

## **ACADEMIC AFFAIRS**

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This *Catalog* is prepared for the convenience of faculty and students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the *Bylaws* or *Policies* of the Board of Regents, the official *Bylaws* and *Policies* of the Board of Regents shall prevail.

Academic operations are broadly supervised by the Vice President for Academic Affairs, who is in turn supported by the deans and directors of the several colleges and divisions. Department heads report to the appropriate dean or director of their college or division. The University consists of colleges and divisions with their respective departments as follows:

The College of Arts and Sciences: Departments of Biology; Chemistry; English; History; Mathematics and Computer Science; Modern and Classical Languages; Philosophy; Physics, Astronomy, and Geosciences; Political Science; and Sociology, Anthropology, and Criminal Justice.

The College of Business Administration: Departments of Accounting and Finance, Management, and Marketing and Economics.

The College of Education: Departments of Adult and Career Education, Early Childhood and Reading Education, Middle Grades and Secondary Education, Educational Leadership, Kinesiology and Physical Education, Psychology and Counseling, and Special Education and Communication Disorders.

The College of the Arts: Departments of Art, Music, and Communication Arts.

The College of Nursing: Departments of Undergraduate Nursing and Graduate Nursing.

The Graduate School: All departments offering or participating in graduate programs as well as the Division of Social Work and the Master's in Library and Information Science Program.

The Divisions of Aerospace Studies and Continuing Education.

### **ACADEMIC ADVISING—HOW TO GET HELP**

If you are just starting at VSU and need help, go to the office with the title that matches your needs: Office of Admissions (located at 1413 North Patterson Street), Office of the Registrar (in University Center), Department Head (of your major interest), Dean of the College (in which your major department is located), or Vice President for Academic Affairs (107 West Hall). If you are undecided about your major, contact the Liberal Arts Studies Advising Office (University Center).

If you have decided upon a major or general area of study, contact the Department Head of the appropriate discipline or the Dean of the College in which the department is located. The campus directory contains a list of departments, schools, colleges, administrators, with office locations and telephone numbers. Department Heads and Deans are the appropriate individuals to contact for any academic problem at any time. All academic units report to the Vice President for Academic Affairs, whose office is in 107 West Hall.

## **THE ACADEMIC YEAR**

All curricula and courses at Valdosta State University are offered within the framework of the semester system. Fall and spring semesters make up the traditional academic year, though students may pursue degree requirements on a year-round basis by attending the summer semester as well. Fall and spring semesters run for approximately 16 weeks each, including the examination period. The summer semester is often reduced in length, with the length of class periods appropriately adjusted.

## **VALDOSTA STATE UNIVERSITY—GEORGIA INSTITUTE OF TECHNOLOGY DUAL DEGREE PROGRAM**

Valdosta State University cooperates with the Georgia Institute of Technology in a dual degree program, wherein a student attends Valdosta State for approximately three years and Georgia Institute of Technology for approximately two years. Upon completion of certain academic requirements at each institution, the student is awarded a bachelor's degree from Valdosta State University and one of more than thirty designated degrees from the Georgia Institute of Technology in areas such as engineering, management, and sciences. In the case of highly qualified students, the Georgia Institute of Technology degree may be at the master's level. For more information, contact the Coordinator for Pre-Engineering.

## **PREPARATION FOR PROFESSIONAL SCHOOLS**

### **Preparation for Law School**

Although law schools require a baccalaureate degree for admission, they do not always specify a particular undergraduate major or prescribe a specific pre-law program. Literate, well-informed students with a broad general education tend to succeed in law school. Students aspiring to enter law school may major and minor in any of a number of fields which will aid them in attaining the following: (1) fluency in written and spoken English; (2) the ability to read difficult material with rapidity and comprehension; (3) a solid background of American history and government; (4) a broad education in social and cultural areas; (5) a fundamental understanding of business, including basic accounting procedures; and (6) the ability to reason logically.

## **Preparation for Medical, Dental, Veterinary Medicine, and other Professional and Graduate Schools Offering Doctoral Degrees**

Students should be aware that the vast majority of applicants now admitted to schools and programs in these categories hold the baccalaureate degree and will have established well above normal scores and averages in overall academic performance as well as on qualifying admission exams. Although students who apply for admission to professional schools may major in any area of study, most choose to major in biology, chemistry, or other natural sciences. Admission requirements may vary slightly from school to school, but all such programs require the basic undergraduate courses in biology, chemistry, physics, and mathematics. Students majoring in other areas should consult the academic advisor, who may in turn wish to refer the student to the Biology or Chemistry Department for more specific information. Examples of paramedical professional degrees include Podiatry, Chiropractic, Osteopathic Medicine, and Optometry. If an undergraduate degree is not required for entry into one of these fields, it is the responsibility of the student to provide the Academic Advisor with the requirements specified for admission to the school of the student's choice.

## **Preparation for Seminaries and Theological Schools**

The bachelor's degree is required for admission to accredited theological schools and many seminaries. Students aspiring to enter such institutions should follow in their undergraduate work the general recommendations of the American Association of Theological Schools. Such a program provides students an opportunity to become acquainted with broad areas of subject matter. Advice on such programs is available from the Dean of the College of Arts and Sciences.

## **SECOND BACCALAUREATE DEGREE**

A student may work for a second baccalaureate degree, and credits applied towards the first degree will be permitted to meet the second degree requirements, where applicable and appropriate. Students must meet all requirements for the second degree in effect when work on the second degree is begun.

## **MINORS**

Minors require 15 to 18 semester hours of course work, with at least 9 hours from courses numbered 3000 or above. Courses taken to satisfy Core Areas A through F may not be counted as coursework in the minor. Courses taken in Core Area F may be counted as coursework in the minor, if departmental policies allow. Minors are offered by various departments and interdisciplinary areas throughout the university. See descriptions of minors in the departmental sections of the Catalog. A grade of "C" or better must be earned in each course comprising the minor, and all prerequisites for specific upper-division courses must be met.

