ***SPA 201 Intermediate Spanish I ..... 5 qh***

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is continuation of SPA 102. Prerequisite: SPA 102.

#### ***SPA 202 Intermediate Spanish II..... 5 qh***

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of SPA 201. Prerequisite: SPA 201.

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#### Theater (THE)

##### *THE 101 Introduction to Acting..... 5 qh*

This course focuses on the Stanislavski technique. Utilizing non-dialog driven scenes, students will study moment-to-moment behavior as well as layer urgency, obstacles, physical endowments, and tactics within that behavior.

##### *THE 194 Introduction to Theater..... 5 qh*

In this course, students will investigate the process of theater. Focusing on the roles and skills of theater artists, students will also gain a practical understanding and awareness of theater history, its playwrights, and processes.

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#### Wellness

##### *WEL 154 Wellness..... 2 qh*

This course provides information about the benefits of an active lifestyle, good nutrition, and stress management. It provides techniques for assessing health fitness and gives the student an opportunity to develop and implement safe and effective personal programs; and participate in structured physical activities relevant to effective personal fitness plans.

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## **What Happens If I Drop or Withdraw From a Course?**

### **Dropping/Adding Courses**

A student may drop a course without academic consequence or financial penalty only during the drop/add period. This is accomplished in consultation with the faculty advisor and by complying with the policy of the campus for processing.

A student also may add courses only during the scheduled drop/add period. Your faculty advisor can explain the process to you.

A student who has changed the number of hours of a course load, either by adding or dropping a class, must talk to a representative from the Financial Aid Office and the Business Office. Changes in a course load can cause a change in the amount of financial aid the student receives and in what the student owes the school. If a student drops a course within certain time frames the action can result in a loss of financial aid and a balance that the student owes GMC.

### **Refund Policy**

The Georgia Military College refund policy and procedure for students who drop a course is as follows:

1. Refunds will be made after the established drop/add period has ended.
2. A 100% refund of tuition and fees usually will be made if the student drops prior to the published end of the drop/add period. Some campuses may charge an administrative fee.
3. All refunds will be paid by check and in a timely manner. There will be no refund of tuition and course fees if the student chooses to withdraw after the drop/add period.

**Withdrawal From A Course** Students may withdraw from a class during the regular term at any time prior to the final week of class, provided that the faculty member has not previously withdrawn the student from class for excessive absences (consult your individual course syllabus for the faculty member's attendance policy). A grade of W is assigned for a student withdrawal prior to midterm. After midterm, the faculty member will assign either a W or WF. In all cases, the student is responsible for tuition and fees associated with the class. Withdrawing from a course may change the amount of the financial aid awarded for the quarter and result in a balance the student owes GMC.

### **Eligibility for State Funds**

In order to receive state financial aid funds , a student must be in attendance as a full-time student through the day after the end of the drop/add period for each term. If a student officially or unofficially withdraws, drops, or is expelled before the day after the end of the drop/add period, the student is not

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eligible to receive Georgia Tuition Equalization Grant (GTEG). HOPE Scholarship may be reduced or canceled. If these funds have been posted to the student's account, the aid will be reversed and the student may owe GMC.

### **Refund Policy for Students Receiving Title IV Funds**

If a student is receiving Title IV funds and withdraws officially or unofficially (by not attending classes) before completing 60% of a term, Georgia Military College must determine if funds must be returned to one or more Title IV aid programs. This does not apply to Federal Work Study (FWS).

