

## Practices for awarding credit

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

As a member of the University System of Georgia, Armstrong State University adheres to the Board of Regents policies on semester length and credit hour requirements for all programs for all levels and all delivery formats. (See the [Board of Regents Policy 3.4 Calendar of Academic Activities](#)) As per the BOR policy, Armstrong has two regular semesters at least 15 weeks in length, excluding registration. Students meet for a minimum of 750 minutes of instruction or equivalent to earn one semester credit hour. Most courses in the fall and spring semesters meet either two or three times per week and carry a credit of three semester hours. Armstrong also has four flex terms (two in fall and two in spring) and three summer sessions (two five-week sessions and one 10 week session) during the year. These terms also require 750 minutes of instruction or equivalent for students to earn one credit hour. The academic schedule describing course meeting times and schedules for the current classes can be found at [Academic Calendars, Final Exam Schedules, and Course Schedules](#). Course policies regarding the earning of course credit can be found in the undergraduate and graduate catalogs.

Procedures for approving courses or modifications to current courses move through several levels of evaluation and approval before they are added to the course catalog. Faculty propose new courses or modifications to current courses by presenting their proposals to departments for approval. These proposals must include specific information, such as the number of course credits, a course description, and a rationale for the course. The proposals are evaluated by departments before proceeding to college curriculum committees or to the Graduate Curriculum Committee. Undergraduate course proposals then proceed to the University Curriculum Committee and to the Faculty Senate. Graduate course proposals proceed to the Graduate Affairs Committee. The president gives the final approval for all course proposals and modifications before they are added to the course catalog. Procedures for course approval can be found on the [University Curriculum Committee website](#).

### *Transferable Credit*

Armstrong follows the Board of Regents Policy on transferable credit hours. (See [Board of Regents Policy 4.2.1.3 Undergraduate Admission Requirements for Transfer Students](#)). Institutional credit courses, required high school curriculum deficiency makeup courses and vocational courses are not accepted as transferable credit hours.

### *Military Credit*

Armstrong is a participant in the [Servicemembers Opportunity Colleges consortium](#) and allows service members to petition to receive course credit for military education and training when such education and training is deemed applicable to a degree program. This policy is posted on Armstrong's website. To receive

credit, students must submit official documentation of such training (AARTS, SMART or Community College of the Air Force transcript) to the admissions office and their academic advisor to determine if the training is degree related. According to the policy stated on Armstrong's website, "Service members may be awarded three semester hours of physical activity credit and eight semester hours of military science credit upon receipt of official documentation of military education/training." [\*\*Registrar Website Credit for Military Experience Training\*\*](#) Students with a declared major may earn additional credits for specialized academic training in their major by applying directly to department heads for approval.

#### *Advanced Placement and International Baccalaureate Credit*

Academic departments determine the examinations and scores necessary for students to receive advanced placement credits. Policies regarding advanced placement are available at [\*\*Registrar Website Advanced Placement\*\*](#) and [\*\*Registrar Website College Level Exams\*\*](#). Departments also determine the scores necessary to receive credit for International Baccalaureate courses. Students can receive a maximum of 24 semester hours of credit for work completed in International Baccalaureate Programs. (See [\*\*Registrar Website International Baccalaureate\*\*](#))

**Course Substitution Procedures** Students wishing to receive credit for a required course by substituting that course for another must first petition his or her advisor and fill out a course substitution form. The advisor submits the petition to the department chair of the relevant course or program for approval. Substitutions then must be approved by the college dean before the student receives credit for the required course.