Minors are available in the following program areas:

Aerospace Studies	Mathematics (Statistics)
African American Studies	Music
Anthropology	Nutritional Science
Art	Philosophy
Astronomy	Physics
Computer Science	Political Science
Creative Writing	Professional Writing
English	Professional and Applied Ethics
Environmental Geography	Psychology
French	Public Administration
Geology	Religious Studies
History	Sociology
International / Intercultural Studies	Spanish
Journalism	Speech Communication
Legal Assistant Studies	Theatre Arts
Mass Media	Women's Studies
Mathematics	

## **CENTER FOR INTERNATIONAL PROGRAMS**

The Center for International Programs provides central coordination for the University's comprehensive range of services and activities in the area of international education. Campus-wide committees, open to all faculty and staff members, work with the Center for International Programs to achieve the following objectives:

1. Strengthen the international dimension of the curriculum by assuring that international issues, problems, and perspectives are appropriately represented in courses, major degree programs, and minor studies;
2. Enrich the international dimension of the co-curricular climate by sponsoring internationally oriented lectures, artistic activities, seminars, and thematic events with an international focus;
3. Provide international experiences for students and faculty by initiating and sponsoring study abroad programs and exchange agreements with foreign colleges and universities and by cooperating with external organizations and agencies that support teaching, study, and research activities abroad for faculty and students;
4. Encourage the involvement of international students and scholars in the life of the University through the provision of comprehensive support services for international students and faculty and the promotion of Valdosta State as a welcoming environment for foreign scholars and students; and
5. Heighten global awareness and understanding in the region of south Georgia by bringing together resources of the University and community in educational and civic programs for the general public and maintaining strong linkages with other institutions in the region.

Among its many activities, the Center for International Programs administers an International Studies Minor, coordinates study abroad and exchange opportunities for faculty and students, oversees support services for international students, co-sponsors a Model United Nations Program, maintains a World-Wide Web home page, and organizes each spring a major lecture series on an international theme. More information on international activities of the university is available in the Center for International Programs, located at 204 Georgia Avenue.

### **Study Abroad Opportunities**

Valdosta State University offers a variety of study abroad and exchange programs. Summer programs are offered directly by the University, with VSU faculty as group leaders and in cooperation with other institutions and organizations in providing group study abroad experiences. Students may also participate in exchange programs which allow them to attend overseas universities as regular students for a semester or an academic year. These bilateral exchange opportunities are currently available in Britain, Belize, China, Czech Republic, Hungary, Japan, Mexico, and Russia. VSU is also a member of the International Student Exchange Program, ISEP, through which students may choose from over 100 universities world-wide for study abroad experiences. When participating in an exchange, students typically pay VSU tuition, dormitory, and dining hall fees to cover instruction, room, and board at a host institution abroad.

### **Foreign Student Advisor**

A full-time foreign student advisor provides support services to the international student community at Valdosta State University. This advisor, located in the Center for International Programs, 204 Georgia Avenue, assists students in maintaining their immigration status, provides orientation to university and community life, organizes special activities for international students, and offers cultural counseling.

### **AEROSPACE STUDIES FOR MEN AND WOMEN (AFROTC)**

The Division of Aerospace Studies was established to select and prepare students, through a permanent program of instruction, to serve as officers in the United States Air Force. The curriculum emphasizes the uniformly high level of military understanding and knowledge required of all Air Force officers. The Air Force Reserve Officer Training Corps is divided into two parts. The first two years constitute the General Military Course; the last two the Professional Officer Course. The department offers a four-year and a two-year program. Each of these options leads to a commission as a second lieutenant in the United States Air Force.

Students who complete all four years of the program are awarded a minor in Aerospace Studies. The four-year program requires completion of both the General Military Course and Professional Officer Course. Students with prior active military service or previous training at military schools may, on the basis of their experience, receive a waiver for portions of the General Military Course. Participation in high school ROTC and CAP training may also qualify students for waivers of portions of the General

Military Course. The two-year program requires, as a substitute for the General Military Course, completion of a five-week Field Training Course at an Air Force base prior to formal enrollment in the Professional Officer Course. Junior college and other non-ROTC college transfer students with no previous ROTC training, who qualify academically, are eligible for the two-year program.

Scholarships are available under the four-year program to outstanding students. Application for four-year scholarships must be made early in the senior year of high school. Qualified students in the first and second years of the AFROTC program may apply during the winter semester for a scholarship for their remaining years in the program.

## **GRADUATION REQUIREMENTS FOR UNDERGRADUATES**

Candidates for degrees must complete a minimum of 120 (somewhat more in selected majors) semester hours of academic work, with a cumulative grade point average of 2.00 or better calculated from all work attempted at Valdosta State University. Transfer credit applied to degree requirements may be used to satisfy hours but is **not** included in the VSU cumulative GPA requirements for graduation. No person will be graduated with less than a 2.00 cumulative GPA. The academic work must include a minimum of 39 hours of upper division courses (that is, courses numbered 3000 or above), including at least 21 semester hours of upper division in the major field. A grade of “C” or better is required in major area courses and in the courses for the minor. Programs may specify other courses in which a grade of “C” or better is required.

Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at Valdosta State University. Any student admitted to the University for the final year must be in residence for two semesters and must complete in this time at least 30 semester hours in residence, including 21 hours of senior college work in the major.

Students who change their major or interrupt their college work for more than a year become subject to the requirements of the catalog in effect at the time of the change or re-enrollment to fulfill degree requirements. Approved Change of Major forms must be submitted to the Registrar.

No degree credit at Valdosta State University can be granted for work completed 30 years before the date of request for evaluation of credits for graduation. Credit for work in some programs older than six years in advance of an expected date of graduation may be invalidated.

Prospective graduating seniors must apply to the Office of the Registrar for final evaluation of credits and programs two full semesters in advance of the expected graduation date. A \$25 graduation fee must be paid at the Bursary prior to final evaluation. This fee is valid for one year beyond the initial term selected for completing degree requirements.

All financial obligations to the University must be cleared before an official diploma will be issued.

## **GENERAL EDUCATION**

All programs which students may pursue at Valdosta State University are required to demonstrate, directly and indirectly, a basic concern for values associated with higher general education. All students are expected to share this concern throughout the University for enhancing and increasing the individual's level of personal civilization and refinement as a human being.

## **ENGLISH LANGUAGE PROFICIENCY**

All graduates of Valdosta State University are expected to exhibit reasonable maturity and accuracy in speaking and writing the English language and a degree of skill in reading and interpretation commensurate with that of any representative graduate of a creditable American college. Evidence of serious incompetence in these skills may delay or prevent graduation from the University regardless of a student's major program or special interests.