The process for this calculation is as follows:

The institution must:

1. Determine the date of withdrawal and relate that date to a percentage of the term.
2. Apply that percentage to the total Title IV aid that the student was eligible to receive to determine the amount "earned" by the student.
3. Compare the amount "earned" by the student to the amount disbursed. If the amount "earned" is greater than the amount disbursed, then the student may be eligible for a "late disbursement" of funds. If the student is eligible for a "late disbursement," the institution must make a post-withdrawal disbursement. If the amount "earned" is less than the amount disbursed, then Title IV aid must be returned to the applicable aid programs.
4. Determine the amount of aid that must be returned to the Title IV programs by GMC and the amount that must be returned by the student. The percentage of Title IV aid the student must return is dependent upon the program from which the funds are received.
5. Distribute the unearned Title IV aid back to the Title IV programs. Funds must be allocated in the following order:
  - 1) Unsubsidized Federal Direct Stafford loans
  - 2) Subsidized Federal Direct Stafford loans
  - 3) Federal Direct PLUS Program
  - 4) Federal Pell Grants
  - 5) Federal Academic Competitiveness Grant (ACG)
  - 6) Federal SEOG Program
  - 7) Other Title IV grant or loan assistance

Note: Examples of Return of Title IV calculations are available in the Financial Aid Office. Students may contact the Financial Aid Office with any questions regarding the return of student aid.

### **Involuntary Withdrawals**

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Exclusions and other involuntary withdrawals do not relieve the student of financial obligations for tuition and fees.

A student may be administratively disenrolled from the college when, in the judgment of the Vice President for Academic Affairs and Dean of Faculty, the Distant Learning Center Assistant Dean, the Director of Student Health Services and, after consultation with the student's parents and personal physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which:

- A. Poses a significant danger or threat of physical harm to the student or to the person or property of others; or
- B. Causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or
- C. Causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Code of Conduct and other publications of the college. Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his continued enrollment at the college.

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#### **Are There Things To Do Besides Attending Class?**

The Dean of Students office is located on the Milledgeville campus. The phone number is: (478) 387-4783

Augusta Campus  
(706) 651-7338

Columbus Campus  
(706) 478-2754

Fairburn Campus  
(770) 306-6401

Valdosta Campus  
(229) 269-4844

Warner Robins Campus  
(478) 225-0005

#### **Student Activities**

Student activities are provided and supervised under the direction of the Dean of Students. All GMC students are encouraged to participate in a variety of co-curricular and extra-curricular activities in an effort to enhance the sense of community, develop responsibility and increase leadership skills. Student government, student organizations, student clubs and student publications, in particular, are not only a vital part of the college, but also are an important part of the student's total educational experience. Students are advised to choose activities wisely and to balance academic activities with participation in service, religious, athletic, social and recreational pursuits.

General administrative responsibility for the student services program rests with the Dean of Students and is administered through him. Student activities are sponsored by the Student Activities Committee and Student Government Association. Major initiatives in developing organizations and activities appropriate to the educational purposes of the college, as well as implementation of programs which have been planned, is a shared responsibility of staff, students and faculty.

The availability of student activities varies by campus. For a better understanding of the activities available, contact the Dean of Students at the Milledgeville campus or the Assistant Director at any other campus center.



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#### **STUDENT HANDBOOK**

A Student Handbook is published by the Dean of Students and available online [here](#). It is the student's responsibility to become familiar with the contents of the Student Handbook, including the Student Code of Conduct and the Honor Code that regulate student life at Georgia Military College.

#### **Honor Societies**

##### **PHI THETA KAPPA**

Phi Theta Kappa is an international honor society for students of two-year colleges. Phi Theta Kappa chapters have been chartered on the Augusta, Columbus, Fairburn, Milledgeville, Valdosta and Warner Robins campuses. Since its founding in 1918, Phi Theta Kappa has been the only national honor society for junior colleges, promoting scholarship, developing character, and cultivating fellowship.

To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence as judged by the faculty sponsor in accordance with guidelines set by the international constitution. Membership is by invitation only. Contact the Academic Dean or Assistant Dean on your campus for further information or for the name of the faculty sponsor on your campus.

Most four-year colleges and universities have scholarship funds earmarked for junior college transfer students who are members of PTK. These funds are competitive and in many instances provide very generous awards up to and including full tuition for up to two years at the university or college. The PTK advisor on your campus can provide more details on these opportunities.

