Teaching and learning provide the philosophical foundations of Academic Affairs. From the focused learning support programs for students who need to strengthen their academic skills to the honors courses for students who have demonstrated outstanding academic performance, Academic Affairs provides courses, programs and services to enrich the lives of the diverse students it serves. It also seeks to improve the capacity of these students to function competently, responsibly, and creatively in society.

Through high quality academic programs, an exemplary faculty, and nurturing academic support services, Academic Affairs provides curricula for general education, pre-professional, and skills-oriented programs of study. These programs lead to Associate of Arts, Associate of Science and Associate of Applied Science degrees as well as certificates in selected programs.

Academic Affairs is committed to providing a challenging academic environment, enriched classroom activities and academic support services designed to stimulate intellectual curiosity and promote analytical, critical, and creative thinking.

**Academic Honors/Scholarship Standards**

- **The Dean’s List**

Excellence in scholastic achievement is recognized each semester by the publication of the Dean’s List. This list names students who complete all academic work for which they are registered with a grade point average of 3.5 or higher and who carry at least nine (9) hours of academic coursework (non-learning support).

- **Honors Courses in the Social Sciences**

Honors courses offered through the Division of Social Sciences in history, political science, psychology and sociology are designed for high achievers desiring exceptional learning experiences from outstanding faculty. Each honors course emphasizes reading, research, and stimulating discussions, as well as writing papers and reports.

Students enrolling in honors courses must have a cumulative GPA of at least 3.30 and must have completed all Learning Support requirements. New students enrolling in honors courses must have a high-school grade point average of at least 3.30. Finally, enrollment is contingent upon approval of the student’s advising Division Dean and the instructor of the honors course.
• **PHI THETA KAPPA NATIONAL HONOR SOCIETY**

The Beta Beta Tau Chapter of Phi Theta Kappa National Honor Society was formed to recognize and encourage scholarship at Atlanta Metropolitan State College, to provide an intellectual climate for the exchange of ideas and ideals, and to encourage fellowship and service to AMSC and the larger community.

The following are membership requirements: (1) the student must be currently enrolled at Atlanta Metropolitan State College; (2) the student must have exited or exempted all Learning Support classes; (3) the student must have completed at least twelve (12) semester hours at AMSC; and (4) the student must have a cumulative GPA of at least 3.5. Current or continuing students must maintain a cumulative GPA of 3.0.

• **Kappa Beta Delta International Business Honor Society**

The purpose of the Kappa Chapter of the Kappa Beta Delta International Business Honor Society is to promote, encourage and recognize scholarship and accomplishment among students following the business programs of study, as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. The society is organized exclusively for charitable and educational purposes.

The following are requirements for induction into Kappa Beta Delta: (1) the student must rank in the upper 20 percent of business students; (2) the student must have a minimum of 30 semester hours earned at AMSC with at least nine (9) semester hour courses; (3) the student must have a cumulative GPA of 3.25; (4) the student must have a 3.5 GPA in the program of study; (5) the student must be nominated an approved by the membership and; (6) the student must be currently enrolled at the College.

• **Social Science Honor Society**

The Social Science Honor Society recognizes academic excellence while stimulating achievement and motivation among students following programs of study in the social sciences at Atlanta Metropolitan State College. Faculty in the Social Sciences Division and the members of the Honor Society determine the activities of this Society. These activities may include discussions, debates, presentations, cultural events, research contests, and service to the College and the community within the parameters of the social sciences. Students are expected to develop a greater understanding of and appreciation for the social sciences, as well as greater facility in oral and written expression. Also, the organization’s activities increase intellectual stimulation, and personal and professional growth and satisfaction. The Society meets at least once per semester, and members are expected to participate in meetings and activities.

Students may either request membership by writing to the Division Dean or be nominated by a faculty member. Eligible students must be currently enrolled for
a minimum of seven (7) credit hours and must be following a Social Science Program of Study. They also must have completed a minimum of fifteen (15) hours of credit, nine (9) of which must have been earned at Atlanta Metropolitan State College. The minimum GPA in the major area must be 3.50, and the overall GPA must be at least 3.25. This GPA must be maintained for continuous membership in the Society. Students who fall below 3.25 may apply for readmission into the Society once they re-establish the required GPA.

Abandoning a Course

Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of “F” at the end of the course. It is the student’s responsibility to initiate and complete the withdrawal process.

Academic Misconduct

Academic misconduct, or cheating, can take many forms. Although different instructors assign various penalties, academic misconduct is grounds for failure on the assignment or in the course, as well as expulsion from the College. Examples of academic misconduct include, but are not limited to, copying exam answers from others; using notes, calculators, dictionaries, computers, cell phones, and books during examinations or assignments without the authorization of the instructor; using sources expressly forbidden by the instructor; handing in someone else’s work as one’s own; or engaging in any deceptive act that interferes with the instructor’s efforts to evaluate accurately a student’s academic performance.

