ACADEMIC INFORMATION

ACADEMIC INTEGRITY
Students at Georgia Southwestern State University are expected to conform to high standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct that students be honest and that they submit for credit only the product of their own efforts—Scholastic ideals and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from all forms of dishonorable conduct in the course of their academic careers. Academic honesty is the responsibility of the students and faculty of Georgia Southwestern State University. The full text of the Policy on Academic Integrity can be found in the GSW Bulletin.

REGISTRATION AND ACADEMIC INFORMATION NETWORK (RAIN)
The Registration and Academic Information Network (RAIN) allows students to access their academic and financial records on-line. Students can view holds, midterm grades, final grades, academic transcripts, registration status, class schedules, curriculum sheets, as well as their financial aid status, account summaries and fee assessments. RAIN provides a convenient method for students and faculty to obtain information via the web. It is a secured site which is continually expanding to provide 24 hour access to all students. Information is routinely added to RAIN, including term-specific notices and deadlines. Students must access RAIN to view grades for their courses each semester.

REGISTRATION FOR CLASSES
Registration for classes is the process of seeing the faculty advisor, selecting the courses appropriate for the degree program, arranging these into a schedule to fit available time slots, signing up for these classes with the advisor or online through RAIN and paying fees. The Schedule of Classes available online through RAIN each term lists all courses being offered. Students may change their class schedule or register late during the first three days of class each semester.

STUDENT ACADEMIC LOAD
A student is considered to be carrying a full load if enrolled for twelve or more semester hours of academic credit. A student is considered to be registered for an overload if enrolled in more than eighteen course credit hours.

The full-time load for a graduate student is nine semester hours credit in academic subjects. A graduate student is considered to be registered for an overload if enrolled in more than fifteen course credit hours.

A student must have the approval of his or her advisor, complete the appropriate form, and then send it to the Office of the Vice President for Academic Affairs for final approval in order to register for an overload. The following cases usually qualify:

(1) Undergraduate students on the Dean’s List or President’s List for the preceding term may register for as much as twenty-one hours credit.
A student enrolled in certain curricula which require an overload for a given semester may register for the specified hours of credit.

**PART-TIME STUDENTS**

Students who are enrolled for less than a full load are classified as part-time students. These students may be working toward college degrees or they may be taking courses for self-improvement. Part-time students are required to satisfy the minimum academic standards.

**AUDIT**

A student who is auditing a course is expected to attend classes, but they are not required to take examinations or meet course requirements. No credit is given for audits. In the event of overloaded classes, students enrolled for credit will be given preference. Fees for attending class on an audit basis are calculated at the same rate as regular academic fees. A student must have permission from the Office of the Vice President for Academic Affairs to audit a course.

**CREDIT BY EXAMINATION**

Credit by examination is offered for a number of courses at the University, e.g. CLEP, International Baccalaureate, Advanced Placement, and Prior Learning Assessment. Credit by examination is listed as such on the transcript along with the course number, title, and hours of credit; however, no grade is assigned and the credit is not included in computing the grade point average. Credit by examination is limited to ten hours in a discipline and thirty hours in the University. Credit by examination is usually earned at the time the student enters the University. See the Registrar for more information.

**EXPERIENTIAL LEARNING/ PRIOR LEARNING ASSESSMENT**

Credit for prior experiential learning is available in selected undergraduate degree programs. A student in one of these degree programs should notify his or her academic advisor to determine if this policy applies. If applicable, the advisor notifies the appropriate academic dean or department chair, who convenes a faculty committee to review the student's portfolio to determine if credit for prior experiential learning is warranted and if so, the number of semester credit hours to be awarded. The total number of credit hours awarded for experiential learning cannot exceed 21 semester credit hours.

GSW grants no graduate level credit for experiential learning except under the supervision of the institution.