##### **MU ALPHA THETA**

Mu Alpha Theta, a Mathematics Honors society, has been chartered for the GMC Milledgeville campus. For information, contact the Chairman of the Mathematics and Business Division.

#### **INTERCOLLEGIATE ATHLETICS**

Georgia Military College fields a growing intercollegiate athletics program at the Milledgeville Campus. Both resident cadets and commuting students may participate in the various sports except football, which requires membership in the Corps of Cadets for participation. Students from the Augusta, Columbus, Fairburn, Warner Robins and Valdosta campuses are eligible to compete with the golf, tennis, and cross country teams through coordination with the Milledgeville Campus. For information on these programs, contact the Athletic Department on the Milledgeville campus, 478-387-4704.

##### **CROSS COUNTRY**

Both Women's and Men's Cross Country programs have enjoyed continued success with runners qualifying to compete at nationals in three of the last four years. Participation is open to both teams to all eligible students.

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#### **FAST PITCH SOFTBALL**

The Women's Fast Pitch Softball program has quickly developed into a regional and national contender by earning a trip to the regional playoffs in only its second year of existence. College softball has its season in the Spring only and is open to all eligible students who qualify.

#### **FOOTBALL**

The GMC JC Football program has consistently placed itself among the nation's elite and continues to earn many honors at the national level. Since 1991, the program has produced 51 NJCAA All-Americans, won the national championship in 2001, and was runner-up in 2002 and 2005. On the individual level, the program has produced the 2001 and 2002 National Coach of the Year, the 2001 National Defensive Player of the Year, and the 2001 Lea Plarski Award winner, which is awarded to the nation's best all-around male and female student athlete. Members of the football team are required to be members of the Corps of Cadets. Participation in the fall term is by invitation only through the office of the head football coach. Open tryouts are offered to cadet students in the Winter and Spring quarters.

#### **GOLF**

The Men's Golf Team has enjoyed tremendous success in its short existence, earning a berth in the national tournament in every year of its existence. The Bulldog Golf Team won the National Championship in 2004, placed 3rd in 2005 and placed 8th in 2007. The top golfer each year is presented with the coveted Mason Cup, which is named in honor of Mr. Harold Mason.

#### **SOCCER**

Both Men's and Women's Soccer Teams compete in the GJCAA and NJCAA and are both eligible to all eligible students who qualify. The Women's Soccer Team became the first women's team at GMC to award athletic scholarships to eligible cadet women who qualify.

#### **TENNIS**

Women's tennis continues to grow in popularity and has enjoyed strong success in a relatively short period at GMC. Reestablished in 2004, the team has qualified individuals twice to compete in the national tournament and promises to continue to field a highly competitive team.

#### **Intramural Sports**

The intramural sports program is open to all students, faculty, and staff on each campus. Different intramural sports are offered at each campus. Information is available on these events from the office of the Dean of Students.

#### **Student Publications**

The official student publications are Old Capital News (the student newspaper) and Reflections, (the literary magazine). These publications are produced by students under the supervision of faculty/staff advisors. Financed by the Student Activity Fund, these publications provide opportunities for students in creative writing, art, reporting, business, and design. Each of the Georgia Military College campuses has a student publication in the form of a campus newspaper.

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#### **REFLECTIONS**

The Georgia Military College art and literary magazine is a compilation of student, faculty, and staff writing and art. It is published yearly under the aegis of the Humanities and Education Division. Students from all of the GMC campuses are encouraged to submit their work, join the staff, and enjoy the imaginative variety of student creations when Reflections is printed each spring. For submission guidelines and assistance, please refer to the Humanities and Education Chair or the Humanities Coordinator on your campus.