## **CREDIT BY DEPARTMENTAL EXAMINATION**

Students currently enrolled who present satisfactory evidence that they are qualified in a particular subject may receive credit by an examination developed and administered by the appropriate instructional department. Satisfactory evidence may be, but is not limited to, work experience, non-credit courses, course work taken at non-accredited institutions, or military courses. Permission must be obtained from the head of the instructional department offering the course; however, exams will not be permitted in courses for which a student has previously taken an examination for credit or was previously enrolled at Valdosta State University as a regular or audit student. It is suggested that students check with their advisor and the Registrar's Office prior to requesting an examination for credit, to ensure that the credit will apply toward their graduation requirements. The credit will be entered in the student's academic record; however, the grade received will not calculate in the semester or cumulative grade point average.

Students must pay the Business and Finance Office, in advance of the examination, the current non-refundable fee for credit by examination. The student will show the receipt to the faculty member conducting the examination. The instructional department is responsible for reporting the course number, title, credit hours, and fee receipt to the Registrar's Office for processing. Failing grades will be reported and posted to the student's record.

A total of 30 semester hours can be earned through any combination of CLEP, credit by departmental examination, correspondence courses, extension work and advanced placement.

## **EXEMPTION TESTS**

Exemption tests which exempt a student from taking certain courses are conducted by some departments for placement purposes. Credit hours are not awarded for successful completion of placement tests, and there is no fee required to take such a test.

## **INTERNSHIP GUIDELINES**

### **Guidelines for Granting Academic Credit for Participation in Internship Programs**

Students who take part in an internship program under any of the various internship courses offered at Valdosta State University derive benefits of a diverse nature from their participation. Some of the benefits inherent in an internship are of an academic nature, and even the non-academic benefits of practical experience may well justify participation in an internship program.

By awarding academic credit for enrollment in an internship program, VSU formally recognizes the academic benefits of the program. The university grants semester hours of academic credit to students involved in internships, the number of hours depending upon the specific departmental internship course in which the student enrolls.

The guidelines which follow have the purpose of allowing maximum flexibility within any given internship program and, at the same time, of requiring the careful thought and work by the participants that will make their internship experience academically significant.

**I Acceptable Programs.** In order to receive academic credit for an internship program, students must be enrolled in an established internship course offered by an academic department of Valdosta State University.

**II Supervision.** All interns will be assigned a faculty supervisor from the academic department in whose internship course they enroll. Supervisors will accept direct responsibility for each intern under their supervision. Faculty supervisors will carefully work out in advance all individual internship programs according to these general guidelines and college or departmental guidelines and shall specify academic requirements. The actual work experience supervision will be by the project directors of the various internship programs.

#### **III Academic Credit.**

- A. Each department that desires to offer internship opportunities will establish an internship course, with the approval of departmental faculty, appropriate executive committee(s), and the Academic Committee, carrying credit of 3, 6, or 9 semester hours or variable credit up to 12 hours in increments of three hours.
- B. Internship courses not required as part of the major will be counted as elective credit.
- C. The number of credit hours to be granted for a particular internship experience will be determined in advance with the intern in keeping with the guidelines pertaining to credit hours as set forth below.
- D. Academic credit will be granted on a satisfactory/unsatisfactory basis.

#### **IV Guidelines for Granting Academic Credit.**

- A. For academic credit of three semester hours, the internship will involve, at the minimum:
  1. Work in an area directly or indirectly related to the major field of study.
  2. Ten (10) hours of service each week.
  3. A daily log of activities.

4. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the internship.
- B. For academic credit of six semester hours, the internship program will involve at the minimum:
1. Work in an area directly or indirectly related to the major field of study.
  2. Twenty (20) hours of service each week.
  3. A daily log of activities.
  4. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the internship.
  5. A research paper in an area appropriate to the major and bearing on some aspect of the internship program.
- C. For academic credit of nine semester hours or more, the internship program will involve at the minimum:
1. Work in an area directly related to major field of study. The program should provide an opportunity for direct application of the knowledge gained in the classroom in the major field of study.
  2. A daily log of activities.
  3. Thirty (30) hours of service each week.
  4. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the program.
  5. A research paper or assessment in an area appropriate to the major and bearing on some aspect of the internship program.
  6. Academic credit of 12 semester hours will be granted for 40 hours of approved service per week

## **UNIVERSITY SYSTEM REGENTS' TESTING PROGRAM**

Each institution of the University System of Georgia must assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess literacy competence, that is, certain minimum skills of reading and writing. Therefore students enrolled in undergraduate degree programs shall pass the Regents' Test as a requirement for graduation. The policy of the Board of Regents states, "A student holding a baccalaureate degree or higher from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution."

Moreover, students will be considered as having passed a part of the test if they achieve a score on another standardized test as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs, University System of Georgia. The following tests and scores are approved, and other tests will be considered as data become available:

- Students with SAT- I Verbal scores of at least 510 or ACT Reading scores of at least 23 will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test. (Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)
- Students with College Board Advanced Placement English Language and Composition or English Literature and Composition scores of at least 3, International Baccalaureate higher-level English scores of at least 4, or SAT II English Writing scores of at least 650

will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test.

For more information on Regents' Test policies, see <<http://www.gsu.edu/~wwwrtp/>>.

1. Students are expected to register for and take both components of the Regents' Test prior to the accumulation of 45 semester hours of earned credit. Students should not delay initial testing beyond having earned 30 hours of degree credit and may take and fail the test as many times as needed prior to 45 hours without remediation.
2. Students who have not taken the Regents' Test prior to the end of the semester in which they will have accumulated 45 semester hours of earned credit are subject to denial of registration.
3. All students who have not passed the test, whether they have taken the test or not, by the time they earn 45 semester hours of degree credit must take the appropriate non-degree credit course or courses in remedial writing, RGTE 0199, and remedial reading, RGTR 0198, in each semester of attendance until they have passed all components of the test. These students must successfully pass the remedial course in reading and/or writing before they are allowed to take the reading and/or writing portion of the test again. Students who fail to enroll in the required remedial course will not be allowed to register at Valdosta State University.
4. Students transferring from within the University System of Georgia shall be subject to all provisions of this policy and to Valdosta State University procedures. Students transferring from outside the System with 45 or more earned semester hours shall register for and take the Regents' Test during the first two semesters of enrollment and in subsequent semesters shall be subject to all provisions of the policy and of VSU procedures.
5. Students must follow the same course registration procedure to register for both components of the Regents' Test and the remedial courses.
6. Foreign students on non-immigrant visas whose native language is not English may register for an alternative testing program. Students should register through the Foreign Student Advisor. Resident aliens, permanent residents, native speakers of English, and U.S. citizens, regardless of native language, must pass the standard Regents's Test.