Prior Learning Assessment (PLA) is a process through which students identify areas of learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials related to specific course objectives so that they can be assessed and possibly awarded academic credit. PLA will reduce the repetition of relevant, course-related material for students with prior learning (or with prior degrees). Students must complete PLA 2000, Prior Learning Documentation Course, to be eligible to apply for PLA credit. Contact Dr. Chuck Huffman for more information.
MILITARY CREDIT
Credit for prior military experience and training is determined on an individual basis, following the guidelines published by the American Council on Education for the Evaluation of Educational Experiences in the Armed Services. Students should see the Registrar for additional information.

SCHEDULE ADJUSTMENTS
Adding or Dropping Courses
During the first three days of class, students may add or drop courses during the published time period.

• Students must discuss adding or dropping courses with their advisors.
• Students who enter courses after the first day of class are responsible for making up missed assignments.
• Students may add or drop a Learning Support course only with the approval of the Registrar or the Assistant Vice President for Academic Affairs. Students enrolled in both Learning Support classes and degree credit courses cannot drop the Learning Support courses without dropping the degree credit courses as well.
• Students receiving financial aid should discuss dropping courses with a financial aid counselor, since dropping courses can negatively impact your financial aid eligibility.

After the published add/drop period, students may adjust their schedules only by “withdrawal.” (See below.)

Students registered for courses that have the first class meeting after the designated add/drop period will be subject to the Withdrawal from Class Policy or the Withdrawal from the University policy below. Any orientation session for online or off-campus courses is considered the first class meeting for the course.

Withdrawal from a Course
After the add/drop period, a student must officially withdraw from a course by completing the “Withdrawal from Class” form available in the Registrar’s Office or online at http://gsw.edu/~aaf/student_forms/withdraw_class.pdf. This form must be returned to the Registrar’s Office upon completion. The student is fully responsible for collecting the appropriate signatures and submitting the completed form to the Registrar’s office.

• Withdrawal from class without penalty requires the student to complete the Withdrawal from Class form and return it to the Registrar’s Office by the published no-penalty date of approximately one week after midterm. A student following this procedure will receive a grade of W (Withdrawn).

• Withdrawal from class without penalty will not be permitted after the published ‘no penalty’ date except for non-academic reasons. Documentation must be provided by the student to receive a W rather than a WF (Withdrawn Failing).
• Students with Learning Support requirements who are enrolled in both Learning Support courses and degree credit courses may not withdraw from the required Learning Support courses with a “W” unless they also withdraw from the degree credit courses.

• Students receiving financial aid should discuss withdrawing from courses with a financial aid counselor, because dropping courses can negatively impact your financial aid eligibility.

All withdrawals from class must be approved and completely processed before the last day of classes. A student who does not officially withdraw from a class will receive a grade of F in that course for the term.

Withdrawal from the University
Students withdrawing from all classes and exiting the University after the first day of classes must meet with the First Year Advocate (Academic Skills Center, room 126) to initiate the official "Withdrawal from the University" process.

• Withdrawal from the University prior to the no-penalty date of one week after midterm will result in grades of W (withdrawn) for all courses.

• Withdrawal from the University after the no-penalty date will result in grades of WF (withdrawn failing) except for documented non-academic reasons.

All withdrawals from the University must be initiated by the student and completely processed before the last day of classes. The student is fully responsible for supplying all pertinent documentation to the First Year Advocate. Failure to withdraw from the University following the proper procedure will result in grades of F in all courses, and no refund will be given.

READMISSION
Former students who have not attended the University for one calendar year must complete a readmission form through the Registrar's Office and pay a $25 re-application fee.. Students who were academically suspended at the end of their last term of enrollment must obtain the approval of the Assistant Vice President for Academic Affairs to return. Students who have attended other colleges or universities must submit official transcripts from those institutions before the readmission can be processed. The Readmission form can be found in the Registrar’s office or online at http://gsw.edu/~aaf/student_forms/readmission.pdf.