#### **OLD CAPITAL NEWS**

The Milledgeville campus student newspaper is published quarterly. It is written, produced, and published by students under the supervision of the Dean of Students. It provides opportunities for students in creative writing, reporting, interviewing techniques, business, and design. All students, alumni, faculty, and staff are encouraged to contribute articles to the Old Capital News and to read each publication. Submission deadlines are established each quarter by the paper's staff and announced through the Humanities/English coordinators at each campus. The campus newspaper at each of the college campus is a student publication supervised by members of the faculty or staff at the campus.

#### **Student Organizations**

##### **STUDENT GOVERNMENT ASSOCIATION**

Georgia Military College has a Student Government Association (SGA) at each campus. The SGA deals with student concerns, promotes understanding within the college community, and administers all matters that are delegated to the student government by the President of Georgia Military College. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in SGA and in the institution's decision-making process. Officers are elected by the student body and normally serve for one year. Responsibility for governing the student body is vested in the students. Elections are held annually in the spring.

##### **STUDENT ACTIVITIES COMMITTEE**

The Student Activities Committee is composed of representatives from each academic area, athletics, drama, and a sophomore, freshman, and cadet representing the student body. Students are the key in communicating student interests and needs to the activities committee. Activities include movies, dances, lectures, guest entertainers, concerts, field trips, student publications, intramural, and club activities. Notices of upcoming activities are posted on the campus bulletin boards, monthly activities calendar, and faculty announcements in the classroom. Students who wish to suggest activities should contact one of the student representatives or the President of the Student Government Association on your campus.

The President of the Student Government Association can be contacted through the Dean of Students office at Milledgeville or the Assistant Director's office at all other campuses.

##### **ALPHA PHI OMEGA**

Alpha Phi Omega is a coeducational national service fraternity open to any student who is interested in developing social awareness, leadership skills and a sense of brotherhood with other students. It not only is the single most represented intercollegiate organization in the United States of America, but the

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fraternity has active chapters in the Philippines, Canada and Australia, and alumni groups around the world. Members are offered opportunities to use their talents to be of service to humanity while having fun and forming lasting friendships. Georgia Military College's chapter, Alpha Epsilon Pi, was first chartered in 2002.

#### **CAMPUS COLLEGE-SPONSORED CLUBS WITH FACULTY ADVISORS**

Clubs are available at the college; they include but are not limited to: Chess Club, Drama/Art Club, Officer Christian Fellowship (OCF), Pre-Nursing/Biology Club, Adventure Club, Business Club, and Math Club. More information on these and other clubs may be obtained from the Milledgeville office of the Dean of Students, the Assistant Director at the campus, or [http://www.gmc.cc.ga.us/milledgeville/besides\\_class.html](http://www.gmc.cc.ga.us/milledgeville/besides_class.html). Students who have a common interest in an educational, social or sport activity and wish to be recognized as a club by the college should contact the Dean of Students Office.

#### **CHORUS**

Membership in the Georgia Military College Chorus is open to all interested students on the Milledgeville Campus. The chorus plans several off-campus performances as well as performances on campus for students, faculty, staff, and the community. Additional information is available from the chorus director.

#### **DEBATE/SPEECH TEAM**

The purpose of the Debate/Speech Team is to develop confidence and expertise in fundamentals of speech and enhance vital communication skills through participating in argumentative and interpretative debate through judged competition. The members of the Georgia Military College team travel to several tournaments involving both debate and individual speaking events. Students with minimal experience are encouraged to register for COM 101, Fundamentals of Speech.

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## **What Else Should I Know?**

### **Strategic Planning**

#### **HOW DOES STRATEGIC PLANNING AND ASSESSMENT IMPACT GMC STUDENTS?**

Strategic planning is the process by which a college plans its future, addresses its current problems, and understands the effects of its past. Student learning is an essential part of the college mission; therefore, a college spends a great deal of time trying to understand its effect on students and developing new ways to improve services for students.

Over the course of your time at Georgia Military College, you will be asked about the college's impact on you and whether the college has met your educational objectives. The normal elements of this process include asking students to complete surveys because they provide valuable information from students about the college's strengths and weaknesses across a very broad range of areas. You will be asked about the quality of the courses, the course schedule, academic advising, campus security, the library's resources, available parking and some college services not listed here. From the answers to these survey questions, the college selects areas where we need to improve and designs plans to address those problems of most concern to students.