## **Review**

The purpose of the review process is to provide a procedure for correcting errors in the rating of essays. It should be emphasized that because the Test is rated by three independent graders, few such errors occur.

1. A formal review of the essay component of the Regents' Test may be requested by the student when: (a) there is a lack of rater unanimity on the essay component and (b) the student has passed English 1101 and English 1102. The request for review must be initiated by the mid-term of the first semester of enrollment following the semester in which the essay was failed, but in no case later than one calendar year from the semester in which the failure occurred.
2. A formal review may be initiated through the Regents' Test Coordinator in Powell Hall. To determine whether there is adequate basis for a formal review, the Head of the Department of English or a designated faculty member (who will be an experienced rater) shall grade the essay. Students may schedule a conference with the Head of the Department of English if they wish to discuss their paper.

3. If, following this conference, there appear to exist reasonable questions concerning the accuracy of the scoring of the essay, two additional VSU faculty members who are experienced essay graders shall review the essay.
4. If two of the three Valdosta State University graders rate the essay as passing, the essay is forwarded to the University System Central Office for formal review. If two of the three Valdosta State University graders rate the essay as failing, the review process is terminated without further recourse.

## **FOREIGN LANGUAGES**

### **Foreign Language Requirements at Valdosta State University**

1. Entrance requirement for students whose HS graduation was less than five years ago.

Students graduating from high school within the last five years are subject to the College Preparatory Curriculum requirements. These students are required to complete two years of the same foreign language in high school to satisfy CPC requirements and are subject to the following restrictions on choice of foreign language.

Guidelines for Modern Classical Language (MCL) Course Selection  
(MCL at VSU= French, Spanish, German, Latin, Japanese, and Russian)

- a) Students who elect to continue the study of their high school foreign language in order to meet requirements for the major may not take MCL 1001 in that language for credit. For review of MCL 1001 material and the completion of work equivalent to MCL 1002, they should take MCL 1111. Students who do not wish to review MCL 1001 content should take MCL 1002. To complete a six-hour requirement, they should take MCL 2001. MCL 2002 will complete the nine-hour requirement.
  - b) Students may elect to take a foreign language other than the one studied previously in high school. They should take MCL 1001, MCL 1002 (to complete the six-hour requirement), and MCL 2001 (to complete the nine-hour requirement).
  - c) MCL 1001, when taken to satisfy a deficiency in the University admissions requirement, will not be counted toward satisfying the foreign language requirement for the major. MCL 1002, 2001, and 2002 should be taken if the same language is selected, to meet the foreign language requirement for the major. If students elect to begin the study of another language, MCL 1101, 1002, and 2001 should be taken.
2. Entrance requirement for students whose HS graduation was more than 5 years ago.

Students graduating from HS more than five years before entering college are not subject to CPC. They may count the 1001 level foreign language toward graduation even though they may have completed two years of the same foreign language in high school.
  3. Requirements for Major Programs

Throughout the various colleges of the University, majors in selected academic disciplines have established requirements in foreign language and culture to be com-

pleted as a part of their program of study. The following list indicates specific requirements, according to degrees and majors. The full listing of degree requirements should be consulted for each major.

**Nine-hour foreign language requirement:**

- B.A. with a major in history, mathematics, French, Spanish, philosophy, political science, legal assistant studies, sociology and anthropology, criminal justice, psychology, or art
- B.S. with a major in biology, chemistry, astronomy, environmental geography, or physics

**Six-hour foreign language requirement:**

- B.A. with a major in music
- B.S. with a major in computer science, applied mathematics, or mathematics with computer science option

**Foreign language requirement through MCL 2001:**

- B.S.Ed. with a major in Secondary Education/English

**Foreign language requirement through MCL 2002:**

- B.A. with a major in English

**STATE OF GEORGIA LEGISLATIVE REQUIREMENTS**

In accordance with an act of the General Assembly of the State of Georgia, all candidates for degree are required to possess and demonstrate a reasonable mastery of United States history, Georgia history, the United States Constitution, and the Georgia Constitution. These history requirements are met by the successful completion of History 2111 (3 hours) or History 2112 (3 hours). The constitution requirements are met by the successful completion of Political Science 1101 (3 hours). Transfer credit for these three courses may not satisfy the requirements of the State of Georgia. Exemption tests in Georgia History or Georgia Constitution are offered to transfer students whose American History or Political Science course(s) did not include Georgia History or Georgia Constitution and to students who have obtained credit in American Government or in American History via the CLEP program, which does not include credit for satisfying the legislative requirements. See the VSU Testing Office in Powell Hall West concerning the exemption tests in Georgia History and in Georgia Constitution.

**HEALTH AND PHYSICAL EDUCATION**

There is no University-wide physical education requirement. However, certain degree programs, particularly teacher certification programs in education, include *KSPE 2000 Health and Wellness for Life* within the degree requirements. Review the degree requirements for your particular degree program.

All students are encouraged to include at least one development and one recreational physical education course in their programs.

## JUNIOR AND SENIOR COLLEGE WORK

Of the total credits required for a bachelor degree, a minimum of 60 semester hours must be earned in residence in senior (four-year) institutions. Required lower division courses are introductory in nature and are designed as prerequisites to upper division work. These include courses required by the University System Core Curriculum and are to be taken normally before a student achieves junior classification.

### CLASSIFICATION

Promotion from class to class (from freshman through senior) is based on hours earned in academic subjects. The semester hours required for different classifications are:

Class	Semester Hours	Class	Semester Hours
Freshman	0-29	Sophomore	30-59
Junior	60-89	Senior	90 or more

### ACADEMIC LOAD

Twelve or more semester hours constitute full-time enrollment for undergraduates. The typical academic load for undergraduate students is approximately 15 hours per semester. An academic load of 19 hours is permitted without special approval. An academic load greater than 19 hours requires completion of the VSU *Petition to Register for More Than Nineteen Hours*, showing approvals of the academic advisor, the department head of the student's major, and the appropriate Dean or Director. The maximum load for which approval may be given is 21 semester hours credit.