ATTENDANCE
Students are expected to attend all classes. If an absence is necessary, the student is responsible for reporting the reason to the instructor. In such cases, each instructor will take whatever action he or she deems necessary. Faculty members will make their absence policies clear to the students enrolled in their classes in writing within the first week of class. Penalties for excessive absences in each course are set at the beginning of each semester by the faculty member teaching that course. Students with excessive absences in a class may receive a grade of F for the course.
ADMINISTRATIVE WITHDRAWAL FROM A COURSE DURING THE FIRST WEEK OF CLASS

Students who attend none of the class meetings of a course during the first week of classes and do not inform the instructor of their intentions to remain in the course or do not drop the course within the published period will be administratively withdrawn from the course. Students who do not log in/participate in the online class by the instructor deadline will be withdrawn from the course and receive a grade of W for withdrawal.

It is the responsibility for the faculty member to document such absences.

Instructors must take roll during the first week of classes, until final rolls are available on RAIN. The faculty member will submit the verification of enrollment information. Students will be contacted by the Registrar through RADAR email and given a deadline to respond before they are administratively withdrawn from the class. No refunds will be issued for nonparticipation withdrawals unless it results in a complete withdrawal from the University.

GRADING SYSTEM AND QUALITY POINTS

<table>
<thead>
<tr>
<th>Grade Achievement</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Superior</td>
<td>4</td>
</tr>
<tr>
<td>B Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Poor</td>
<td>1</td>
</tr>
<tr>
<td>F Failing</td>
<td>0</td>
</tr>
<tr>
<td>P Pass</td>
<td>0</td>
</tr>
<tr>
<td>S Satisfactory Performance</td>
<td>0</td>
</tr>
<tr>
<td>U Unsatisfactory Performance</td>
<td>0</td>
</tr>
<tr>
<td>K Credit by Examination</td>
<td>0</td>
</tr>
<tr>
<td>V Audit</td>
<td>0</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W Withdrawed</td>
<td>0</td>
</tr>
<tr>
<td>WF Withdrawn Failing</td>
<td>0</td>
</tr>
<tr>
<td>WM Withdrawn for Military Purposes</td>
<td>0</td>
</tr>
<tr>
<td>NR No grade reported by instructor</td>
<td>0</td>
</tr>
</tbody>
</table>

Incompletes

A grade of "I" indicates that the student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course during the term scheduled. The individual faculty member assigning the "I" has the responsibility for documenting the work to be completed. This documentation is to be filed with the academic dean or department chair at the time grades are submitted. An incomplete grade must be removed before the end of the following term (including summer term); otherwise, the grade will be recorded as F. Requests for an extension of an additional term
must be made by the instructor and approved by the Dean/Chair and the Vice President of Academic Affairs. Students who for non-academic reasons stop attending class prior to midterm should withdraw from the course. A grade of "I" cannot be assigned in this situation.

**GRADE POINT AVERAGE**
The grade point average is the ratio of quality points earned to the number of credit hours for which the student is accountable. The grade point average will be calculated for each student at the end of each term and will be printed on the transcript as follows:

1. The Semester Grade Point Average is the ratio of quality points earned to credit hours attempted that semester in courses numbered 1000 or above.
2. The Cumulative/Institution Grade Point Average for undergraduate students only is the ratio of quality points earned to credit hours attempted in courses numbered 1000 or above for which a final grade has been earned. Normally, a course is counted only once for credit hours. For this type of course, the latest grade earned replaces all previous grades and determines the quality points assigned. A grade of WF is treated as an F in calculating grade point averages.
3. The Cumulative Grade Point Average for graduate students is the ratio of quality points earned in all courses to credit hours of all courses attempted.

**POLICY ON REPEATING COURSES**
Normally, a course is counted only one time for credit hours. If a student wants to repeat an undergraduate course that falls into this category, he/she may do so with the understanding that the latest grade earned replaces all previous grades and that all courses taken will be listed on the student’s academic transcript. The number of quality points awarded and credit hours earned is determined by this final grade. If a student wants to repeat a graduate course that falls into this category, the student may do so with the understanding that credit hours attempted and quality points earned in all attempts of the course will be counted in the student’s grade point average (GPA). A student should discuss how repeating courses effects financial aid with a financial aid counselor.