Academic misconduct also includes presenting one’s own work, words, ideas or information, as if it came from an outside source. Examples of this form of misconduct include, but are not limited to, making up interviews and falsifying statistical data.

Plagiarism is a particular form of academic misconduct that will not be tolerated. It includes copying materials directly from a source and/or using someone else’s work or ideas without acknowledging the source. In short, plagiarism is claiming another person’s words or ideas as one’s own. Essays, term papers, and tests must be the work of the student. If the student uses someone else’s ideas, words, computer program, or other works, the student must acknowledge the source. Even in an oral presentation, the speaker should give credit to the source of the information.

Unless the instructor indicates otherwise, the student may obtain editorial assistance from someone else. Nonetheless, this assistance should be in the form of explaining or clarifying rules, strategies, format, or principles in order to improve the student’s own work.

If an instructor suspects plagiarism or any form of academic misconduct, the instructor may request that the student submit notes, copies of research
materials, and/or other information to prove that plagiarism or academic misconduct did not take place. The type of materials requested will vary depending on the type of assignment and the wishes of the instructor.

**Penalties for Academic Misconduct**

In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not limited to, the instructor assigning a grade of “F” for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of “F” for the course.

In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or System examination or assignment, the results of the examination will be voided. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Vice President for Academic Affairs, not to exceed suspension for one semester from Atlanta Metropolitan State College.

**Academic Progress**

To be in good academic standing, a student at Atlanta Metropolitan State College is required to maintain an acceptable cumulative grade point average (GPA). The minimum acceptable cumulative standard GPA is 2.0. The first semester that a student’s cumulative GPA falls below 2.0, the student will be placed on academic warning for the next semester.

If, after the semester of academic warning the student’s cumulative GPA remains below the required standard, the student will then be placed on academic probation for the following semester. Students on academic probation may continue on probation if they show academic progress by achieving at least a 2.0 GPA each semester, until the cumulative GPA reaches the minimum acceptable standard. However, students who are on probation will be placed on academic suspension for one semester (exclusive of the summer term) if they do not maintain a semester GPA of at least 2.0. The status of academic probation will be changed to good academic standing when students have achieved the minimum acceptable GPA.

Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 to be eligible to register for the next semester. Students who return from suspension, but do not maintain a semester GPA of 2.0 will be placed on academic dismissal for three semesters (exclusive of the summer term). Students who are dismissed must petition the Vice President for Academic Affairs to apply for readmission. In the letter of petition, students should state reasons they believe that they will show academic improvement if they are allowed to be readmitted. The Vice President for Academic Affairs will refer
letters of petition to the Academic Progress Committee for its review and recommendation.

Students who are on probation or who are returning from suspension or dismissal are required to meet with the Coordinator of Academic Advisement for assistance with a plan for improving their academic performance. These students may be required to take a reduced course load.

Students on dismissal are not eligible to register for courses at Atlanta Metropolitan State College unless they write a letter to the Vice President for Academic Affairs to appeal the dismissal. The Vice President for Academic Affairs will refer appeal letters to the Academic Progress Committee. A letter of appeal should indicate factors that contributed to the student’s prior low academic progress. Students who write letters of appeal must submit the letters to the Office of Academic Affairs no later than two working days prior to the first day of General registration for the semester. Once a student has been suspended, all financial aid will be denied. Students who are permitted to register are responsible for re-establishing their eligibility for financial aid.

THE ACADEMIC YEAR

The academic year is divided into two 15 week semesters including a twelve (12) week session, two seven and a half (7 ½) week and one five (5) week embedded “minimesters”. A shorter summer term including two 5 week minimesters is also available. The academic calendar may be found in the front of this catalog. Students may enter Atlanta Metropolitan State College at the beginning of any semester including the summer term.

Attendance Policy

Scheduled class meetings are a fundamental element in the educational process, and students are expected to attend class regularly. Recognizing that the role of the scheduled class varies with the instructor, the student, the course, and the method of instruction, the following regulations have been established:

The establishment of course attendance requirements for each course is the responsibility of the individual instructor.

The attendance policy for each course is included on syllabi and given to each student by the instructor at the beginning of each semester. This announcement shall indicate what penalties, if any, the instructor shall assess for specified numbers of student absences.

It is recognized that, for personal reasons and approved College activities, students may be required, on occasion, to be absent from class. In such cases the student must assume the responsibility for seeing the instructor and making arrangements for make-up work, if such make-up work is available and possible. Final approval for any class absence remains with the individual instructor.