Institutional credit is a unit of credit included in a student's total hours of academic load, which is the basis for fee calculations. Institutional credit does not apply towards the total number of hours required for graduation nor is it transferable to another institution.

### ACADEMIC ADVISING

All students with a declared major must be advised by a faculty member from that major department. The advising folder will be maintained by that college or department. Registration materials, including class schedule/fee assessment forms, will be sent to the major departments by the Registrar. All students who have not chosen a major are classified as Liberal Arts Students (LAS) and are advised through the LAS Advising Center in Nevins Hall. Students in the Associate of Arts program, Community College Program, and Non-degree students will be assigned an advisor by the Dean of Arts and Sciences. Advising folders will be maintained by the dean, the LAS Advising Center, or the advising department. All registration and other academic materials will be given to the Dean of Arts and Sciences by the Registrar for distribution to the advising departments. All Learning Support students will be advised by an advisor in the Office of Student Academic Instructional Support (OASIS). Associate of Applied Science students will be advised by faculty of the Department of Adult and Career Education.

## REGISTRATION

Currently enrolled students may register for courses during the following registration periods:

- Early Registration by telephone or PC held approximately six weeks before the term begins. Registration priority is based on student classification in the following order: Graduate students and seniors; juniors; sophomores; freshmen. Determine total charges via the telephone registration system or by reference to the Registration and Advising pages at VSU's Web site after registering.
- Regular Registration and drop/add by telephone or PC held immediately prior to the beginning of classes. Registration is held on a first come, first served basis. Fee- and course-schedules can be obtained over the telephone by at <<http://www.valdosta.edu>>.
- Late Late Registration and continued drop/add held for approximately three-four days after the term begins. A late fee is assessed for registration during the Late Period.

New students are expected to register for classes during orientation programs held prior to the first day of classes.

All undergraduate and graduate students must be advised before registration. Students who have not been advised will not be able to access the registration system.

Registration in all courses offered by the University is under the direct supervision of the Registrar. Published schedules, policies and procedures for registration must be strictly observed. Registrations are canceled for students who do not complete the registration and fee payment process by the published deadlines.

For more information on fee payment procedures, see the section on Tuition, Fees, and Costs.

## WITHDRAWAL FROM COURSES POLICY

Students may withdraw from courses following the drop/add period until mid-term by obtaining the instructor's signature on the withdrawal form available from the Registrar's Office. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. Instructors may assign a "W" on the proof roll for students not attending class. However, it is the responsibility of the student to complete the withdrawal process. A withdrawal is not official until it is received and processed by the Office of the Registrar. Withdrawal forms will be date stamped when obtained from the Registrar and this date will determine the official withdrawal date and corresponding refund percentage. Students will have five (5) days to complete the withdrawal process or the form will become void.

Students will not be allowed to withdraw after the mid-term point of the semester as published in the school calendar as required by Board of Regents' policy; however, students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of the Registrar. The petition will become a permanent part of the student's file. If the petition is approved, the instructor may assign a grade of "W" or "WF" after mid-term.

Note that “WF” is calculated in the grade point average the same as “F.” Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of “F.”

No fee adjustment will be made for withdrawals except as outlined in the Tuition, Fees, and Costs Section of this *Catalog*. The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable.

Students receiving financial aid should be aware that withdrawal from courses may affect continued financial aid eligibility. Refer to the section on Financial Aid Academic Requirements for additional information.

## **IN-PROGRESS GRADES**

In-progress grades are reported before the mid-term date of Fall and Spring terms for students in lower division (1000- and 2000-level) courses. Students who want to review their grades on the Student Information System should log in to the VSU Homepage at <[www.valdosta.edu](http://www.valdosta.edu)> and select “Registration and Advising.” Select “Login” on the Banner Homepage and enter your Web ID and PIN. Then select “Login” again. Select “Student and Financial Aid,” then “Student Records,” and finally “Academic Transcript.” Those experiencing difficulties in their academic work should contact the instructor, advisor, or advising center for guidance on available options to improve their academic standing. Freshmen are also encouraged to contact the Director of the Office of Academic Student and Instructional Support (OASIS), Telephone 229-333-5934.

## **MEDICAL WITHDRAWALS FROM THE UNIVERSITY**

A student may request to be withdrawn from the university for medical reasons. The student must contact the Dean of Students Office in the University Union to make this request. The Dean of Students Office staff will assist the student through the process of a medical withdrawal. The Dean of Students Office’s telephone number is 229-333-5941.

### **Mental Health Withdrawals**

To ensure the Valdosta State University students receive due process rights, Valdosta State University has initiated the following Mental Health Withdrawal Procedure. Before a student may be withdrawal for mental health reasons, there must first be the following chain of events:

1. The student displays behavioral indicators, which are determined by a mental health professional to be of danger to the student or others.
2. When a mental health professional recommends that a student needs to be withdrawn from school for mental health reasons, an informal hearing will then be set up to determine whether or not the student should be withdrawn.
3. In this informal hearing conducted by the Office of the Dean of Students, the student or his or her representative may present any pertinent information that he or she believes will have a bearing on the particular case.

This procedure is enacted to ensure that the student’s legal rights are not violated and that the University has the right to remove any student who it feels, based on professional evaluation, may present a danger to himself or herself or to others.

**No fee adjustment will be made for withdrawals except as outlined in the Cost and Financial Aid Section of this catalog.** The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable.

## **CHANGE IN MAJOR PROGRAM**

No change in a student's major program may be made during registration. Changes in major programs are made on the basis of careful consideration and planning with the advisor well before the registration period. Any change from one major program to another, especially if made late in the student's college career, may necessitate additional courses which were not required in the major program originally selected. Additional semesters in residence may also be necessary. Both the accepting and releasing departments must approve a change of major program. Students who change their major or interrupt their college work for more than a year become subject to the requirements of the catalog in effect at the time of the change or re-enrollment to fulfill degree requirements. Approved Change of Major forms must be submitted to the Registrar.

## **COURSE OR PREREQUISITE SUBSTITUTIONS AND WAIVERS**

Requests for course substitutions or course waivers must contain specific justification for the request and must be approved by the student's advisor, the head of the department and the dean of the school of the student's major, and the Registrar. If the substitution or waiver involves a Core Curriculum course, approval of the Vice President for Academic Affairs is also necessary. A "Request for Course Substitution/Waiver" form, available in the major's department, must be completed before approval is official.