**CLASS RANK**
Undergraduate students are classified once each year. Class rank is based on semester hours of credit earned. Minimum semester hours of academic credit for the different class ranks are as follows:

- Freshmen: Less than 30 hours
- Sophomore: 30 hours
- Junior: 60 hours
- Senior: 90 hours or more
ACADEMIC HONORS FOR UNDERGRADUATE STUDENTS

President’s List
During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 4.00 will be named to the President’s List.

Dean’s List
During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 3.50 through 3.99 will be named to the Dean’s List.

Academic Achievement List
During any semester, a student is on the Academic Achievement List if he/she is in Academic Good Standing, has previously earned at least 15 hours of credit at Georgia Southwestern, is enrolled in 3 to 14 hours of credit, and earns a semester GPA of 3.5 or better.

UNDERGRADUATE ACADEMIC STATUS: GOOD STANDING, WARNING, PROBATION, SUSPENSION
A grade point average of 2.00 (C average) is required for graduation from Georgia Southwestern State University. (Some curricula may require a higher average.) A student whose performance is below this level exhibits academic deficiencies. The University uses the cumulative/institution grade point to determine academic standing. The following table shows the minimal graduating grade point average a student must achieve to make acceptable progress toward the 2.00 average and graduation.

<table>
<thead>
<tr>
<th>Total Hours Earned</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Including hours accepted in transfer)</td>
<td></td>
</tr>
<tr>
<td>0-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-30</td>
<td>1.65</td>
</tr>
<tr>
<td>31-60</td>
<td>1.75</td>
</tr>
<tr>
<td>61 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The grade point average is calculated each term and appears on the grade report on RAIN to inform the student of his/her progress. The academic standing of the student will be printed on the grade report also.

Good Standing
A student will be placed in Good Standing when his/her cumulative/institution GPA is equal to or above the required minimum GPA for the number of hours the student has earned (including transfer hours).

Academic Warning
A student will be placed on Academic Warning at the end of any term in which the cumulative/institution GPA falls below the required minimum for the total hours earned. The student will have only one semester in which to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Probation. Students on
Academic Warning are encouraged to take advantage of supplemental instruction resources available in the Academic Skills Center.

Freshman students who are placed on Academic Warning at the end of their first semester of enrollment must successfully complete UNIV 1001-Pathways to College Success during the following spring or fall semester, whichever comes first.

**Academic Probation**
A student will be placed on Academic Probation if the student fails to return to Good Standing at the end of the semester in which the academic standing of the student was Academic Warning. The student will have only one term to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Suspension. Students on Academic Probation are strongly encouraged to take advantage of academic assistance resources available in the Academic Skills Center.

**Academic Suspension**
A student will be placed on Academic Suspension if the student fails to achieve Good Standing while on Probation. The student must stay out of school for one semester or choose to remain in school with Restricted Enrollment status (see below). To return to school after the term of suspension, the student must write a letter of appeal to the Office of Academic Affairs. When the student returns, the academic status of the student is Academic Warning and the Warning-Probation-Suspension process starts over. That is, the student will have two semesters at most to raise the GPA to the Required Minimum and return to Good Standing, or the student will be suspended again. The maximum number of suspensions allowed is two. At the third suspension, the student will be suspended from GSW for a minimum of one calendar year.

Normally a student will not be reinstated after the third suspension. The student may, however, appeal this dismissal by stating his/her case to the Vice President for Academic Affairs. Appeals relative to dismissal in writing after the third suspension will be considered on a case-by-case basis with no guarantee of readmission.

A student on Academic Suspension will not be allowed to register for courses offered by the University, unless the student has been granted Restricted Enrollment Status.

Courses taken at other institutions while a student is on Academic Suspension from Georgia Southwestern will not be accepted in transfer.

