

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES EAST
GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Georgia History and Constitution Exam Policy

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | <input type="checkbox"/> Statutes Revision | |
| <input checked="" type="checkbox"/> Policy Proposal. | <input type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Thomas Upchurch _____ 3-18-2021 _____
Signature Date

Dean Approval:

Signature Date

APCC Action: Approved Denied Returned Tabled
Dandra J. Shannon _____ 26 March 2021 _____
Signature of Vice President for Academic and Student Affairs, Chair Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled
Laura Chambers _____ 4.1.21 _____
Signature of Faculty Senate President Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled
Don Carter _____ 4/13/21 _____
Signature Date

Comments: _____

Distribution By:

Signature Date

President's Office keeps a copy of this **ACADEMIC POLICY/PROPOSAL ROUTING FORM**; Original form is sent to Academic Affairs for distribution to the following:

- | | |
|--|------------|
| Faculty Senate—President | Date _____ |
| Academic Policies & Curriculum Committee—Chair/VPASA | Date _____ |
| Chief of Staff/Legal Counsel | Date _____ |
| Registrar's Office | Date _____ |

Policy Proposal:

University System of Georgia (USG) Proficiency Requirements: By state law all students seeking an undergraduate degree from a USG institution are required to demonstrate proficiency in: U.S. History, the U.S. Constitution, Georgia History, and the Georgia Constitution. Normally all these requirements may be satisfied at East Georgia State College (EGSC) by completing POLS 1101 & HIST 2111 or 2112. Students transferring from non-USG institutions, however, may have already passed a comparable course in American Government, U.S. History, or both, thus earning 3-6 credit hours toward graduation, yet still be required by state law to take the Georgia History Exam and/or the Georgia Constitution exam to demonstrate proficiency in those areas. Those students will be notified of the requirement to take one or both upon admission to EGSC or shortly thereafter.

Students will be encouraged to contact the History Department (tupchurch@ega.edu) or the Political Science Department (tcaiazzo@ega.edu) as soon as possible to be given access to the study guides for these exams and to make an appointment to take the exams.

The exams will be conducted and proctored online, and instructions for how to complete them will be provided by the History Department and/or the Political Science Department at the time the appointment is made. The student may take each exam only once. A passing grade is 72%. If a passing grade is not earned on the first attempt, the student must take the full course(s) POLS 1101 and/or HIST 2111 or 2112. The student and the EGSC Registrar's Office will be notified promptly of the exam score(s).

Students may also check the status of their fulfillment of these degree requirements by logging in to the MyEGSC portal and looking in the "Degree Works" link.

This policy follows the USG Policy 3.3.4 United States and Georgia History and Constitutions

Rationale for this Policy Proposal:

USG Policy requires that all USG institutions offer "coursework" and/or "examination" in Georgia History and the Georgia Constitution as a requirement for graduation. The policy from the USG policy manual is:

3.3.4 United States and Georgia History and Constitutions

All USG institutions shall give instruction in the history of the United States, in the history of Georgia, and in the essentials of the United States Constitution and the Constitution of Georgia. No undergraduate student shall receive a certificate of graduation or a degree without successfully completing coursework or passing a satisfactory examination on the history of the United States, the history of Georgia, and the provisions and principles of the United States Constitution and the Constitution of Georgia.

<https://www.usg.edu/policymanual/section3/C338>

Each USG institution has been charged with implementing its own process for accomplishing this policy. Currently EGSC has no official policy; but in 2019-2020, the History Department and the Political Science Department Discipline Coordinators (Thomas Upchurch and Brett Larson) were charged with creating exams and study guides in Georgia History and Georgia Constitution so EGSC could begin fulfilling this USG policy. Indeed, we have already begun handling individual student cases on an informal basis, giving these exams and making up the process as we go. Consequently, confusion has reigned in each case as nobody has known for sure whom to contact or where to start—Admissions, Registrar, ACE, Dean of HSS, etc. This policy proposal will end the confusion and bring an orderly process into place.

Moreover, there is no mention of the Georgia History and Georgia Constitution "credit by examination" in the current EGSC catalog or website where individual EGSC policies are listed. The EGSC catalog at present lists the following types of credit by examination and their respective descriptions:

Credit by Examination College Level Examination Program (CLEP) Students may earn up to 18 semester hours of college credit by making satisfactory scores on the Subject Examinations of the College Level Examination Program (CLEP). The CLEP Subject Examinations measure achievement in specific subject areas. These exams require college-level knowledge and critical-thinking ability; sufficient preparation is required to do well. CLEP tests are given at many colleges and universities nationwide. A list of test centers is available at the CLEP Website ([here](#)). To earn CLEP credit a student must earn a score of 50 or above. Students earning a score of 50 or above on the College English Composition Subject Examination must also write an essay, which will be graded by the English Department. The English Department must approve and "pass" the essay only before credit for College English Composition I will be awarded. CLEP credit is not awarded for any science-related course that has laboratory requirements. A student may not attempt a CLEP examination for a course in a field in which credit has been earned for a more advanced course. No examination may be repeated in an attempt to receive credit. Hours earned by examination are recorded on a student's permanent record with the notation "credit by examination" with the course name and number. Grades are not given; therefore, credit by examination does not affect a student's grade point average. Credits earned through standardized examinations cannot be used to fulfill the residency requirements for graduation.

Departmental examinations: Departmental examinations are available in certain subject areas not included as a part of the College Level Examination Program. An example of a departmental examination is the First-Aid examination. The Vice President for Academic and Student Affairs must grant permission for a student to attempt a departmental examination. The Vice President for Academic and Student Affairs will refer the examination results to the Deans and faculty members of the respective subject area, who will grade and review the examination to determine if the student meets the competencies and course knowledge to be granted credit for the course.

Spanish Credit by Exam: Any student who believes he/she is proficient in Spanish, may attempt the Spanish Credit by Exam. It is a placement test intended for those who have taken Spanish I and II (2 Carnegie units of Spanish) in high school and wish to receive credit for lower level Spanish knowledge. The Credit by Exam is also intended for native speakers of Spanish who wish to advance into a higher level Spanish other than 1001. Students who are proficient in Spanish due to previous studies of the language, rigorous high school preparation or previous training, and wish to advance into a higher level Spanish other than 1002, may also take this college-level Spanish knowledge exam. This test is not intended to satisfy CPC (College Preparatory Curriculum) deficiency in foreign language, and it is not meant to replace the PLA (Prior Learning Assessment) policy. This exam can be taken only once, and credits cannot be awarded if the student has already taken Spanish classes at EGSC. The exam is a challenge, departmental exam under the control of, and administered by, members of the Spanish faculty.

Advanced Placement Program: Subject to approval by the appropriate EGSC academic department, high school students who participate in an Advanced Placement Program will be awarded appropriate course credit provided a score of three (3) or better is earned on The College Board Advanced Placement Test (AP). Official test scores should be mailed directly from The College Board to the Office of the Admissions/Records Office for review. Each student will receive confirmation of credit awarded. Advanced Placement tests and the equivalent EGSC courses are listed on the EGSC Website ([here](#)). Credits earned through standardized examinations cannot be used to fulfill the residency requirements for graduation.

International Baccalaureate Test: Students should refer to the institution's policy for credits awarded through the International Baccalaureate Test posted on the President's webpage ([here](#)). Credits earned

through standardized examinations cannot be used to fulfill the residency requirements for graduation.

The proposed policy is in keeping with the above credit by examination categories as well as what other USG institutions are doing. See the example below from Kennesaw State University's website:

<https://radow.kennesaw.edu/uac/resources/handouts/USG%20Legislative%20Requirements.pdf>