Requests for a prerequisite substitution or waiver must be approved by the instructor of the course requiring the prerequisite and by the administrator of that department or school. The department head and course instructor will be notified of all administratively approved prerequisite substitutions or waivers.

## **ABSENCE REGULATIONS**

The University expects that all students shall attend all regularly scheduled class meetings held for instruction or examination. Although independent study is encouraged at Valdosta State University, regular attendance at class is expected. Instructors are required to maintain records of class attendance. The unexcused absence or "cut" is not regarded as a student privilege.

It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up of work missed by absences. When students are compelled for any reason to be absent from class, they should immediately contact the instructor.

**A student who misses more than 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course.**

Absence problems which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Discontinuance of class attendance without officially withdrawing from a course is sufficient

cause for receiving a failing grade in the course. It is assumed that students will consult with their instructor in a given course before initiating procedures for withdrawing from that course. Students officially withdrawing from a course prior to midterm will receive a “W” for the course. After midterm, in cases of hardship, students may complete a Petition for Withdrawal form which is available in the Office of the Registrar. If the petition is approved, it is the instructor who determines whether the grade awarded is “W” (withdrew passing) or “WF” (withdrew failing). **The grade of “WF” is equivalent to an “F” and is calculated in the grade point average as “F”.**

Off-campus activities, appropriately supervised and sponsored by faculty members, which appear to justify a student’s absence from scheduled classes, must be approved by the academic dean or director responsible for the activity. Such activities must be justifiable on grounds consistent with the educational program of the University as interpreted by the Vice President for Academic Affairs. Instructors determine if a student is excused from class to participate in sanctioned activities, either off-campus or on-campus.

## **AUDITING CLASSES**

Students may be permitted to enroll as auditors in selected courses, provided regular enrollment in the course permits and if such an arrangement is completely agreeable to the instructor concerned. Fees for auditing classes are the same as for credit courses. **Students are not permitted to change from audit to credit or from credit to audit after the last day for course changes as specified in the official calendar.**

## **FINAL EXAMINATIONS**

Final examinations are regularly administered for all classes at the end of each term according to an established schedule. The University Calendar is definite as to dates for final examinations, and permission for departure from the schedule cannot be granted. Graduating seniors may not be required to take final examinations at the end of their final semester of residence, but only with the approval of the instructor concerned.

## **GRADING SYSTEM**

The semester hour is the basic unit of work, in which each course offered has credit value in terms of a certain number of semester hours normally conforming to the number of contact class hours per week. For example, courses meeting three hours a week normally carry three semester hours of credit. A typical exception occurs in laboratory work, in which two or three hours of class contact have a one-credit-hour value.

Grades and quality points represent the instructor’s final estimate of the student’s performance in a course. All grades assigned remain on the student’s permanent record and transcript. The following letters denote grades which are included in the computation of the grade-point average:

A	= Excellent: 4 quality points per hour	D	= Passing: 1 quality point per hour
B	= Good: 3 quality points per hour	WF	= Withdrew failing: 0 quality points
C	= Satisfactory: 2 quality points per hour	F	= Failing: 0 quality points

The following letters denote cases in which the grade is not included in the computation of the grade point average:

I	=	Incomplete	IP	=	In progress (course scheduled for more than one semester)
K	=	Credit by examination	U	=	Unsatisfactory
S	=	Satisfactory	W	=	Withdrew, without penalty
V	=	Audit			
NR	=	Not reported by instructor or course ending date is after the scheduled end of the semester			

A cumulative grade-point average (GPA) of at least 2.00 (i.e., an average of at least “C” in all work attempted) is required for graduation from VSU. Grades for credit accepted in transfer or by examination are posted on a student’s permanent record card but are not included in the calculation of the VSU cumulative grade-point average.

The cumulative grade-point average will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of **A, B, C, D, F, or WF** has been assigned into the number of quality points earned on those hours scheduled.

Computation of the cumulative grade-point average treats **WF** and **F** grades identically. Grades of **W, NR, S, V, U, K, IP, and I** are not computed.

Courses passed with a grade of **D** cannot be counted as satisfying the requirements in the major area or in a minor.

The repeat rule was discontinued Summer 1989. Cumulative grade-point averages calculated prior to that time continue to include the repeat provisions. Academic records that were not adjusted for courses repeated prior to Summer 1989 will not be altered.

A report of **I** (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of **I** requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student’s enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an **I** is not changed to a letter grade within one calendar year, it will be changed to the grade **F**.

**NR** is assigned when an instructor fails to submit final grades by the established deadline or when the course ending date is after the schedule end of the semester. The **Incomplete** or **NR** grade will remain on the student’s permanent record and transcript. An **Incomplete** will be changed to an **F** or **WF** if not removed by the required period of time indicated above.

## GRADE CHANGES

Final grades submitted by the course instructor may not be changed except for approved special circumstances. A request for grade change form must be submitted by the instructor, and the change-of-grade form must be approved by the appropriate officials and forwarded to the registrar.

## **GRADE APPEALS**

Students who have just cause to appeal the assignment of a grade must first discuss the problem with their professor. Further appeals are then directed, in order, to the professor's Department Head and Dean, and the Vice President for Academic Affairs. Copies of the final course grade appeal policy, procedures, and form are available in the Office of the Registrar

## **ACADEMIC RENEWAL POLICY**

The Academic Renewal Policy allows Valdosta State University degree-seeking undergraduate students who have experienced academic difficulty to have one opportunity to make a fresh start at Valdosta State University after an absence of five consecutive calendar years from any postsecondary institution. If a student does not request Academic Renewal status at the time of re-enrollment, the student may do so within two academic semesters of re-enrollment or one calendar year, whichever comes first.

Former Developmental Studies students may apply for Academic Renewal only if they successfully completed all Developmental Studies requirements before the commencement of the five-year period of absence.

All previously attempted coursework continues to be recorded on the student's official transcript. A complete statement of the policy and the form, Application for Academic Renewal, are available in the Office of the Registrar.

## **COURSE NUMBERING**

### **Numbers**

- 0000-0999 Remedial Courses. Such courses do not carry credit toward graduation.
- 1000-2999 Lower Division Undergraduate Courses. Courses with these numbers are basic undergraduate courses.
- 3000-4999 Upper Division Undergraduate Courses. Courses with these numbers are for advanced undergraduate courses. Some schools or divisions may require junior class standing as a prerequisite for these courses.
- 5000-6999 Mixed Graduate/Upper Division Courses. Some courses numbered 3000-3999 are open to graduate students; such courses carry dual numbers, with the graduate version of the course numbered between 5000 and 5999. Similarly, courses numbered 4000-4999 may be taken by graduate students using a corresponding number in the range 6000-6999.
- 7000-9999 Graduate Courses. Enrollment in these courses is restricted to graduate students.