Assessment includes the evaluation of the college's effectiveness inside and outside the classroom. The assessment of student learning and student satisfaction do not involve only the long surveys, assessment also includes the ongoing evaluation of how well you are mastering the materials presented in your classes. Every class has a syllabus of instruction, which includes a list of expected learning outcomes. Student acquisition of these objectives is evaluated regularly during the course.

All of this assessment is managed carefully by the college under the leadership of the President. The results are reported annually and are included in an annual strategic planning conference where members of the faculty and staff sum up the year's work and propose courses of action for the future. As a result of this process, the college changes policies and services to solve problems proposed by the students.

As a part of the strategic planning process over the past three years, Georgia Military College has developed a Quality Enhancement Plan (QEP). This effort is focused on improving the quality of the college's Learning Support Services Program and the program's impact on the students. Over the next several years, special attention continues to be placed on expanding the effectiveness of the Learning Support Services (LSS) courses, the LSS instructional methods, the integration of technology in instruction, and tutorial services in Learning Support Services classes.

We know students who dedicate themselves and participate fully in their LSS courses earn better grades in their college level courses than many students who enroll in college level courses immediately after high school graduation. We know that students who begin LSS courses in English pass the Regents' Exam in English at a higher rate than those who did not complete LSS courses.

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We also recognize that too many of our entering LSS students leave us before we can help them be fully successful. This low graduation rate for LSS students bothers us greatly and is a primary factor in the decision to dedicate the QEP to improving the LSS Program. Our student satisfaction surveys and our graduating student surveys indicate we often lose LSS students before they complete their AA/AS degree. We believe that we can enrich the lives of every LSS student if each will complete their coursework at GMC. As a result of our continued efforts, we believe that more students will stay and finish their education at GMC.

We will continue to ask your help in identifying our strengths and weaknesses. We hope you will see these requests as an opportunity to tell us where our strengths and weaknesses occur. We need to know when we are successfully meeting the needs of our students so we can ensure a productive life after graduation from GMC. Your success after GMC means our strategic plan and your educational plan have been successful.

### **Student Health Services - Milledgeville Campus**

A nurse-directed out-patient clinic is available in Usery Hall on the Milledgeville campus to provide care for minor illnesses and injuries and referral to local health care providers along with wellness education and resources. There is no cost for these services to full-time students.

In case of a serious illness or injury, students will be referred to a local physician or Oconee Regional Medical Center. Costs for off-campus services including transportation is the responsibility of the student and/or parent/guardian. Students are strongly encouraged to have health insurance coverage and to carry their policy identification card.

### **Student Rights and Responsibilities**

Since its founding, good citizenship has been a hallmark of Georgia Military College. Student citizens are the foundation of a college just as they are the foundation of any community in which people live and work. GMC sets and enforces high standards for its student citizens, whether on campus or in the community. We expect that individual students and the student body will conduct themselves in a fashion that will reflect favorably on themselves and the college.

GMC students are expected to demonstrate respect for law and order, to treat the property of the institution and of other people with diligent care, to respect the rights of others, and to exhibit a strong sense of personal honor and integrity. Behavior other than that expected of a conscientious and responsible citizen is not acceptable.

Each student should obtain a copy of the GMC Student Handbook, which outlines expectations of student conduct, student rights and responsibilities, and the disciplinary procedures of the college.

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Students who disregard the expectations placed upon them as good citizens subject themselves to the disciplinary process. As noted below, Georgia Military College has a policy on standards and procedures for student non-academic discipline. While the rules and regulations of Georgia Military College are not meant to duplicate civil laws, there are some areas in which the lawful interests of the institution as an academic community coincide with broader public interests. Students who commit offenses against the laws of municipalities, states, or the United States are, of course, subject to prosecution by the appropriate authorities and are liable for disciplinary action under Georgia Military College rules.