Students returning to GSW after the first suspension are required to enroll in ACSK 1100, Academic Skills, during the first term of re-enrollment.

**Restricted Enrollment**
As an alternative to suspension, a student may request from the Associate Vice President for Academic Affairs to remain in school with Restricted Enrollment Status. This status means that the student may stay in school but may enroll primarily in repeat courses and ACSK 1100,
Academic Skills, in order to improve the student's GPA to return to Good Standing. Restricted Enrollment is the only alternative to remaining out of school for one semester available to students who have been suspended.

Not returning to Good Standing by the end of the Restricted Enrollment term will result in an additional suspension for the student, and the student will remain out of school for a minimum of one semester. The student accepting this status will be advised by his/her assigned academic advisor. A Restricted Enrollment Agreement will be signed by the student, the advisor, and the Assistant Vice President for Academic Affairs before the student is allowed to register.

A student on Restricted Enrollment may drop or add courses only with the approval of the Office of Academic Affairs.

The Restricted Enrollment status is not available to Learning Support or transient students.

**Learning Support**
Students who are taking one or more Learning Support courses will be given this academic status until those students exit all required Learning Support courses. The policies of the Board of Regents and GSW Learning Support Programs will have precedence over the policies of GSW concerning Academic Suspension. The Restricted Enrollment academic status is not applicable to Learning Support students.

**Readmission of Students on Suspension**
A student on Academic Suspension who wishes to be readmitted to the University must write a letter to the Assistant Vice President for Academic Affairs requesting to be readmitted. The letter must include all factors which the student wishes to be considered. Each request for readmission will be considered individually and nothing in this section should be interpreted to mean that readmission is automatic. Students returning from the first suspension must take ACSK 1100, Academic Skills, during their first term of re-enrollment.

Readmission may be denied if, in the professional judgment of the Assistant Vice President for Academic Affairs, the student cannot perform satisfactory college level work.

Any student requesting readmission who has been out for one calendar year or longer must complete a readmission form available online through the Student Forms link found on the GSW Homepage (www.gsw.edu).

**GRADUATE ACADEMIC STATUS**
Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards. See the current GSW Graduate Bulletin for additional information.
GRADUATION WITH HONORS FOR UNDERGRADUATES
In order to be eligible to graduate with honors from Georgia Southwestern State University, the following two requirements must be met:

- A student must earn at least 30 semester hours of academic credit at Georgia Southwestern State University.
- The grade point for honors must be an average of the final grades earned on work completed at all accredited colleges and universities attended and must fall into one of the following categories:

  **Graduation cum laude requires a minimum grade point average of 3.50**
  **Graduation magna cum laude requires a minimum grade point average of 3.70.**
  **Graduation summa cum laude requires a minimum grade point average of 3.90.**

Only candidates for baccalaureate degrees are considered for academic honors at graduation.

FINAL EXAMINATIONS
A student who has three final examinations scheduled for the same day may request a change of date for one final through the Office of Academic Affairs. Times and dates for final examinations may not be changed to accommodate students' travel plans. Permission for a student to change his/her final exam time and/or date must be obtained from the Office of Academic Affairs. The final examination schedule is available in the published schedule of classes available through RAIN.~

RE-EXAMINATION FOR SENIORS
A senior preparing for graduation within two (2) semesters who earns a final grade of F or D in a course may have the opportunity of one re-examination in that course. After reviewing the eligibility requirements for re-examination with the instructor of the course (based on the conditions listed below), the student must request permission for the re-examination in writing from the Vice President for Academic Affairs. The instructor will be informed in writing whether permission has been granted. Conditions for re-examinations include the following:

a. The original course grade earned must not be the result of a violation of the Policy on Academic Integrity or the instructor's written policy on course attendance.

b. It must be mathematically possible to achieve the necessary passing grade in the course using the result of the re-examination.

c. The course must be a non-core course numbered 2000 or above which is necessary for graduation.