Certain courses require prerequisites (other courses that must be taken before a given course), and/or corequisites (other courses that must be taken during the same term as a given course), or the consent of the instructor or of the Department Head. Students must be sure they have met these requirements, as listed in the course descriptions of this Catalog.

## **CROSS-DISCIPLINARY COURSES**

Certain courses, because of their scope and focus, are identified by different designations, that is, cross-listed. Students may decide which designation they wish to register for, depending on their needs, but such a dual-listed or cross-listed course can count only once and cannot be taken a second time for credit under a different designation. Cross-disciplinary courses are clearly identified in the descriptions of the “Courses of Instruction” section as “Also offered as ....”

## **RECOGNITION OF UNDERGRADUATE SUPERIOR ACHIEVEMENT**

### **Graduation With Honors**

Three levels of graduation honors recognize exceptional students qualifying for the bachelor’s degree. These honors are based upon all academic work attempted, including all courses attempted at other institutions. A minimum of 60 semester hours of academic work, including any student teaching, must be successfully completed in residence at Valdosta State University. Credit by examination or exemption will not be included in the work considered for residence. Requirements have been changed effective Fall 2000.

- |                        |   |
|------------------------|---|
| <b>Cum Laude</b>       | for an overall grade-point average of <b>3.50</b> and a VSU cumulative average of <b>3.50</b> . |
| <b>Magna Cum Laude</b> | for an overall grade-point average of <b>3.70</b> and a VSU cumulative average of <b>3.70</b> . |
| <b>Summa Cum Laude</b> | for an overall grade-point average of <b>3.90</b> and a VSU cumulative average of <b>3.90</b> . |

Honors shown in the graduation program are based on grades earned to date; however, official honors included on diplomas include all work attempted at VSU and all other institutions, including accepted and non-accepted transfer credit.

### **Dean’s List**

Students achieving a semester GPA of 3.50 or higher on nine (9) or more semester hours with a cumulative GPA of 3.00 or higher are recognized by being placed on the Dean’s List. Neither incomplete grades (I) nor the final grades and hours when the incomplete is removed are included in the Dean’s List calculation. (Developmental Studies, transients, and graduate students are not eligible for Dean’s List status.)

### **University Honors Program**

The Honors Program offers interdisciplinary seminars, a special track of core curriculum courses, and opportunities for independent research that lead to a Certificate in University Honors. The program is designed to provide for the stimulation and challenge of academically motivated students so that they achieve their full academic potential, while at the same time providing recognition for such students’ endeavors. The Honors Program encourages connections between disciplines, interdisciplinary programs, inno-

vative and unusual approaches to subject matter, and a reliance upon experiential learning that is fully integrated into the course content. The courses and seminars are designed to give all students in the Honors Program a shared intellectual experience in order to develop a community of learners and to encourage a spirit of collegiality in the pursuit of knowledge, a spirit that is essential for intellectual growth and personal fulfillment. Offerings include:

1. Limited-enrollment classes in anthropology, art, biology, chemistry, economics, health, history, literature and languages, mathematics, philosophy, political science, psychology, and sociology. All of these courses satisfy core curriculum requirements, depending on the student's major.
2. Special honor seminars with an interdisciplinary focus. These explore a wide range of interesting, controversial, and timely issues. These seminars can satisfy elective credit in a variety of major degree programs.
3. Honors Fora, a series of discussions and lectures led by faculty, visiting scholars, and distinguished members of the community.

The University Honors Program also sponsors the Honors Student Association, open to all students with a grade point average of 3.0. The Honors Program is affiliated with the National Collegiate Honors Council, the Southern Regional Honors Council, and the Georgia Honors Council. These affiliations afford wide opportunity for travel to academic conventions and conferences. Application forms and additional information about the Honors Program can be found at the VSU Honors House, 2 Brookwood Circle.

## **ACADEMIC PROBATION AND SUSPENSION**

Valdosta State University seeks to provide an environment suitable for promoting the systematic pursuit of learning. To ensure this primary goal, the University requires of its students reasonable academic progress. The retention of those students who repeatedly demonstrate a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement.

Academic probation serves as the initial notice that the student's performance is not currently meeting the minimum grade point average required for graduation. Continued performance at this level will result in the student's being placed on academic suspension. Academic probation is designed to serve three purposes: (1) to make clear to all concerned the inadequacy of a student's performance; (2) to provide occasion for necessary counseling; and (3) to give students whose success is in doubt additional opportunity to demonstrate performance.

Academic suspension is imposed as a strong indication that the student incurring such suspension should withdraw from the University, at least for a time, to reconsider the appropriateness of a college career or to make necessary fundamental adjustments in attitudes toward the academic demands of college.

## **I Stages of Progress with Minimum Grade Point Averages Required**

An individual's stage of progress is determined on the basis of the number of academic semester hours attempted, including those transferred from other institutions. Transfer credits are not included in computing grade-point averages.

Semester Hours attempted at VSU and hours transferred to VSU	Cumulative grade-point average required on VSU courses
1 - 29	1.60
30 - 59	1.75
60 - 89	1.90
90 - graduation	2.00

## **II Academic Probation**

A student will be placed on academic probation if, at the end of any semester while the student is in good standing, the cumulative GPA falls below the minimum specified in the table above or the semester GPA falls below 2.00. Even though a student on probation is making some progress toward graduation, it should be clearly understood that without immediate academic improvement, suspension may result.

## **III Academic Suspension**

- a. A student will be suspended if at the end of any term, while on academic probation, the cumulative GPA falls below the minimum specified in the table above, and the term GPA falls below 2.00.
- b. A first suspension will be for one semester. (See readmission procedures below.)
- c. A second suspension shall be for two academic semesters.
- d. A third or subsequent suspension shall be for one calendar year.
- e. Should another institution permit a student on suspension from Valdosta State University to enroll, work taken at that institution during any period of suspension shall not be counted as degree credit at Valdosta State University unless prior approval was obtained from the student's Dean at Valdosta State University.
- f. Any Valdosta State University students on academic suspension may enroll during any summer term at VSU; however, they must schedule and complete two 3-hour courses with a minimum GPA of 2.0 to lift suspension.