The Dean of Students is the officer of the college with primary responsibility for student discipline. The Distant Learning Center Directors have responsibility for student discipline at the distant learning centers. The Commandant of Cadets is responsible for cadet discipline.

Students that are accused of misconduct will have an administrative hearing with the Dean of Students, his designee, or the Distant Learning Center Director. The hearing officer determines guilt or innocence, and imposes appropriate sanctions. Severe misconduct cases may be referred to the Georgia Military College Disciplinary Committee and local law enforcement authorities. Sanctions may include oral or written reprimands, personal probation, revocation and/or limitation of privileges, restitution, probation, suspension, or expulsion. Depending upon the circumstances, a student may be temporarily suspended from the college after a preliminary hearing pending a final hearing on the incident and its resolution.

### **Catalog**

A student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student is continuously enrolled.

The College reserves their right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in affect at the time of readmission. Administrative policy changes that do not affect the student's completion of degree are applicable to all students regardless of the catalog under which the student was admitted.

### **Academic Support Services**

Susan Isaac, Director  
(478) 387-4785  
Office location: NAB II 192

Judy Ely, Assistant Director  
(478) 387-4958  
Office location: ZMH G09

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Marilu Couch, Advising, Testing, and Tutoring  
(478) 387-4959  
Office location: ZMH 122

Academic Support Services provides:

- Placement testing (refer to Placement Examinations for more information)
- Academic advisement and guidance
- Academic Alert
- Career planning
- Disability review
- Personal problem assessment and referral
- Free tutoring in a variety of subjects

### **Policy on Drugs and Alcohol**

The Board of Trustees, administrative officers, faculty and staff of Georgia Military College endorse and support the laws of Georgia and of the United States with respect to the sale, use, distribution, and possession of illicit drugs and alcoholic beverages on college campuses as well as within the state-at-large. Liability for violation of these laws and related liabilities may be imposed on the purchaser or seller as well as the hosts, chaperones, sponsors, or promoters of any event or occasion involving participants going to, being present at, or departing from such events. To this end, the college and the board have endorsed a program designed to enhance awareness of and curb the use of illicit drugs and alcohol by students and others associated with GMC.

Any student organization which knowingly permits or authorizes the sales, distribution, serving, possession, consumption, or use of alcohol, marijuana, a controlled substance or a dangerous drug at any social event or departing from such event or otherwise when such sale, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn for a calendar year from the year of determination of guilt.

### **Title VI of the Civil Rights Act of 1964**

The College adheres to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel.

### **Title IX of the Higher Education Act of 1972**

The College also subscribes to the nondiscrimination provision of Title IX of the Higher Education Act of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from



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participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.” The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel.

Throughout this catalog and all other publications of Georgia Military College, the terms, “he, his, himself, she, hers, herself, and chairman” are used without regard to gender.

### **Family Rights and Privacy Act of 1974**

Georgia Military College adheres to the provisions of the Family Rights and Privacy Act of 1974 (FERPA) as amended. In summary, this act entitles all eligible students (those students who are 18 years of age or, regardless of age, who are attending a post secondary educational institution) and parents of those students under the age of 18, attending primary or secondary educational institutions, the right to inspect and review the student’s educational records and contest inaccurate or misleading information. Written permission must be obtained from the eligible student before the postsecondary educational institution may release such educational information to a third party unless such release of information occurs under the exceptions granted by law. Transcripts are a vital part of the student’s personal record. No transcript of a student’s record will be issued without the express, written authorization of the student. No telephone or third-party requests will be honored by the college for information from or transmittal of the student record.

The college will not issue official transcripts if the student’s financial accounts are in arrears or if there is a disciplinary hold on the transcript.

GMC designates the following as directory information: student’s name, address and telephone number, date and place of birth, major field of study, student status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. GMC may disclose any of those items without prior written consent, unless the student formally requests in writing that the information not be disclosed.