d. There must be no opportunity to repeat the course before the scheduled graduation.
e. Graded assignments for which a re-exam may occur include an examination, a project, a presentation, a paper, or another assignment as defined by course requirements. The assignment to be repeated will be determined by the instructor of the course.

f. A student cannot apply this re-examination policy in more than two courses.

g. The request for the re-examination must be made within thirty (30) days of the end of the term in which the grade was received.

h. Graduating seniors who fail the tests given by the Department of History and Political Science to meet the U.S. history/Georgia history and U.S. Constitution/Georgia Constitution requirements are entitled to a single retest in the deficient area during the term immediately preceding their graduation date. Retests are limited to two areas. Students in this situation should contact the administrative assistant of the Department of History and Political Science.

No reexaminations are allowed in graduate courses.

CATALOG FOR GRADUATION EVALUATION
Under the guidance of the academic advisor, a student may select to be evaluated for graduation from any catalog (curriculum sheet) in effect during the time of enrollment provided the enrollment has been continuous. Students readmitted or reinstated will be evaluated for graduation from the catalog (curriculum sheet) in effect at the time of readmission or reinstatement or any catalog (curriculum sheet) in effect during subsequent periods of continuous enrollment. Students changing majors will be evaluated for graduation from the catalog (curriculum sheet) in effect at the time of the change or any catalog (curriculum sheet) in effect during subsequent periods of continuous enrollment. Each student is responsible for determining the appropriate catalog (curriculum sheet) to be used for academic advisement and for evaluation of graduation requirements. Catalog selection applies only to the course requirements of that catalog. All other academic procedures and graduation requirements must be satisfied according to regulations in effect at the time of graduation. Students desiring further information on the selection of an appropriate catalog (curriculum sheet) may contact their major department head/academic dean or the Registrar.

APPLICATION FOR GRADUATION

Undergraduates
The application for graduation for Fall Semester must be completed on or before December 1 prior to the academic year in which the degree is expected. The application for graduation for Spring Semester must be completed on or before May 1 prior to the academic year in which the degree is expected. Students who plan to graduate at completion of Summer Term must apply on or before September 1 prior to the year in which the degree is expected.

Graduation Term
Apply no later than the date below of the prior year:

Fall  December 1  
Spring  May 1  
Summer  September 1

**Gradsuates**
Each student admitted to a graduate program must file an application for graduation one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Registrar’s Office as well as on RAIN.

**Graduation Term**
Apply no later than the date below of the prior semester:

Fall  May 1  
Spring  August 1  
Summer  January 1

**REGENTS’ TESTING PROGRAM FOR UNDERGRADUATES**
Georgia Southwestern is pleased to announce the approval by the University System of Georgia for GSW to be exempt from requiring the passing of the Regents' Test as a condition for graduation. The quality of GSW's two composition courses, ENGL 1101 and ENGL 1102, has been deemed sufficient to measure a student's collegiate reading and writing skills.

All students must still meet the current requirement of earning a grade of C or better in ENGL 1101 and ENGL 1102 if they have not already done so.

- If you have failed one or both parts of the Regents' Test, you will **not** be required to take the Regents' Test again or be enrolled in Regents' remedial courses. You will be required to pass both ENGL 1101 and ENGL 1102 with grades of C or better.
- If you have never taken the Regents' Test, you do **not** have to take it, but you will have to earn grades of C or better in ENGL 1101 and ENGL 1102, as is currently required.
- If you have transferred in credit for ENGL 1101 or have Advanced Placement, International Baccalaureate, or CLEP credit for ENGL 1101 but do not have credit for ENGL 1102, you will need to take ENGL 1102, earning a grade of C or better. You do **not** have to take the Regents' Test.
- If you have transferred in both ENGL 1101 and ENGL 1102 with grades of C or better, you do **not** have to meet additional course requirements at GSW and you do **not** have to take the Regents' Test.

The Regents' remedial classes, RGTE 0199 and RGTR 0198, will no longer be required or offered.