## **IV Right of Appeal**

Upon appeal by the student, the dean or director of the respective academic unit in which the student is enrolled has the authority to waive the first or second suspension if unusual circumstances warrant. The third suspension can be appealed only by petition to the Admissions Advisory Committee.

## **V Readmission Procedures**

Students must make application for readmission in writing to the Director of Admissions prior to registration for the semester in which they plan to return. Following the first or second suspension, readmission on probation may be granted for unusual and

compelling reasons by the dean or director of the college or division in which the student was enrolled at the time of suspension. A suspended student readmitted on probation may have specific academic requirements imposed by the Admissions Advisory Committee or by the Vice President for Academic Affairs. A petition to the Committee and personal appearance before the Committee are required. Any further appeals must be made by petition directly to the Vice President for Academic Affairs. A student accepted for readmission, suspended at the end of the last term of attendance, who does not re-enroll will remain on academic suspension.

## **WORK BY CORRESPONDENCE AND EXTENSION**

Not more than 30 semester hours of undergraduate work may be earned by extension and credit by examination, of which not more than 17 semester hours may be by correspondence. Under no circumstances will students in the final year of residence (30 semester hours) be permitted to take more than seven (7) semester hours by correspondence or extension. Students in residence may not enroll for correspondence or extension work except by permission of the appropriate dean or director. No course which a student may have failed while in residence at Valdosta State University may be taken by correspondence or extension for degree credit. The Student Affairs Office coordinates correspondence study. Credit from University of Georgia Extension Centers will be restricted to lower division (1000 and 2000 level) in addition to the 30-hour limitation.

## **STUDENT RECORDS**

The Office of the Registrar maintains the academic records of students and issues transcripts of records and certificates for various governmental agencies.

Students are encouraged to check with the Registrar's Office when questions arise concerning academic status. All students have a permanent record to which only they and authorized personnel have access, and it is to the student's advantage to check this record periodically. Official transcripts are provided upon written request of the student. All undergraduate and graduate work constitutes a complete academic record. Portions of that record will not be deleted when transcripts are provided. All grades assigned remain on the student's permanent record and transcript. Two weeks' processing time should be allowed for the preparation of transcripts and certifications.

Transcripts of academic records from other colleges and high schools are not provided. The student must contact previous institutions attended for those transcripts. It is also the student's responsibility to contact testing agencies for test score reports. Students may request copies of other academic records through the Registrar's Office.

## **TRANSCRIPT POLICY**

A transcript is an official copy of the official permanent academic record maintained by the Registrar. Recorded on the permanent academic record are all VSU courses attempted, all grades assigned, degrees received, and a summary of transfer hours accepted with VSU equivalent course numbers indicated. Official transcripts and certifications of student academic records are issued by the Office of the Registrar for all students of the University. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the course work was taken.

Transcripts may be requested in writing, either in person or by mail. (See Transcript Fees, in the section on Tuition, Costs, and Fees.) Normally, transcripts will be mailed within one week of the request unless the request is delayed because of a “hold” on the record or delayed for posting of a grade change, an earned degree, or current semester grades. Requests are processed in the order they are received. Students requiring priority service may pay a special processing fee.

All transcripts must be requested by the individual student, including transient students desiring transfer credit at another institution. No partial or incomplete transcripts including only certain courses or grades are issued. Transcripts will not be released unless the student has satisfied all financial and other obligations.

VSU is permitted, but not required, to disclose to parents of a student information contained in the education records of the student if the parents notify VSU in writing that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

The University will accept a request for student records (transcripts) by facsimile transmission equipment. Facsimile requests for copies of student records must be signed by the student whose record is to be reproduced.

Valdosta State University will not provide official copies of student records by facsimile transmission.

Transcript policies apply as well to all certification forms and letters.

## **DIPLOMA REPLACEMENT**

Valdosta State University will provide replacement diplomas for graduates whose diplomas have been damaged or lost. The cost of this service will be the current diploma replacement fee charged by the university.

Valdosta State University mails diplomas to graduates. The institution will replace lost or damaged diplomas, without cost to the student, when such loss or damage occurs during that mailing. The student must return damaged diplomas or documentation from the United States Post Office that the diploma cannot be located. A period of 12 to 15 weeks is required for the printer to process all special replacement orders.

Diplomas will not be reissued when graduates change their name from that officially recorded at the time when degree requirements were met.

## ENROLLING AT ANOTHER INSTITUTION AS A TRANSIENT STUDENT

A regularly-enrolled undergraduate student wishing to attend another institution for one term, with the intention of returning to Valdosta State University, will be considered a “transient” student at the other school. The following procedure must be followed to obtain “transient” status:

1. A transient request form must be obtained from the student’s major department or the Registrar’s Office.
2. The form must be completed by the student’s advisor, who must approve specific courses to be taken as a transient student. (The Regents’ Testing Coordinator at Valdosta State must approve Regents’ testing at another institution.)
3. The form must be taken to the Admissions Office for evaluation of proposed transient courses.
4. The form must be signed by the head of the department.
5. All holds (such as traffic fines, library fines, etc.) must be cleared with the appropriate office before a transient request can be processed.
6. The completed transient request form should be returned to the Registrar’s Office for processing.
7. Students should contact the school they are planning to attend to inquire about admission requirements.
8. Students must request an official transcript from the other institution for transfer credit evaluation by the VSU Admissions Office.

Credit will not be accepted and posted to the Valdosta State University record until an official transcript has been received from the other institution, and all transfer credit requirements have been met as specified in the current VSU *Catalog*. Transfer credit applied to degree requirements may be used to satisfy hours but will not be calculated into the student’s VSU cumulative grade point average requirements for graduation. Credit is not acceptable in transfer for students who are on academic suspension at Valdosta State University without their VSU Dean’s prior approval. Valdosta State University accepts a maximum of 60 transfer semester hours from a junior college and a minimum of 90 total semester hours in transfer. Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at VSU. Any student admitted to the University for the final year must be in residence for two semesters and must complete in this time at least 30 semester hours in residence, including 21 hours of senior college work in the major. Students who have not attended Valdosta State University for over one year must apply for readmission and must satisfy degree requirements as specified in the VSU *Catalog* current at the time of reapplication.