Educational records requested by court order or valid subpoena do not require prior consent under FERPA regulations. Prior to rendering such requested information the college will make reasonable attempts to notify the student of the legal request so that he/she may raise legal objections.

In cases where there is a valid emergency where such personal information is necessary to avert harm or threat to health and safety of individuals, and the situation requires immediate action, the institution must release that information as needed.

All requests for student records and consent documents must be registered with the Registrar or the Director of the Distant Learning Center.

## **Georgia Military College Catalog**

### **Academic Year 2011 - 2012 (August 1, 2011 to July 31, 2012)**

#### **Policy Concerning Student Records**

Georgia Military College will abide by the following guidelines concerning student records:

- A. Inform parents of students and students of their rights concerning student records kept by GMC;
- B. Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- C. Non disclosure of personally identifiable information from the educational record of a student to any outside agency without the prior written consent of the student; and
- D. Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of a student.

As a general rule, the following information will be kept by the Registrar (copies will be kept by Distant Learning Centers) and will remain in the student's academic file:

- 1. The official academic transcript (Registrar's Office only);
- 2. The original application for admission;
- 3. Secondary and post-secondary official transcripts;
- 4. Application for graduation and/or degree;
- 5. Official notice of admission;
- 6. Evaluation of transfer credits; and
- 7. Memoranda or correspondence pertaining to:
  - a. Registration form, student schedule;
  - b. Grades, grade changes, explanations, and special course descriptions;
  - c. Drop/Add, official withdrawals;
  - d. Special honors or special problems; and
  - e. Name and address changes.

As a general rule, all academic files are destroyed three years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely.

The Dean of Students maintains disciplinary files for three years after graduation, withdrawal, or suspension.

#### **Students with Disabilities**

Georgia Military College provides program accessibility and reasonable accommodations for persons certified as disabled under the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. No student with disabilities who is qualified to enter Georgia Military College will be denied admission or be subjected to discrimination in the application for admission standards.

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Persons who have a physical disability should visit the campus and tour the facility prior to enrollment to better understand the accessibility of the college's physical environment. Any person with a disability which affects accessibility and learning should notify the designated disability officer at the campus they plan to attend. The designated disability review officers are: the Assistant Director of Academic Support Services or the Director of the appropriate Distant Learning Center campus.

In order for the disability to be certified for accommodations the applicant must provide to the reviewer:

- A completed application for disability review, and
- Appropriate official documentation of the disabling condition.

Documentation will be reviewed by the review official based upon the following criteria: (1) medical or psychological evidence of the degree of disability, (2) specific limitations of the disability, and (3) specific requirements of the course or degree plan.

Providing documentation of a disability is the responsibility of the student. Once the disability is certified by the review process, appropriate reasonable accommodations will be provided in a written accommodation plan. This accommodation plan is given to the student to provide to the instructors and advisor.

Students with a hearing or speech impairment may contact Georgia Military College through the State TDD Relay Service by dialing 1-800-255-0056. The Assistant Director of Academic Support Services (478-387-4958) is the designated disability review officer for the college at large.

Each GMC campus provides parking accommodations for vehicles of those certified with a disability. In all cases, the student vehicle must be properly identified and registered with the appropriate campus office.

Students with life threatening conditions (such as allergies, epilepsy, respiratory problems, heart conditions, etc.) that may require emergency treatment must submit such information to Georgia Military College and provide medical documentation that contains recommendations for specific emergency treatment and any medications needed to facilitate medical stabilization. It is the responsibility of the student to maintain possession of such medicines while attending GMC. Failure to provide such notification and documentation will release Georgia Military College from any and all liability in addressing emergency conditions related to such medical problems.

Information submitted for the disability review process will not be used to determine eligibility for admission to academic programs. Georgia Military College reserves the right to limit access to those programs that by their very nature are contraindicated by the medical condition.