Students needing extra academic support in reading or writing can go to the GSW Writing Center.
VERIFICATION OF ENROLLMENT LETTERS
Students requesting verification of enrollment letters from the Registrar's Office should be aware that normal processing time is three working days. Insurance and loan office forms will be mailed directly to the agency. Verification of enrollment is located at http://gsw.edu/~aaf/student_forms/verifenrl.pdf. The form can be mailed, faxed or delivered to the Registrar’s office.

TRANSCRIPT REQUESTS

Online Ordering

Alumni and Former Students

Georgia Southwestern State University and Scrip-Safe have partnered together to provide former students and alumni with access to an online ordering system through a secure website. Please login to https://iwantmytranscript.com/gsw to order your transcript.

You can order your transcripts using Visa or Mastercard. Georgia Southwestern State University will process transcript orders during normal working hours Monday through Friday. When possible, requests should be made well in advance of the date when the transcript is needed. Normally, transcripts will be sent from Georgia Southwestern State University within 48 hours after a request is received; however, additional time is required during peak periods.

The secure website will include instructions for placing your transcript order. Georgia Southwestern State University charges $5.00 per transcript. Scrip-Safe charges a $2.25 processing fee for each recipient (transcript addressee.) Order updates will be emailed to you, and you can also check your order status and history online.

Note: If you attended GSW prior to Fall 1997 you may submit your request through Scrip-Safe’s Transcripts on Demand, however, GSW will not be able to submit your request electronically. Your transcript will need to be mailed to the recipient or picked up in the Registrar's Office, Sanford Hall, Room 210.

Transcript on Demand Contact Information todsupport@scrip-safe.com 1-800-736-7319 136 Commerce Blvd. Loveland Ohio 45140

Current Students

Current students can request a transcript to be sent electronically, mailed or for pick up by using RAIN.

Access and login to RAIN
Select “Student Services and Financial Aid” Tab
Select “Student Records”
Select “Order Official Transcript”
Select “Place a Transcript Order”
A new window will open up taking you to Transcripts on Demand. There you will follow the instructions to complete your transcript order.

The secure website will include instructions for placing your transcript order. Georgia Southwestern State University charges $5.00 per transcript. SCRP-SAFE charges a $2.25 processing fee for each recipient (transcript addressee.) Order updates will be emailed to you and you can also check your order status and history online. Normally, transcripts will be sent from Georgia Southwestern State University within 48 hours after a request is received; however, additional time is required during peak periods.

Transcript on Demand Contact Information:
todsupport@scrip-safe.com 1-800-736-7319 136 Commerce Blvd. Loveland Ohio 45140

Ordering Transcripts Directly from GSW

GSW Alumni and current students may request an official transcript in person, through the mail or by fax. The request must be made in writing to the Registrar's Office at least 48 hours in advance. Requests must include:

1. Student's full name (include maiden or previous names)
2. GSW ID#
3. An approximation of the dates attended
4. A complete mailing address, fax number, or email address of recipient (if sent electronically)
5. Student’s signature
6. $5.00 processing fee

Transcript Request forms can be printed from http://gsw.edu/~aaf/student_forms/transreq.pdf or completed at the Registrar's Office, Sanford Hall, Room 210.

In order to avoid any delays, please be sure to include all names you may have used while attending GSW.

TRANSIENT STUDENTS

Students wishing to attend another institution as a transient student should complete the paperwork at least one month before the desired admission date. Transient permission forms are available online through the Student Forms available on the GSW Homepage (www.gsw.edu). Students should complete the transient permission form with their advisor to be sure the classes will transfer into their curriculum program at GSW. A GSW student attending another institution as a transient student is responsible for requesting a final transcript to be sent directly to the Registrar's Office at the end of the semester. After receipt of an official transcript indicating a
passing grade for the approved transient course(s), the information will be added to the record. Degree candidates may earn credit through correspondence or through transient credit, but not more than ten hours in the major discipline and not more than 30 total hours of credit earned in this manner will count toward degree requirements.